City of Portland RFP 105642 – Resource Management Services
Sustainable Procurement Specifications Excerpt
October 4, 2007

See attached pages for technical requirements and evaluation criteria for Resource Management Services.

PART I
PROPOSAL REQUIREMENTS

SECTION A GENERAL INFORMATION

1. INTRODUCTION

The City of Portland, Bureau of Purchases is seeking proposals from qualified contractors to help implement a new waste management program which places a high emphasis on recycling and waste stream reduction. This RFP reflects the City's intent to alter both the traditional relationship with waste vendors and to develop new ways of doing business. The City hopes to significantly increase the amount of material we are removing from the waste stream for recycling and reduce the overall waste volume generated by City facilities. The successful proposer will be expected to enter into a Services Contract with the City (reference Exhibit A).

Traditionally, the City has entered into multiple contracts with suppliers to haul trash for disposal and selected recyclables for processing. A fee has been paid based on both frequency of service and container capacity. There have been no sustained efforts to manage the waste stream coming from the buildings or other properties, nor has any substantial research been done to understand the nature of the waste or amounts. As such, the full potential for recycling is not well understood, and this lack of knowledge has been a barrier to developing new recycling programs. Further, the City has set a goal for all City owned and operated facilities to recycle at least 85% of their solid waste (Portland Recycles! Plan, Resolution Number 36525, August 8, 2007).

With this in mind, the City is seeking a value-added relationship with the selected Contractor to focus on reducing the City's waste and significantly increase the amount of material being diverted for recycling. To be fully successful, the Contractor will have to draw upon a range of skills and capabilities, including:

- In-house refuse and recycling technical expertise,
- Familiarity with industry best practices, and
- Introduction of new waste management reduction technologies and approaches.

Drawing on the above, the Contractor will assist the City in developing and implementing an integrated and comprehensive process of waste management and recycling, characterized by frequent and accurate measurement and process discipline.

2. BACKGROUND

Typically, the process of refuse/recycling in most buildings is decribed below :

- There are several service providers that have been contracted to provide waste management services. Exhibit B – Property Location List, identifies the current locations and levels of service.
- Solid waste, including recyclable materials at some locations, is collected periodically by City staff and/or janitorial contractors, and brought to a central storage/disposal site (usually a dumpster or a similar container) for pickup by the waste hauler.
- The current providers empty the dumpsters or designated collection containers on a scheduled basis, or on-call, charging the City a flat fee based on the container size and collection schedule – not the actual volume or weight of disposed material.
- At most sites, mixed paper is collected separately and stored separately from other recyclables for recycling. Typically, colored paper and white paper are co-mingled with other paper products such as newsprint and magazines.
- At some limited locations, plastic and aluminum cans are co-mingled and collected for recycling. Glass containers are generally collected separately for recycling.
- Cardboard is segregated at some sites and placed in separate containers for pickup.

Please note: Some types of waste will not be included under this RFP. Although the City would be open to exploring possible processes that improve upon our current handling of these materials, at this time this RFP focuses on non-regulated waste from specific buildings or facilities owned or operated by the City. The following is not included in this RFP:

- Radioactive wastes

- Precious metals
- Toxic or hazardous waste
- Confidential documents requiring shredding
- Refuse or recycling for buildings or facilities not listed on Exhibit B – Property Location List

3. SCOPE OF WORK

The City of Portland, is seeking a single entity to provide both refuse removal and enhanced recycling services under a comprehensive resource management concept that emphasizes the establishment of a new partnership relationship between the City and the selected Contractor. A new focus will include establishing a baseline waste stream characterization and developing a process to routinely monitor waste content and amounts over time.

The selected Contractor will be expected to:

- Develop a partnership approach to manage refuse and recycling with the City.
- Enhance recycling opportunities, including services for non-traditional recycling commodities and food waste.
- Measure and characterize the waste stream through regular monthly collection and reporting of data.
- Identify inappropriate waste practices and recommend solutions.

The following are the City's program goals and underlying philosophy that the Contractor will be expected to support and help facilitate in performance of the Contract:

- Reduce overall waste generation and exceed the City of Portland goal of diversion of at least 85% of the solid waste stream.
- Establish and track waste/recycling streams for each building served.
- Develop and use measures and data to manage the City's refuse/recycling processes.
- Expand recycling and waste reduction efforts to target construction and demolition materials, organic food waste, electronic waste (computers and related materials), plastic wrap, Styrofoam and other non-traditional waste items as the market and technology allows.
- Ensure program participation by upgrading recycling infrastructure and signage at participating facilities, and by educating employees about recycling and waste reduction practices.

Some of the specific programmatic content is subject to negotiation prior to Contract award. As an example, within the given performance requirements established in this RFP, service delivery model variations and the use of alternate internal program forms may be negotiated. Actual staffing, pickup schedules, data collection/assessments and payment terms may also be discussed in negotiations.

The City reserves the right to increase or decrease the number of sites or the amount of services as needed over the life of this procurement. Such increases or decreases shall be considered within the scope and intent of the original procurement.

Definitions:

a. Recycling: The process of collecting, sorting, cleansing, treating and reconstituting materials that would otherwise become solid waste, and returning the materials to the economic mainstream in the form of raw materials for new, reused or reconstituted products which meet the quality standards necessary to be used in the marketplace.
b. Resource Management: A strategic waste management approach to improve resource efficiency by reducing waste generation, beneficially reusing materials and increasing recycling of materials currently disposed of as waste. The selected resource management Contractor will enter into a combined effort with the City to eliminate, reduce, re-use, recycle, and as a last resort dispose of all wastes generated by the City.
c. Resource Management Services: The total management of all waste and recycling activities, which includes such value-added services as waste and recycling tracking, reporting, analysis, research, training, and processing.

4.. PROPOSAL INVITATION

This document constitutes an invitation for sealed competitive proposals under Portland City Code Chapter 5.33. This RFP is for the City of Portland City-wide Contract as directed by the Bureau of Purchases identified herein in accordance with the requirements and provisions herein.

SECTION B WORK REQUIREMENTS

1. TECHNICAL OR REQUIRED SERVICES

As the City continually seeks best practices in waste reduction and resource conservation, the City will often explore new methods to meet these goals. As such, the City reserves the right to develop any new partnerships and processes that may be required as it pertains to waste reduction, recycling, the end use of recycled goods, and the activities prescribed in this RFP. In developing any such project, the City would coordinate with the Contractor and attempt to minimize any impacts on the Contractor while meeting project goals.

The Contractor shall be expected to work closely with designated City bureau personnel to accomplish the goals and perform the tasks listed below.

a). General Requirements

- The Contractor shall provide all labor, equipment, apparatus, appliances, tools, transportation and permits as required for refuse hauling and recycling services contracted by this procurement and to meet future needs. Contractor will procure all licenses, pay all charges and fees, and give all notices necessary and incidental to the lawful fulfillment of the services to be provided.
- All services performed under this Contract will be to the highest industry standards for services of this type, done by those normally engaged in this type of business, and shall also be in compliance with all applicable codes and regulations.
- Contractor shall comply with all City, State and Federal safety and fire ordinances while performing the prescribed work.
- Contractor will be held liable for damage resulting from negligence. Multiple incidents of damage or safety violations may be cause for termination of this Contract and restrictions from future Contracts.

b). Hours of Work: Contractor shall work with bureau facility managers to determine mutually agreeable collection times for all refuse and recycling containers. The Contractor may not collect glass between the hours of 10:00 p.m. and 7:00 a.m. if the facility is in or adjacent to a residential neighborhood or multi-family housing complex.

c). Pick Up Requirements:

- “Pickup” includes emptying garbage containers and recycling containers.
- Contractor shall clean up from the grounds any garbage or recyclables spilled during the transfer process or such material in the immediate vicinity.
- Contractor shall provide emergency pick-up service for any materials requested by the City within 24 hours.
- The City shall have the right to visit and inspect any disposal or recycling sites owned, operated or used by the Contractor. Contractor’s improper dumping of materials identified by the City may be cause for immediate Contract cancellation.
- Contractor shall perform in a manner that eliminates undue noise, safety hazards or damage, and does not create unsanitary or unsightly conditions at the pick-up stations or City facilities at large. Drivers must operate vehicles with extreme caution and observe posted speed limits.
- Upon request, Contractor shall provide collection services for organic waste (post-consumer food waste and compatible materials) at City owned or operated facilities.

d). Items to be Provided by the Contractor:

- Trash Containers: Contractor shall furnish fixed hinged covered trash containers of the size and quantity required for the cubic yard or gallon quantity listed in Exhibit B – Property Location List, and Exhibit C, Offer Form. Containers furnished for metal, construction, and landscape material do not require lids. All containers must be approved by the City prior to placement. Contractor shall maintain the containers in a clean, sanitary and serviceable condition at all times. Contractor shall steam clean and sanitize as needed and upon request. Contractor shall monitor container condition and appearance, and provide immediate replacement of odorous, vandalized or damaged containers. Periodically, additional containers shall be provided when requested by authorized City personnel.
- Recycling Containers: Contractor shall furnish the recycling containers of the size and quantity listed in Exhibit B – Property Location List, and Exhibit C, Offer Form. Contractor shall also furnish appropriately sized containers upon request as expanded recycling and composting opportunities develop, material collection strategies change, or changes in service levels are needed. This includes: fixed hinged covered recycling containers (e.g. dumpsters), cardboard cages, roll carts, “slim-lines”, and barrels. Contractor may not charge the City for the use

of recycling and food waste collection containers that are provided to the Contractor by the City of Portland's Office of Sustainable Development.

- Drop Boxes – Contractor shall furnish drop boxes (10 yd or greater) for waste and recycling in the size and quantity listed in Exhibit B – Property Location List, or as may be ordered under Contract for the sizes in Exhibit C, Offer Form. Drop boxes shall be sanitized as needed. Periodically, additional drop box service shall be provided when requested by authorized City Personnel.
- Signage: Contractor shall furnish all signage for provided containers.

e). Recycling Service:

- The City requires recycling service for the following products: cardboard, clear and colored glass, tin, aluminum, mixed paper, bulk metal, yard debris, wood, and plastic bottles. The City also desires recycling services (if available) for printer cartridges, batteries, aseptic containers and plastic film. There is also a strong desire to increase opportunities for recycling of other materials when there is the opportunity to do so, such as pre- and post-consumer food waste and Styrofoam.
- The Contractor shall propose recycling equipment and services to be provided for the above materials. Pick-up service should be regularly scheduled to keep containers from overflowing.
- Contractor shall advise the City of additional or enhanced recycling services, as they become available.
- Proposers shall propose rebate/credit formulas for calculating rebate/credit amounts for Old Corrugated Cardboard (OCC), mixed paper, plastic, and bulk metal (page 7 of the Offer Form). The formulas must be agreed upon by the City and must take into consideration those City facilities that collect mixed paper as a part of a co-mingled collection system. The formula(s) will utilize prices from the Official Board Markets index. Rebates/credits shall be paid on a quarterly basis and shall include data showing how the rebates/credits were arrived at.
- Contractor will use the monthly data on recycling collection quantities to determine the appropriate rebate/credit amounts for each of the applicable Bureaus.

f). Resource Management Services

- Contractor shall work cooperatively and proactively with City staff to identify and implement disposal alternatives in an effort to reduce the City's waste expenses. Events or activities might be initiated by the City and may include bulky waste collection events, electronics recycling and disposal, and plastics recycling.
- Contractor will work collaboratively with the City to identify opportunities to reach mandated City of Portland recovery goals as stated in the City of Portland's administrative rules for commercial solid waste and recycling. Upon request, Contractor shall review existing practices and make recommendations for improvement.
- Contractor shall work collaboratively with their processing facilities to identify sorting and contamination issues related to City-generated recyclables. Contractor shall provide feedback to City on reported contamination issues.
- Contractor will work collaboratively with the City to identify opportunities to implement economical methods to reduce waste and increase recycling. Contractor shall utilize a recycling expert who will help the City expand recycling efforts.
- The Contractor shall have a single point of contact to handle problems related to the Contract. The contact person must hold a position that allows the person to take appropriate action for immediate problem resolution. If for any reason the representative is not available (vacation/illness), Contractor's alternate point of contact name & phone number(s) will be provided to the City's contract representatives. Contractor shall give the City written notification of any change in account representation, within two (2) calendar days of the change.
- Contractor shall conduct an initial weight study after 6 months to determine a baseline of the approximate collected weight of each pick-up (refuse and recycling). The Contractor shall propose a methodology for how an annual weight study for all City facilities covered by this procurement will be conducted. Contractor will use baseline data in conjunction with container utilization (container fullness at the time of pick-up) to determine approximate collected weight for each pick-up. The baseline calculations will be used to meet the data reporting requirements of the Contract.
- Contractor shall instruct their drivers to monitor container utilization levels for trash and recycling so that the City is getting the maximum use and services of each container. Within the first six months of contract execution, Contractor shall review existing practices at each site and make recommendations to the City for improvement.
- Contractor will support City waste evaluations and waste sorts (including the sorting and weighing of waste and recycling) by accommodating special pick-ups, providing additional equipment and interfacing with the Transfer Facility to facilitate related support activities.

g). Reporting Requirements

- The City desires to know how much material is being land-filled and recycled on a monthly basis. Contractor will provide a Monthly Report of containers used, materials collected by container, recycling commodities, and pick-up schedule (including day and frequency) for each site to the City for proper tracking of all services provided during the term of the Contract. The report must be submitted in a mutually agreed upon electronic form in an Excel format, not later than the twentieth (20th) of the month (for the preceding month's data) to both a contact that will be provided in the City's Office of Sustainable Development and the Contracts Coordinator in the Bureau of Purchases.

h). Billing

- The Contractor shall provide monthly billing statements to the specified City Bureau which show in detail when pick-ups were made at each site and include all hauling costs separately stated from secondary material processing, recycling revenues/fees, or waste disposal tipping fees.
- Any extra costs for add-on services must be itemized by material and labor.
- Separate billing by City Bureau or other designation(s) is required.
- Billing statements shall be printed on recycled paper (minimum 30% post-consumer) unless the Contractor can demonstrate that doing so is not possible.

2. WORK PERFORMED BY THE CITY

Bureau staff shall make available sufficient hours of staff personnel as is required to meet with the Contractor and provide information as required. The Bureau of Purchases has assigned a Contracts Coordinator who will administer the Contract and provide support and oversight as needed.

Other specific duties the City will perform include assistance with billing, and dispute resolution.

3. DELIVERABLES AND SCHEDULE

Deliverables shall be considered those tangible services provided by the Contractor, including:

a. Refuse Collection services as described in this RFP and the Contractor's proposal for the sites specified in Exhibit B – Property Location List.

b. Recycling services as described in this RFP and the Contractor's proposal for the sites specified in Exhibit B – Property Location List.

c. Monthly Report of containers used, materials collected by container, recycling commodities, and pick-up schedule (including day and frequency) for each site to the City for proper tracking of all services provided during the term of the Contract. The monthly report will include how much material is land-filled and how much is recycled.

d. Quarterly rebates/credits for recyclables.

e. Annual weight study specific to all City facilities covered as specified in this RFP, proposed by the Contractor, and accepted by the City.

All reports, studies, and resulting work products from the Contract will become the property of the City of Portland.

4. PLACE OF PERFORMANCE

Work shall take place at and between the Contractor's facilities, the locations listed in Exhibit B – Property Location List, waste disposal sites, and the recycling site(s).

5. PERIOD OF PERFORMANCE

The City anticipates having the Contractor begin work January 7, 2008. The first year of performance shall terminate one year after the Contract start date, with the option to renew for an additional 4 years. The total contractual period shall not exceed five (5) years.

6.. TRANSITION PERIOD

There will be a period of transition upon Contract award. During this time the new Contractor is expected to quickly provide the containers at the locations as noted in Exhibit B – Property Location List. The period of transition shall not exceed 2 weeks. The City expects contractors to work with each other in a professional manner during the transition period.

6. INSURANCE – PROOF OF COVERAGE

Work shall not commence until all insurance requirements have been met and certificates thereof have been filed with the Contracts Coordinator or the Auditor.

Insurance - Public Liability and Property Damage

The Contractor shall provide and maintain public liability and property damage insurance in the minimum amount of $1,000,000 per occurrence that protects the Contractor and the City and its officers, agents and employees from any and all claims, demands, actions and suits for damage to property or personal injury arising from the Contractor's work under the Contract

The insurance shall be without prejudice to coverage otherwise existing and shall name as additional insureds the City and its officers, agents, and employees. Notwithstanding the naming of additional insureds, the insurance shall protect each additional insured in the same manner as though a separate policy had been issued to each, but nothing herein shall operate to increase the insurer's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only one person or interest had been named as insured.

The coverage shall apply as to claims between insureds on the policy. The insurance shall provide that the insurance shall not terminate or be canceled without thirty (30) days written notice first being given to the City Auditor. If the insurance is canceled or terminated prior to completion of the Contract, the contractor shall provide a new policy with the same terms. The Contractor agrees to maintain continuous, uninterrupted coverage for the duration of the Contract.

Automobile Liability

Automobile liability insurance with a combined single limit of not less than $2,000,000 per occurrence for bodily injury and property damage. The insurance shall include coverage for any damages or injuries arising out of the use of automobiles or other motor vehicles by the Contractor.

Workers' Compensation

Prior to the performance of any work under a contract awarded by the City, the Contractor shall comply with the workers' compensation law, ORS Chapter 656, as it may be amended, and if workers' compensation insurance is required by ORS Chapter 656, the Contractor shall maintain coverage for all subject workers as defined by ORS Chapter 656 and shall maintain a current, valid certificate of workers' compensation insurance on file with the City Auditor for the entire period during which work is performed under the Contract.

Certificate of Insurance

As evidence of the required insurance coverage, Contractor shall furnish acceptable insurance certificates to the City with the return of the signed Contract. The certificates shall specify the City of Portland as additional insured and shall include a 30-day notice of cancellation clause.

7. PUBLIC SAFETY

Public safety may require limiting access to public work sites, public facilities, and public offices, sometimes without little advance notice. The Contractor shall anticipate delays in such places and include the cost of delay in the costs in its proposal. The Contractor's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. City project managers have discretion to require the Contractor's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

SECTION C ATTACHMENTS & LINKS

1. Exhibit A - SAMPLE SERVICES CONTRACT

The sample services contract, shown as Exhibit A is the City's standard contract for these services and will be used as a result of this selection process. Any deviations from this contract shall be clearly identified in the proposal.

Appendix A – ORS Provisions

2. Exhibit B – PROPERTY LOCATION LIST

This list details all locations and levels of service currently provided the City by several service providers. Included in this Excel spreadsheet are the size and quantity of containers at each location as well as the current frequency they are emptied.

3. Exhibit C – OFFER FORM

The proposer shall complete this form by entering pricing in all areas as noted. Rebate/Credit formulas shall be provided on the last page as noted in the RFP. This Form is to be submitted with your proposal.

4. Exhibit D – Non-Collusion Affidavit

The proposer shall complete this form and submit it with their proposal. Note that the form must be notarized.

5. Exhibit E – Representations, Certifications, and Acknowledgements

The proposer shall complete this form and submit it with their proposal.

6. Exhibit F – Equal Benefits Compliance Worksheet/Declaration

Please complete this form and submit it with your proposal.

7. Link to the State of Oregon QRF Site

The State of Oregon site which contains profiles of Qualified Rehabilitative Facilities (QRF) is http://www.oregon.gov/DAS/SSD/SPO/qrf-list.shtml. If you have difficulty accessing this site or have questions regarding this program you may contact Patty Beans at (503) 373-0975, or patty.beans@state.or.us.

PART II PROPOSAL DEVELOPMENT

SECTION A PROPOSAL PREPARATION

1. PRE-PROPOSAL CONFERENCE

There will be a pre-proposal conference for this project on Friday, October 12th, 9:00 a.m. at the Portland Building, 2nd Floor, Meeting Rm. B, 1120 - SW 5th, Portland, OR. This is a mandatory meeting, therefore all proposers are required to attend. There will be a time for questions at the meeting, however please provide questions in advance so that we may research them and provide answers at the meeting.

2. INVESTIGATION

The proposer is responsible for making all investigations necessary in order to be informed of the work or services to be provided

3 QUESTIONS OR CLARIFICATIONS

It shall be the proposer's responsibility to ask questions, request changes or clarifications, or otherwise advise the City of Portland, Bureau of Purchases if any language, specifications or requirements of this RFP appear to be ambiguous, contradictory, or appear to inadvertently restrict or limit the requirements stated in the RFP to a single source.

Every attempt shall be made to ensure that the proposer receives an adequate and prompt response. However, in order to maintain a fair and equitable RFP process, all respondents will be advised, via the issuance of an addendum to the RFP, of any relevant or pertinent information related to the procurement. Questions and requests for clarification regarding this RFP must be directed in writing, via email or fax, to the Contracts Coordinator listed below at least seven (7) calendar days prior to the proposal due date. Any questions received less than seven (7) calendar days prior to the proposal due date may not be answered.

Jim Van Nest
Bureau of Purchases
1120 SW Fifth Avenue, Room 750 Phone: (503) 823-5680
Portland, Oregon 97204 Fax: (503) 279-2675
James.vannest@ci.portland.or.us

If, in the opinion of the Purchasing Agent, additional information or interpretation is needed by the potential proposers, an addendum will be issued. Any addendum or addenda issued which includes changes, corrections, additions, interpretations, clarifications, or information, and is/are issued seventy-two (72) hours or more before the scheduled closing time for submitting the proposal, Saturday, Sunday, and legal holidays not included, shall be binding upon the proposer. The City shall supply copies of such addenda to all proposers who have obtained copies and are on the plan holder list of the RFP documents for the purpose of responding thereon, however failure of the proposer to receive or obtain such addenda shall not excuse the proposer from compliance therewith if awarded the Contract.

4. CONTRACT REVIEW

The Services Contract attached hereto contains the terms and conditions that will govern the Contract between the City of Portland and the successful proposer. The City of Portland is not inclined to negotiate any portion of this Contract, however, if a proposer believes any of the terms and conditions contained in the City's Contract are unnecessarily restrictive, limit competition, or would like to request that specific terms and conditions contained in the Contract document be considered for negotiation, they shall submit a written request for negotiation to the City at least seven (7) calendar days prior to the proposal due date as indicated above.

The request shall identify the specific provision the proposer would like to negotiate, an explanation of why the proposer believes the provision should be a negotiable provision, and the suggested revised language. Requests that are not submitted in this format may not be considered. **Requests that state the entire Contract be negotiated will not be considered.** If the City decides that a Contract term can be changed, or is willing to consider negotiation of a term, an addendum will be issued. If no addendum is issued, the City will not consider negotiation of its standard contract terms.

THIS IS THE PROPOSER'S ONLY OPPORTUNITY TO TAKE EXCEPTION TO ANY OF THE TERMS AND CONDITIONS CONTAINED WITHIN THE CONTRACT AND TO REQUEST THE NEGOTIATION OF PROVISIONS CONTAINED IN THE CONTRACT**. ANY PROPOSAL WHICH TAKES EXCEPTION TO TERMS AND CONDITIONS OF THE SAMPLE CONTRACT THAT HAVE NOT BEEN IDENTIFIED BY ADDENDUM AS SUBJECT TO NEGOTIATION OR WHICH MAKE THE PROPOSAL CONTINGENT UPON ACCEPTANCE OR NEGOTIATION OF OTHER TERMS AND CONDITIONS SHALL BE DEEMED NON-RESPONSIVE AND THE PROPOSAL SHALL BE REJECTED.**

5. ORAL INSTRUCTIONS

Oral instructions or information concerning the RFP documents or the project given out by officers, employees, or agents of the City to prospective respondents shall not bind the City. Any changes or revisions to the specifications shall only be binding if issued in writing by the City by addendum. The City reserves the right to officially amend or cancel this RFP after issuance.

6. COST OF RESPONDING

This Request for Proposal does not commit the City to pay any costs incurred by any respondent in the submission of any response, or in making necessary studies or designs for the preparation thereof, or for procuring or contracting for the items to be furnished under the RFP.

7. PERMITS AND LICENSES

The proposer shall include in their proposal the cost to obtain or maintain all permits, certifications and licenses that may be required to perform under the Contract.

8. CHANGES TO THIS RFP

The City reserves the right to modify, revise or cancel this RFP. Receipt and evaluation of proposals or the completion of interviews do not obligate the City to award a Contract.

9. PROPOSAL ORGANIZATION

The proposer must provide all information as requested and must follow the format outlined in this RFP. Additional materials in other formats, or pages beyond the stated page limit, may not be considered. The City may reject as non-responsive at its sole discretion any proposal or any part thereof, which is incomplete, inadequate in its response, or departs in any substantive way from the required format. Each section shall be tabbed and organized in the following manner:

a. **Cover Letter**, as described below.	0 Points
b. **Qualifications & Experience:** Demonstrated capability and experience in providing services similar or equal to those required under this procurement.	15 Points
c. **Technical Capabilities:** Adequacy of number, type, and size of equipment, and capacity of the proposer to provide adequate equipment, services and reliable data.	15 Points
d. **Project Approach:** Description of the tasks and activities necessary to successfully perform under this project. Includes partnership development, recycling enhancement, quality control, and internal procedures.	15 Points
e. **Proposed Price:** Hauling and disposal fees, recycling rebates and overall cost effectiveness of the program.	30 Points
f. **Diversity in Employment and Contracting Opportunities:** Utilization of Minority Owned, Women Owned, Emerging Small Businesses, and Qualified Rehabilitation Facilities	15 Points
g. **Renewable Energy, Alternative Fuels, Reduced Energy and Fuel Usage, and Reduced Emissions:** Commitment to the use of renewable energy sources and/or alternative fuels, and an overall reduction of energy and fuel.	10 Points

9.a. COVER LETTER

The Cover Letter must state that the proposer accepts all instructions and conditions of this Request for Proposal

The Cover Letter must state the name(s) of the person(s) authorized to represent the contractor in any negotiations, the name(s) of the person(s) authorized to sign any Contract that may result, the contact person's name, mailing or street addresses, phone and fax numbers and email addresses. A legal representative of the successful firm, authorized to bind the firm in contractual matters must sign the Cover Letter and other proposal documents submitted. Please also include your firm's City of Portland Business License number as well as the Equal Employment Opportunity (EEO) expiration date.

9.b. QUALIFICATIONS & EXPERIENCE – 15 points

Proposers shall describe in narrative form their experience in refuse hauling and in providing multi-material recycling services for commercial facilities. Such services shall include on-time and responsive refuse hauling and recycling services and monthly reporting of costs and quantities.

Proposers will provide a statement of qualifications and experience in response to the following:

1. Provide a brief history of your firm and its experience in providing refuse collection, disposal, and recycling services. In addition, highlight any experience you have in managing post-consumer food waste and non-traditional recycling commodities, e.g. Styrofoam, wood, e-waste, bulk metal, etc.

2. Demonstrate your firm's capability and experience in providing services similar or equal to those described in this RFP, particularly the Resource Management Services outlined in Part I, Section A, Scope of Work.

3. Describe your firm's recycling and waste reduction program and how it results in waste minimization and cost effectiveness.

4. Provide a recommended process for identifying and reporting recycling contamination issues, along with your procedure for disposition. Provide the names and addresses of the primary and secondary processing facilities you will use for the following.

   Required Commodities -

   - Mixed paper, metal and plastic
   - Newspaper
   - Magazines
   - Mixed Paper
   - Aluminum
   - Tin
   - Other Metals
   - Plastic
   - Glass
   - Old Corrugated Cardboard
   - Sorted plastic #1-7
   - Wood
   - Bulk Metal

   Desired Commodities - Provide the information requested above for any other desired commodities you expect to recycle in accordance with Part I, Section B.1.e.

5. Provide a list of customers for a municipality or other government subdivision, or *comparable* private commercial enterprise, that your firm has performed services for in the past five (5) years, which best characterizes your firm's capabilities, work quality, and cost control. Provide a minimum of three (3) customer references including business name, address, contact name, and contact telephone number.

6. Provide qualifications and experience of the personnel in your firm whom you consider "key" and would be assigned to the Contract. Describe their roles and duties under the Contract. Indicate how your firm deals with replacing key personnel who leave your firm's employ and how you would assure client satisfaction during a time of transition to new key personnel.

7. Describe your firm's environmental and safety programs that apply to managing risks associated with the primary contractor function.

9.c. TECHNICAL CAPABILITIES – 15 points

Describe in narrative form how you will provide and perform the following:

1. A sufficient number and adequate type and size of equipment to provide the required services, as outlined in this RFP.

2. Monitoring of container condition and appearance, and providing immediate replacement of odorous, vandalized, or damaged containers.

3. Propose an annual weight study methodology for creating baseline data specific to all containers for all City facilities, to include:
   a. Method for measuring container utilization (container fullness at the time of pickup) for each container.
   b. Method of obtaining volume-to-weight ratios (or other measurements) for each container.

c. How baseline data will be used to calculate required monthly data.

4. Describe your firm's capability and experience in providing monthly electronic reports in Microsoft Excel format, for providing information on refuse (including tonnage, frequency and charges) as well as recycling (including tonnage by commodity, frequency, charges, and rebates). Provide with your proposal a Sample Monthly Report in accordance with the Scope of Work, (Part I, Section B 3.g), Reporting Requirements, which the City would receive.

9.d. PROJECT APPROACH – 15 points

The proposer shall provide their approach and demonstrate their understanding of this project by providing the following:

1. Describe the tasks and activities required to be performed under this project, and the methodology which will be used to successfully accomplish them, include the team members who will work on each task.

2. State how you will develop a partnership approach to managing refuse and recycling with the various City offices involved in this project.

3. State how you will enhance recycling opportunities, including services for non-traditional recycling commodities and food waste.

4. Describe how you will identify inappropriate waste practices and how you will recommend solutions. Provide an example or two of such practices you've identified in the past and solutions which were successful.

5. Describe how you will conduct quality control checks to verify that requirements are fulfilled and the City is continually satisfied with performance. Discuss any quantifiable measure the City may be able to use to gauge success of waste collection, recycling, and resource management services, e.g. surveys, reports, callbacks, complaints, etc.

6. Discuss internal procedures you will employ to assure the most appropriate service levels, e.g. instructing drivers to monitor container utilization levels for trash and recycling so that the City is getting the maximum use and service of each container. Specifically, describe your methodology for maintaining records on container fullness and reporting of under and over utilization to the City.

7. Describe how you will conduct and complete the transition period on time and with minimal disruption of service to the City.

9.e. PROPOSED PRICE – 30 points

The City expects to realize financial benefits through the effective implementation of the Resource Management Services outlined in this RFP, including avoided hauling and disposal costs, as well as revenue from increased recycling. In order to further this goal, the City is seeking transparent pricing for services by utilizing an "unbundled" pricing structure which delineates hauling and disposal fees, such as cost per haul and cost per ton tipped or processed, for both refuse and recycling.

The City also expects the Contractor to decouple the costs associated with recycling from the prices that are typically charged through traditional contracts for refuse hauling services. Specifically, in traditional contracting structures the hauler charges an all-inclusive fee for refuse hauling/disposal and provides recycling services for "free." The City understands that there are costs associated with the hauling and processing of recyclables, and expects those costs to be accounted for separately and not as part of a larger more general fee for refuse hauling/disposal. As a result, when the true costs associated with hauling and processing of recyclables are itemized separately, the resulting fees associated with refuse hauling and disposal should be reduced.

1. Utilizing Exhibit C – Offer Form, provide the disposal or processing fee and the applicable pick-up or hauling and return fees for each container. This information will be used to calculate the total cost to the City, based on existing requirements, see Exhibit B – Property Location List. While it is anticipated that the locations for pick-up in Exhibit B will remain the same, it is expected that container sizes and frequencies in certain locations will vary as the Contract evolves. Prices on the Offer Form for each stated container size will remain fixed for each sector location on the Form. The Contractor will be paid for only those services performed and verified.

2. Disposal or Processing Fee – For purposes of evaluation, the volume-to-weight conversion factors below will be used. Mutually agreeable volume-to-weight factors will be negotiated with the selected proposer, prior to award, for payment and data tracking purposes during the first 6 months of the Contract. Following the first 6 months of the Contract new baseline factors will be established through completion of the weight study.

   - 1 yd = 202 gal, therefore a 90 gal container = .45 yds.
   - Trash: 1 yd = 150 lbs= .075 tons, 90 gal = 67.5 lbs = .0338 tons
   - For the category "Recycling – Single Commodity" on the Offer Form, 1 yd = 150 lbs.

- Mixed Paper: 1 yd = 568 lbs = .284 tons, 90 gal = 255.6 lbs = .128 tons
- Cardboard: 1 yd = 300 lbs = .15 tons
- Metal cans: 1 yd = 62 lbs = .031 tons, 90 gal = 28 lbs = .014 tons
- Plastic Bottles: 1 yd = 38 lbs, 90 gal = 16 lbs
- Glass Bottles: 1 yd = 800 lbs, 90 gal = 360 lbs
- Yard Debris: 1 yd = 275 lbs, 90 gal = 124 lbs
- Wood: 1 yd = 275 lbs
- Co-mingled: 1 yd = 275 lbs, 90 gal = 124 lbs
- Bulk Metal: 1 yd = 325 lbs
- Food Waste: 1 yd = 660 lbs

3. The proposal may also include an Administrative Service Fee on the Offer Form of a monthly lump-sum payment, which shall incorporate any and all other costs that might be incurred to perform the services specified herein. Provide calculations used in determining this fee. (Offer Form, page 6)

4. For those materials stated below, specifically indicate on the Offer Form, page 6, the following:

   a. *Formulas for calculating rebate/credit amounts for Mixed Paper, Old Corrugated Cardboard (OCC), plastic, and Bulk Metal.
   b. *Formulas for calculating rebate/credit amounts for mixed paper collected co-mingled with plastic and metal.
   c. Applied Formulas – To demonstrate how the formulas will be applied, the proposal shall utilize the following variables and show the rebate/credit for each of the formulas stated for the period July 1, 2007 through September 30, 2007:

      Mixed Paper – 50 Tons
      Old Corrugated Cardboard – 10 Tons
      Plastic – 6 Tons
      Bulk Metal – 4 Tons

**Note:* The formula(s) will utilize the latest prices from the Official Board Markets index in calculating rebates or credits.

9.f. DIVERSITY IN EMPLOYMENT AND CONTRACTING OPPORTUNITIES – 15 points

The City of Portland seeks to extend contracting opportunities to Minority Business Enterprises, Women Business Enterprises, Emerging Small Businesses (M/W/ESBs), and Qualified Rehabilitation Facilities (QRFs), in order to promote their economic growth and to provide additional competition for City contracts. No goal is set for the use of M/WESB firms, but the City is committed to ensuring that such firms receive opportunities and equal consideration to be awarded City contracts. The following evaluation criteria will be used in the selection of all goods, equipment, materials and services**:**

The City values diversity in its workforce and in the workforce of those who contract with the City, therefore at least 15% of the total points available on this solicitation will be used to determine the award of this Contract. The City encourages and supports the utilization of Minority, Women, Emerging Small Businesses (M/W/ESB), and Qualified Rehabilitation Facilities, at both a prime and subcontracting and/or supply chain level. In order to score the responses in this area, the City recognizes that some proposers may focus on internal workforce Equal Employment Opportunity, technical training, and mentoring. Others may wish to emphasize the ways this project will provide developmental opportunities for them as a certified M/W/ESB. Still others may be able to point to a long-term history of relationships with M/W/ESBs that will also be utilized on this project, whereas some may decide to place a particular emphasis on a project-specific outreach and recruitmentment program for M/W/ESBs. The City expects thoughtful consideration and utilization of M/W/ESB and QRF program components when it makes sense to individual proposers on this particular project.

All proposers shall address the following factors:

I. ESB Status

Indicate if your firm is currently certified in the State of Oregon as a MBE, WBE or ESB.

II. EEO & Workforce Diversity

Describe how your firm is currently utilizing minorities and women in your workforce. Describe whether and how your firm has historically provided opportunities for minorities and women to receive training and work within the firm. If your company currently has under representation of minorities or women, describe how you might propose to remedy the underutilization over time. Discuss any project specific opportunities for technical training and/or employment of underrepresented groups you would commit to. Is there other outreach (through local schools or community-based organizations) that you consider to be viable in light of the size and scope of this project? What resources might your firm address to such needs?

III. Relationships with M/W/ESBs

Provide a narrative description of the company's experience in promoting participation on the part of Minority-owned, Women-owned and Emerging Small Business (M/W/ESB) enterprises as partners, consultants or suppliers on previous projects. Discuss any innovative or particularly successful measures that your firm has undertaken to work with M/W/ESBs on other projects. Include a list of those certified M/W/ESB firms with which the firm has had a contractual relationship during the last 12 months. If applicable, describe

any plans to provide innovative mentoring, technical or other business development services to M/W/ESB team members needing or requesting such service

IV. Project-Specific M/W/ESB Outreach Plan

If you are not utilizing existing relationships as described in Section III above or if your firm is able to undertake additional outreach to improve opportunities for minority, women, and emerging small business, describe your outreach program or plan for obtaining maximum utilization of M/W/ESB firms on this project. Proposers not drawing on existing relationships with M/W/ESB firms should describe how outreach efforts would be made in order to make contracting opportunities available to M/W/ESBs.

Proposers should describe whether they will use the following outreach efforts, or other more effective efforts to make subcontracting or supply chain opportunities available to M/W/ESBs:

1. Identification of probable subcontracting and/or supply chain opportunities by type of work, potential size of subcontract, etc.,

2. Advertisement in the *Daily Journal of Commerce, Skanner, Oregonian, Observer, El Hispanic News, Asian Reporter*, and/or other trade publications to notify potential M/W/ESBs and other diverse groups of contracting opportunities;

3. Utilization of certified M/W/ESB firms from the State of Oregon certification list, or other source, as a basis for direct outreach in likely subcontracting and supplier areas.

4. Specific meetings with potential M/W/ESB subcontractors, suppliers or sub-suppliers in order to encourage collaboration and partnering.

5. Documentation of proposals received from M/W/ESB firms, reasons for rejection of such proposals, if such proposals are rejected.

6. Utilization of mentoring, technical or other business development services to M/W/ESB team members.

7. Other efforts as might be useful for this particular project.

V. Hiring and Utilization of QRF Subcontractors

The City of Portland encourages the use of Qualified Rehabilitation Facility providers meeting the definition given in ORS 279.835 employing disabled persons and those subcontractors utilizing the services of disabled employees. No goal is set for the use of such firms, but the City is committed to ensuring that such firms receive opportunities and equal consideration to be awarded City contracts.

The City encourages and supports the utilization of such firms at both a prime and subcontracting and/or supply chain level. In order to score the responses in this area, the City recognizes that some proposers may focus on internal workforce and their technical training and mentoring; others may emphasize the ways this project will provide developmental opportunities for them; and still others may be able to point to a long-term history of relationships with QRFs. The respondents are asked to identify any utilization of QRF subcontractors. The City expects thoughtful consideration and utilization of QRF subcontractors and program components when it makes sense to individual proposers on this particular project. (See Part I, Section C, Attachments and Links, #7, for the State of Oregon QRF link and information.)

9.g. RENEWABLE ENERGY, ALTERNATIVE FUELS, REDUCED ENERGY and FUEL USAGE, and REDUCED EMISSIONS – 10 points

The Proposer shall provide statements of their commitments to the use of renewable energy sources, alternative fuels, and reduced energy and fuel usage. Proposers can make commitments to increase the use of renewable energy and/or alternative fuels, as well as a reduction in energy and fuel usage over the life of the Contract. For example, a Proposer may wish to make a certain commitment for Year One (e.g. 5,000 kWh of renewable electricity), and then make a bigger commitment for Year Two (e.g. 10,000 kWh of renewable electricity), etc.

1. Describe your commitment to the use of electricity generated by renewable resources. Specifically, **how many kilowatt-hours (kWh) of renewable electricity and/or tons of carbon dioxide offsets per year will your firm commit to using during the life of this Contract**? Communicate this commitment in total annual kWh <u>and</u> as a percentage of your total annual kWh consumption from your firm's Portland metro area occupied facilities.

For the purposes of this RFP, "renewable electricity" is defined as electricity that is generated by non-nuclear and non-fossil technologies that results in low or no air emissions. The term includes electricity generated by wind energy technologies; solar photovoltaic and solar thermal technologies; geothermal technologies; technologies based on landfill gas and biomass sources; waste-to-energy facilities that meet maximum achievable control technology (MACT) requirements, and new low-impact hydropower that meets the Low-Impact Hydropower Institute criteria. Biomass includes agricultural, food and wood wastes. The term does not include pumped storage, black liquor, treated wood or hydropower that does not meet the low-impact hydropower criteria. The City will consider commitments that include:

- Generation of renewable electricity onsite,
- Purchase of renewable electricity from any of the "green power" programs offered by your electricity provider,
- Purchase of certified "green tags," representing the environmental benefits of renewable electricity. Any purchased green tags should be of the type certified by an independent third party such as Green-e.
- Purchase of carbon offsets, representing reductions in carbon dioxide emissions, or
- Any combination thereof.

Additional information about renewable electricity and carbon offset options can be found through the resources listed below. Please note that this list is not exhaustive; other suppliers or products may also be suitable, and the references below do not constitute an endorsement of or preference for these suppliers or products.

- Portland General Electric – renewable electricity: http://www.portlandgeneral.com/renewables.asp?bhcp=1#business
- Pacific Power – renewable electricity: http://www.pacificpower.net/Article/Article44433.html
- Bonneville Environmental Foundation – "green tags": https://www.greentagsusa.org/GreenTags/green_business.cfm
- Climate Trust – carbon offsets: http://www.climatetrust.org/programs_donate.php
- Oregon Department of Energy – onsite renewable electricity: http://www.oregon.gov/ENERGY/RENEW/RenewHm.shtml
- Energy Trust of Oregon – onsite renewable electricity: http://www.energytrust.org/RR/index.html

2. Describe your commitment to the use of alternative fuels. Specifically, **how many gallons (or applicable unit) of which alternative fuels per year will your firm commit to using in your vehicles during the life of this Contract**? Communicate this commitment in total annual gallons (or applicable units) of which fuels and as a percentage of your total annual fuel consumption from your firm's Portland metro area operated vehicles.

   If you are committing to using an alternative fuel that typically is blended with a traditional fuel, be sure to *provide the specific fuel blend* you will be using. For example, if you plan to use 1000 gallons of a biodiesel blend each year, then state if that biodiesel blend will be "1000 gallons of B5" (5% biodiesel and 95% petroleum diesel), "1000 gallons of B20" (20% biodiesel and 80% petroleum diesel), etc.
   Additional information about alternative fuel options can be found through the resources listed below. Please note that this list is not exhaustive; other suppliers or products may also be suitable, and the references below do not constitute an endorsement of or preference for these suppliers or products.
   US Department of Energy – http://www.eere.energy.gov/afdc/
   - Columbia-Willamette Clean Cities Program – http://www.cwcleancities.org
   - National Biodiesel Board, Fueling Locations – http://www.biodiesel.org/buyingbiodiesel/
   - Diesel Forum – http://www.dieselforum.org/
   - West Coast Collaborative, EPA – http://www.westcoastcollaborative.org/fuel-use.htm
   - Oregon Clean Diesel Initiative – http://www.deq.state.or.us/aq/diesel/index.htm

3. Describe how you will reduce overall energy and fuel usage, and reduce emissions under the Contract to include: more efficient route planning, idling reductions, use of particulate traps on vehicles, etc.

4. Describe how you will monitor and report, on a quarterly basis, renewable energy usage, alternative fuel usage, and reduced energy and fuel usage. Include how you will establish benchmarks and will calculate usage.

For the purposes of this RFP, "alternative fuels" are those defined by the Energy Policy Act of 1992, including biodiesel, electricity, ethanol, hydrogen, natural gas and propane. The City does not consider ultra-low sulfur diesel to be an alternative fuel, as it is already required for use.

SECTION B PROPOSAL SUBMISSION

1. PROPOSALS DUE

By submitting a proposal, the proposer agrees to provide all services specified within this RFP, at the times and prices indicated, pursuant to all requirements and specifications as contained therein.

Sealed proposals must be received in this office no later than the date shown on the cover of this solicitation. The outside of the envelope shall plainly identify the subject of the proposal, the RFP number, and the name and address of the proposer. Responses received after the time and date listed herein shall not be considered. Proposals received after the scheduled closing time for filing will be returned to the proposer unopened.

2. PROPOSAL

Proposals must be clear, succinct and not exceed twenty (20) pages, excluding Attachment materials. Proposers who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

For purposes of review and in the interest of the City's Sustainable Paper Use Policy and sustainable business practices in general, the City encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are readily recyclable. The City discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Firms are encouraged to print/copy on both sides of a single sheet of paper wherever applicable (if sheets are printed on both sides, it is considered to be two pages). Color is acceptable, but content should not be lost by black-and-white printing or copying.

All submittals will be evaluated on the completeness and quality of the content. Only those firms providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

3. PROPOSAL SUBMISSION

Security and confidentiality of the transmitted data: For purposes of this proposal submission, one (1) complete original printed copy of the proposal shall be submitted along with ten (10) printed copies, and one (1) exact copy on a CD ROM. The entire proposal shall be received at the place and on or before the time and date specified on the first page of the proposal document.

4. CONFLICT OF INTEREST

A Proposer submitting a proposal thereby certifies that no officer, agent or employee of the City who has a pecuniary interest in this RFP has participated in the Contract negotiations on the part of the City, that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other proposer to this RFP, and that the proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

5. WITHDRAWAL, MODIFICATION OR ALTERATION OF PROPOSAL

Prior to the RFP closing, changes may be made provided the change is initialed by an authorized agent of the proposer. Also, a proposal may be withdrawn upon written request by an authorized agent of the proposer prior to the scheduled closing time for accepting proposals. Negligence on the part of the proposer in preparing their proposal confers no right to withdraw their response after the scheduled closing time for filing proposals.

As a result of any of these actions, if the intent of the proposer is not clearly identifiable, the interpretation most advantageous to the City will prevail.

6. CONFIDENTIALITY

All information submitted by proposers shall be public record and subject to disclosure pursuant to the Oregon Public Records Act (ORS 192.410 et seq.), except such portions of the proposals for which a proposer requests exception from disclosure consistent with Oregon Law. Any portion of a proposal that the proposer admits constitutes a “trade secret” or is “confidential” must meet the requirements of ORS 192.501(1) and ORS 192.502(4).

If a request to inspect the proposal is made, the City will notify the proposer of the request. If the City refuses to release the records, the proposer agrees to provide information sufficient to sustain its position to the District Attorney of Multnomah County, who currently considers such appeals. If the District Attorney orders that the record be disclosed, the City will notify the proposer in order for the proposer to take all appropriate legal action. The proposer further agrees to hold harmless, defend and indemnify the City for all costs, expenses and attorney fees that may be imposed on the City as a result of appealing any decision regarding the proposer’s records.

7. NOTICE TO OFFERORS

Proposals shall be received by the CONTRACTS COORDINATOR, CITY OF PORTLAND, 1120 SW FIFTH AVENUE, ROOM 750, PORTLAND, OR until **2:00 p.m. on Friday, November 2nd, 2007.** All proposals received in proper form shall be reviewed and those proposals meeting the requirements for responsive offers will be provided to an evaluation committee for the purpose of rating and ranking the proposals. **It is the sole responsibility of the proposer to ensure the proposal is received at the above address by the specified due date and time.**

- PLEASE REVIEW ALL INSTRUCTIONS, GENERAL TERMS AND CONDITIONS, SPECIAL TERMS AND CONDITIONS, AND ALL ATTACHMENTS.

- Submit all requested documents, bid forms and attachments completed in accordance with the instructions. Proposals must be

typewritten or prepared in ink or indelible pencil. No erasures are permitted. Mistakes must be crossed out and corrections typewritten or written in ink adjacent thereto, and initialed in ink by the party signing the proposal, or his/her authorized representative. Please retain a copy for your records.

- Proposals not submitted on the forms furnished by the City may be rejected.

- Proposals received after the scheduled due date and time will be rejected and returned to the proposer unopened.

- Proposals and Cover Letters must be **signed by a person authorized to sign for the proposer**. If a proposal is signed by an agent of the proposer, a Power of Attorney showing the authority of the agent to sign for the proposer must be submitted with the proposal. **UNSIGNED PROPOSALS SHALL BE REJECTED.**

- Proposals must be submitted in a *sealed* envelope. Please address the envelope as follows:

    - **Place your name and return address in the upper left hand corner of the envelope**

    - **Place the City of Portland address in the center of the envelope**

    - **Place the RFP number and project name in the lower left hand corner of the envelope**

- A **Non-Collusion Affidavit** is material to any Contract awarded. According to the Oregon Public Contracts and Purchasing Laws, ORS 279.035, a public contracting agency may reject any or all offers upon a finding of the agency that it is in the public interest to do so. All Proposers are required to submit the attached Non-Collusion Affidavit with their proposal. This form shall be filled out, signed by the Proposer and notarized. The City finds that it is in the public interest to require the completion of a Non-Collusion Affidavit by potential contractors. Failure to file an Affidavit in compliance with these instructions may result in disqualification of the proposal.

- All Proposers must be certified as **Equal Employment Opportunity Affirmative Action Employers** as prescribed by Chapter 3.100.041 of the Code of the City of Portland. Failure to receive EEO certification prior to the date and time of proposal opening may result in delaying award of the contract. Details of certification requirements are available from the Bureau of Purchases, 1120 SW Fifth Avenue, Room 750, Portland, Oregon 97204, (503) 823-6855, website: http://www.portlandonline.com/omf/purchasing.

- Prior to execution of a Contract, Contractor shall provide their **City of Portland business license number**, or shall provide proof of exemption from said license, as issued by the City of Portland Bureau of Licenses. Failure to do so within twenty (20) days after proposer receives tender of Contract may result in withdrawal of Contract award. Information related to obtaining a business license may be found on the following website: http://www.pdxbl.org/BizInfo/blfaq.html#licenses

- **Insurance** will be required as set forth herein.

- **Equal Benefits Compliance Worksheet/Declaration** – please provide this completed form with your proposal.

PART III
PROPOSAL EVALUATION

SECTION A PROPOSAL REVIEW AND SELECTION

1. PROPOSAL REVIEW

A proposal evaluation committee will be appointed to evaluate the responsive proposals received. For the purpose of scoring proposals each of the Committee members will evaluate each proposal based upon the criteria listed in Part II, Section A, above. In order to assist the evaluation committee, they may seek outside expertise, including but not limited to technical advisors. For contracts expected to exceed $500,000 per year, the Committee's recommendation will be submitted to the Portland City Council for approval. The City has the right to reject any or all proposals for good cause, in the public interest.

The following process shall be used for selection and Contract award:

a. The proposal evaluation committee will evaluate responsive proposals submitted.
b. The committee will score each proposal according to the criteria, based on the information submitted and references contacted.
c. The committee will require a minimum of 8 working days to evaluate and rank proposals.
d. A short list of proposers may be selected for oral interviews if deemed necessary.
e. If oral interviews are determined to be necessary, the initial scoring will be considered preliminary. Final scores will be based on the same basic evaluation criteria and will include points for the oral interviews.
f. Negotiations will follow with the selected proposer, and if successful, a notice of intent to award will be issued to all proposers, to be followed by execution of a services Contract between the City and Contractor for the work described herein.
g. The City's choice of how to proceed, its decision to begin or terminate negotiations, its determination of a reasonable time, its decision to open negotiations with a lower scoring proposer, its decision to issue an addendum to all proposers after receipt of proposals, and any decision that a solicitation should be cancelled are all within the City's sole discretion.

2. CLARIFYING PROPOSAL DURING EVALUATION PERIOD

During the evaluation process, the City has the right to require any clarification it needs in order to understand the proposer's view and approach to the project and scope of the work. Any changes to the proposal will be made before executing the Contract and will become part of the final Contract.

3. AWARD REVIEW AND PROTEST PROCEDURE REVIEW:

ORS 279B.060(5)(a) provides: "Notwithstanding ORS 192.410 to 192.505, proposals may be opened in a manner to avoid disclosure of contents to competing proposers during, when applicable, the process of negotiation, but the contracting agency shall record and make available the identity of all Proposers as part of the contracting agency's public records from and after the opening of the proposals. Notwithstanding ORS 192.410 to 192.505, proposals are not required to be open for public inspection until after the notice of intent to award a contract is issued."

REVIEW: Following the Notice of Intent to Award, the public may view proposal documents, but the City is entitled to withhold from disclosure any materials defined as exempt or conditionally exempt from disclosure pursuant to the Oregon Public Records Act. Proposers shall designate information they consider exempt or conditionally exempt from disclosure by stamping the word "Confidential" on such documents or by otherwise indicating the documents are considered to be confidential. Materials so designated and meeting the requirements for exempt or conditionally exempt information will not be disclosed unless the Multnomah County District Attorney determines that disclosure is required after appeal. The City reserves the right to disclose materials inappropriately marked as exempt or conditionally exempt and to withhold from disclosure materials that meet standards but which were inadvertently not marked as confidential.

Proposers not awarded the contract may seek additional clarification or debriefing, request time to review the selection procedures or discuss the scoring methods utilized by the Proposal Evaluation Committee, subject to the City's authority to withhold documents, as stated above.

PROTESTS: Proposers are permitted to challenge the City's decision to exclude the Proposer from the next step in the evaluation process and/or to award a Contract. Depending on the nature of the protest, Proposers may wish to review Portland City Code (PCC) 5.33.720, 5.33.730, and 5.33.740 regarding protest procedures, all of which may be found online at the City Auditor's website.

The Bureau of Purchases shall post a Notice of Intent to Award to the successful Proposer. The Notice of Intent to Award shall be posted on the Bureau's Internet Web Page.

A Proposer who is adversely affected or aggrieved by the award of a Contract or evaluation decision shall have seven (7) calendar days after the issuance of the "Notice" to file a protest. The contents to be included in the protest are found in PCC 5.33.740. A protest is not valid if the Proposer would not be eligible to be awarded a Contract if its protest were upheld. The Purchasing Agent will review any protest and issue a written decision. Whether there are further appeal processes depends on the discretion of the Purchasing Agent.

SECTION B CONTRACT AWARD

1. CONTRACTOR SELECTION

The City will award a Contract to the proposer whose evaluated proposal receives the highest score and with whom a Contract can be negotiated. The selection process will be carried out under Portland City Code, Chapter 5.33.

2. CONTRACT DEVELOPMENT

The proposal and all responses provided by the contractor may become a part of the final Contract. The form of Contract shall be the City's Contract for Services, Exhibit A. If the proposer has any exceptions to the City's standard contract, those exceptions must be stated in the proposal. The volume-to-weight factors, as stated in Part II, Section A, 9.e.2., will be discussed and must be mutually agreed upon in order for a Contract to be executed.

3. NOTICE OF INTENT TO AWARD

A notice of intent to award posted on the Bureau of Purchases website does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing any services, the contractor must receive a properly authorized Contract.

4. ASSIGNMENT OF ANTI-TRUST RIGHTS

By entering into a Contract, the Contractor, for consideration paid to the contractor under the Contract, does irrevocably assign to the City of Portland any claim for relief or cause of action which the Contractor now has or which may accrue to the Contractor in the future, including, at the City's option, the right to control any such litigation on such claim for relief or cause of action, by reason of violation of the right to control any such litigation on such claim for relief or cause of action, by reason of violation of 15 USC SS 1-15 or ORS 646.725 or ORS 646.730, in connection with any goods or services provided to the Contractor by any person, which goods or services are used, in whole or in part, for the purpose of carrying out the contractor's obligation under this contract.

In the event the Contractor hires subcontractors to perform any of the Contractor's duties under the Contract, the Contractor shall require the subcontractor to irrevocably assign to the City of Portland, as a third party beneficiary any right, title or interest that has accrued or may accrue to the subcontractor by reasons of any violation of 15 USC SS 1-15, ORS 646.725 or ORS 646.730, including, at the City's option, the rights to control of any litigation arising thereunder, in connection with any goods or services provided to the subcontractor by any person, in whole or in part, for the purpose of carrying out the subcontractor's obligations as agreed to by the Contractor in pursuance of the completion of the Contract.

In connection with this assignment, it is an express obligation of the contractor that it will take no action, which will in any way diminish the value of the rights conveyed or assigned hereunder to the City of Portland. It is an express obligation of the Contractor to advise the City Auditor or the Office of the City Attorney of Portland, Oregon:

a. In advance, of its intention to commence any action on its own behalf regarding such claims for relief or causes of action;
b. Immediately, upon becoming aware of the fact that an action has been commenced on its own behalf by some other person or persons, of the pendency of such action; and
b. The date on which it notified the obligor(s) of any such claims for relief or causes of action of the fact of its assignment to the City of Portland.

Furthermore, it is understood or agreed that in the event any payment under such claim is made to the Contractor, it shall promptly pay over to the City of Portland its proportionate share thereof, if any, assigned to the State hereunder.

5. FAILURE TO EXECUTE A CONTRACT

Failure on the part of the proposer to whom a Contract is awarded, to execute the Contract and deliver the Contract and required documents with the required bonding and insurance certificates within twenty (20) calendar days, shall be just cause

for cancellation of the award and withdrawal of the Contract. Award may then be made to the next proposer in line for award, or the work may be re-advertised, or otherwise contracted as the City may decide.

CITY OF PORTLAND, OREGON
OFFICE OF MANAGEMENT & FINANCE
Tom Potter, Mayor
Kenneth L. Rust, Chief Administrative Officer

Bureau of Purchases
Jeffrey B. Baer, Director
1120 SW Fifth Ave Rm 750
Portland OR 97204
(503) 823-6855
www.portlandonline.com/omf/purchasing

October 18, 2007

ADDENDUM NO. 2

Request for Proposal No. 105642

Resource Management Services

Proposals Due: November 2, 2007
By: 2:00 p.m. Pacific Time

This addendum provides for multiple awards, increases the initial contract term to 3 years, makes changes to Exhibits B and C, and makes other changes as noted below for the above-entitled project. This addendum is hereby included in the RFP and, when closing the Contract, will be a part thereof. Any changes made by this addendum to said solicitation offset only those documents specifically mentioned herein, and the balance of the solicitation remains in full force. It is the responsibility of all proposers to conform to this addendum.

1. The following paragraph is added to Part I, Section A:

   5. Multiple Awards

   The City may make multiple Contract awards based on proposals submitted under this RFP. Proposers may submit proposals, and Contracts may be awarded, for any individual, combination, or all of the 5 Sectors (North, Northeast, Northwest, Southeast, Southwest) stated in Exhibits B and C. If there are multiple awards, Contractors shall work cooperatively in meeting Contract requirements, especially recycling requirements.

2. All language of the RFP which refers to award of a Contract to a single "Contractor" or which refers to a "successful proposer" is hereby changed to "Contractor(s)" and "successful proposer(s)". Additionally, any other language of the RFP which indicates award will be made to only one Contractor shall be interpreted to allow for multiple Contract awards.

3. In Part I, Section B, 1., a), add the following bullet: There may be times when the Contractor must move containers to an accessible point for pick-up. Contractor agrees that in these situations he will make the extra effort to empty the container at no additional cost to the City.

4. In Part I, Section B, 1., d), second bullet - Recycling Containers, change the last sentence to read: Contractor may not charge the City for the use of recycling and food waste collection containers that are purchased and distributed to the Contractor by the City of Portland's Office of Sustainable Development.

5. In Part I, Section B, 1., e), fourth bullet, change the page number from 7 to 6.

6. In Part I, Section B, 1., g., the second sentence, include in Monthly Reports the requirement to provide information on fullness of containers.

6. In Part I, Section B, 5., PERIOD OF PERFORMANCE, change the second sentence to read as follows: The initial term of the Contract shall be for 3 years after the Contract start date with an option to renew for an additional 2 years.

7. In Part II, Section A, 9., a., add the following sentence to the second paragraph: The Cover Letter must state which Sector(s) the proposal covers.

8. In Part II, Section A, 9.e.1., add the following sentences: Provide the completed Offer Form page(s) for the Sector(s) on which you are proposing. All proposals shall include a completed page 6.

9. In Part II, Section A, 9.e.3., add the following sentence: If an Administrative Service Fee is proposed, state how it will be applied; per Sector awarded, for all Sectors awarded, or for some other combination of Sectors awarded.

10. In Part III, Section B, 1., change the first sentence to read as follows: The City will award a Contract(s) to the proposer(s) whose evaluated proposal(s) receives the highest score for any individual Sector or combination of Sectors and with whom a Contract(s) can be negotiated.

11. Attached is a new Exhibit B – Property Location List which replaces the original Exhibit B; changes are noted in red. Those locations and containers which are deleted have a line through them.

12. Attached is a complete replacement of Exhibit C – Offer Form. Changes are noted in red. Proposers must utilize these pages when submitting a proposal.

13. In Exhibit A – SERVICES CONTRACT (SAMPLE), item 6., PRICES AND PRICE CHANGES, second paragraph, first sentence, the thirty (30) days submittal requirement is changed to sixty (60) days.

Please direct all questions and concerns to Jim Van Nest at (503) 823-5680, or jamesvannest@ci.portland.or.us.

End of Addendum

Jeffrey B. Baer
Director, Bureau of Purchases

CITY OF PORTLAND, OREGON
OFFICE OF MANAGEMENT & FINANCE
Tom Potter, Mayor
Kenneth L. Rust, Chief Administrative Officer

Bureau of Purchases
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October 26, 2007

ADDENDUM NO. 3

Request for Proposal No. 105642

Resource Management Services

Proposals Due: November 14, 2007
By: 2:00 p.m. Pacific Time

This addendum extends the date for receipt of proposals, extends the time allowed for the transition period, increases the number of pages allowed in a proposal, and makes changes to Exhibits B and C as noted in green in the replacement Exhibits. This addendum is hereby included in the RFP and, when closing the Contract, will be a part thereof. Any changes made by this addendum to said solicitation offset only those documents specifically mentioned herein, and the balance of the solicitation remains in full force. It is the responsibility of all proposers to conform to this addendum.

1. The date for receipt of proposals is hereby extended to 2:00 p.m. on November 14th, 2007.

2. In Part I, Section B, 6. Transition Period, the third sentence is changed to read – The period of transition shall not exceed 3 weeks.

3. In Part II, Section B, 2. Proposal, in the first sentence, "twenty (20)" is changed to "twenty-five (25)".

3. Attached is a new Exhibit B – Property Location List which replaces Exhibit B provided in the previous addendum; changes for this addendum are noted in green.

4. Attached is a complete replacement of Exhibit C – Offer Form. Changes are noted in green. Proposers must utilize these pages when submitting a proposal.

Please direct all questions and concerns to Jim Van Nest at (503) 823-5680, or james.vannest@ci.portland.or.us.

End of Addendum

Jeffrey B. Baer
Director, Bureau of Purchases

Exhibit B

Property Location List

Area	Bureau	Location	Address	Commodity	Qty	Size (yds or gals)	Frequency (per wk)
NORTH							
N	General	Archives/Records Center	9360 N. Columbia Blvd.	Trash	1	2 yd	1
				Recycle	1	2 yd	1
N	Other	Columbia Blvd Wastewater Treatment	5001 N. Columbia Blvd.	Trash	1	20 yd	on call
				Wood	1	20 yd	on call
				Trash	1	3 yd	2
				Trash	1	6 yd	2
				Trash	1	1.5 yd	every other week
				Recycle	1	1.5 yd	every other week
				Recycle	3	90 gal	1
N	General	Kerby Garage	2835 N. Kerby	Trash	2	3 yd	2
				Recycle	1	6 yd	1
				Recycle	1	90 gal	1
N	General	North Community Policing Center	7214 N. Philadelphia	Trash	1	3 yd	1
				Trash	1	90 gal	1
				Recycle	1	2 yd	1
				Recycle	3	64 gal	1
N	Fire	Station No. 8	7134 N. Maryland	Trash	1	3 yd	1
				Recycle	2	35 gal	1
N	Fire	Station No. 17	848 N. Tomahawk Island Drive	Trash	1	1.5 yd	1
				Co-mingle	3	64 gal	1
				Glass	2	35 gal	1
N	Fire	Station No. 22	7205 N. Alta	Trash	1	2 yd	1
				Recycle	4	64 gal	1
N	Fire	Station No. 24	4515 N. Maryland	Trash	1	3 yd	1
				Recycle	3	64 gal	1
				Recycle	1	90 gal	1
				Yard Debris	3	90 gal	every other week
N	Fire	Station No. 26	5247 N. Lombard Steet	Trash	1	1.5 yd	1
				Recycle	4	35 gal	1
				Recycle	1	90 gal	1
N	General	Testing Laboratory	1405 N. River Street	Trash	1	3 yd	1
				Co-mingle	1	1.5 yd	every other week
				Glass	1	64 gal	1
				Yard Debris	1	90 gal	every other week
N	General	Water Pollution Control Lab	6543 N. Burlington	Trash	1	3 yd	1
				Co-mingle	1	3 yd	1
				Glass	1	64 gal	1
N	Parks	Pennisula Community Center	700 N Portland Blvd	Trash	1	4 yd	1-2
				Recycle	1	90 gal	1
				Co-mingle	1	90 gal	1
N	Parks	St. John's Community Center	8427 N Central St	Trash	1	4 yd	1
				Co-mingle	1	4 yd	1
				Glass	2	90 gal	2
				Cardboard	1	4 yd	on call
N	Parks	St. John's Racquet Center	7519 N Burlington Ave	Trash	1	4 yd	on call
				Recycle	1	2 yd	on call

Exhibit B

Property Location List

Area	Bureau	Location	Address	Commodity	Qty	Size (yds or gals)	Frequency (per wk)
N	Parks	University Park	9009 N Foss Ave	Trash	1	6 yd	1
				Co-mingle	1	3 yd	1
				Glass	1	64 gal	1
N	Parks	Chimney Park	9360 N. Columbia Blvd.	Trash	1	20 yd	on call
N	Parks	Columbia Park	N Woolsey & N Lombard	Trash	2	90 gal	2
				Recycle	2	90 gal	1
N	Parks	Heron Lakes Golf Course	3500 N Victory Blvd	Trash	1	20 yd	on call
				Co-mingle	5	90 gal	1
				Glass	1	90 gal	on call
N	Parks	Interstate Firehouse Cultural	5340 N Interstate Ave	Trash	1	4 yd	on call
				Recycle	2	64 gal	1
N	PDOT	Bureau of Maintenance-Stanton Yard	2929 N. Kerby Avenue	Trash	2	3 yd	2
				Trash	6	2 yd	1
				Recycle	2	1 yd	1
				Recycle	4	35 gal	1
				Recycle	25	64 gal	1
				Recycle	2	90 gal	1
N	Parks	Delta Park	N Denver & MLK Jr Blvd	Trash	1	20 yd	on call
		Delta Park Sports Complex		Trash	1	4 yd	on call
		Delta Park- Urban Forestry		Trash	1	4 yd	1/mo
				Co-Mingle	5	95 gal	1
				Glass	1	65 gal	1
N	PDOT	Bureau of Maintenance - Albina Yard	3150 N. Mississippi	Trash	1	30 yd	1
				Trash	2	2 yd	2
				Trash	1	2 yd	1
				Co-Mingle	6	65 gal	1
				Glass	4	65 gal	1
				Cardboard	1	3 yd	every other week
N	Water	Water Maintenance Facility	1900 N. Interstate Ave.	Trash	5	4 yd	2
				Co-Mingle	3	2 yd	2
				Cardboard	3	1.5 yd	2
				Glass	3	65 gal	1
N	Water	Water Operations Center Water Lab	2010 N. Interstate	Trash	1	4 yd	1
				Co-Mingle	1	2 yd	2
N	Parks	Cathedral Park	N. Edison & Pittsburg	Trash	1	4 yd	1
N	General	Graham Garage	810 N. Graham	Trash	1	4 yd	1
				Recycle	1	2 yd	1
NE							
NE	Water	Hazelwood Office	1017 NE 117th Avenue	Trash	1	5 yd	1
NE	General	NE Community Policing Center	449 NE Emerson Street	Trash	1	4 yd	2
				Trash	1	1.5 yd	1
				Trash	1	3 yd	2
				Recycle	1	4 yd	1
				Recycle	1	4 yd	on call
				Recycle	1	4 yd	1
				Recycle	4	90 gal	1
NE	General	21st & Pacific Building	920 NE 21st Avenue	Trash	1	3 yd	1
				Recycle	1	5 yd	1

Exhibit B

Property Location List

Area	Bureau	Location	Address	Commodity	Qty	Size (yds or gals)	Frequency (per wk)
NE	Fire	Station No. 13	925 NE Weidler	Trash	1	2 yd	1
				Recycle	4	90 gal	every other week
NE	Fire	Station No. 14	1905 NE Killingsworth	Trash	1	1.5 yd	1
				Glass	2	90 gal	1
				Yard Debris	2	90 gal	every other week
NE	Fire	Station No. 40	5916 NE Going	Trash	1	2 yd	1
				Trash	1	2 yd	on call
				Recycle	3	64 gal	1
				Yard Debris	1	90 gal	every other week
NE	Fire	Station No. 28	5540 NE Sandy Blvd.	Trash	1	2 yd	1
				Recycle	2	64 gal	1
				Glass	1	64 gal	1
				Yard Debris	1	64 gal	1
NE	Fire	Station No. 12	8645 NE Sandy	Trash	1	1.5 yd	1
				Recycle	1	64 gal	1
NE	Fire	Station No. 43	13313 NE San Rafael	Trash	1	1.5 yd	1
				Recycle	1	64 gal	1
				Yard Debris	1	90 gal	every other week
NE	Other	Water Bureau Paint Shop	4800 NE 122nd	Trash	1	5 yd	1
				Recycle	1	4 yd	on call
NE	Parks	Matt Dishman Community Center	77 NE Knott	Trash	1	4 yd	2
				Co-mingle	1	64 gal	1
~~NE~~	~~Parks~~	~~Irving Park~~	~~NE 7th Ave & Fremont St~~	~~Trash~~	~~1~~	~~4 yd~~	~~2-3~~
NE	Parks	Laurelhurst Maint Bldg	920 NE 21st St.	Trash	1	30 yd	1
				Cardboard	1	30 yd	1
NE	Parks	Montavilla Park	8219 NE Glisan	Trash	1	6 yd	3
				Glass	1	90 gal	1
				Co-mingle	2	3 yd	1
~~NE~~	~~Parks~~	~~Normandale Park~~	~~NE 57th Ave & Halsey St~~	~~Trash~~	~~1~~	~~4 yd~~	~~3~~
NE	Parks	Portland Tennis Center	324 NE 12th Ave	Trash	1	4 yd	every other week
				Co-mingle	2	2 yd	1
				Recycle	2	35 gal	1
NE	Parks	Rose City Golf Course	2200 NE 71st Ave	Trash	1	20 yd	on call
				Recycle	5	90 gal	1
				Cardboard	4	1 yd	on call
NE	Parks	Whitaker Ponds	7040 NE 47th Ave	Trash	1	4 yd	on call
				Co-mingle	1	4 yd	1
				Glass	1	90 gal	on call
~~NE~~	~~Other~~	~~Laurelhurst Maintenance~~	~~920 NE 21st St.~~	~~Recycle~~	~~3~~	~~90 gal~~	~~on call~~
				~~Trash~~	~~1~~	~~30 yd~~	~~on call~~
~~NE~~	~~Parks~~	~~Matt Dishman Community Center~~	~~77 NE Knott~~	~~Trash~~	~~1~~	~~4 yd~~	~~2~~
				~~Recycle~~	~~1~~	~~1 yd~~	~~2~~
NE	Other	Fire Bureau Training	4800 SE 122nd	Trash	1	4 yd	On Call
				Trash	1	6 yd	3
				Cardboard	1	3 yd	every other week

Exhibit B

Property Location List

Area	Bureau	Location	Address	Commodity	Qty	Size (yds or gals)	Frequency (per wk)
				Recycle	1	60 gal	1
NW							
NW	General	Mounted Patrol (Horse Barn)	1362 NW Naito Parkway	Trash	1	3 yd	1
				Recycle	1	64 gal	every other week
NW	Other	Pump Maintenance House	5645 NW Willbridge	Trash	1	1.5 yd	1
NW	General	Rivergate Vehicle Storage	7027 NW St. Helens Road	Trash	1	2 yd	1
NW	Fire	Station No. 3	1715 NW Johnson Street	Trash	1	2 yd	1
				Co-mingle	1	90 gal	1
				Glass	1	90 gal	1
NW	General	Streetcar Maintenance Yard	1516 NW Northrup Street	Trash	2	4 yd	1
				Recycle	1	1 yd	1
				Recycle	2	90 gal	1
NW	General	Union Station	800 NW 6th	Trash	2	4 yd	2
				Recycle	1	1.5 yd	2
				Recycle	1	3 yd	2
				Recycle	5	64 gal	1
				Glass	1	64 gal	2
NW	Parks	Pitttock Mansion	3229 NW Pittock Drive	Trash	1	4 yd	1
				Recycle	1	60 gal	1
				Recycle	1	90 gal	1
				Recycle	3	60 gal	on call
NW	Fire	Station No. 27	3130 NW Skyline	Trash	1	90 gal	1
				Co-mingle	1	35 gal	1
				Glass	1	35 gal	every other week
NW	Fire	Station No. 6	3710 NW Front Avenue	Trash	1	2 yd	1
				Recycle	1	32 gal	1
NW	Other	Guild's Lake - BES	7110 NW Front Ave.	Trash	1	4 yd	1
				Recycle	1	4 yd	once a month
				Recycle	1	35 gal	1
NW	Parks	Hillside Community Center	653 NW Culpepper Ter.	Trash	2	90 gal	1
				Co-mingle	2	90 gal	1
				~~Glass~~	~~1~~	~~90 gal~~	~~1~~
NW	General	Old Town Garage	33 NW Davis Old Town Gar	Trash	1	4 yd	1
				Co-Mingle	1	3 yd	every other wk
				Glass	1	65 gal	1
~~NW~~	~~General~~	~~Horse Barn~~	~~1365 NW Front Avenue~~	~~Trash~~	~~1~~	~~3 yd~~	~~1~~
~~NW~~	~~General~~	~~West CSO Office~~	~~2730 NW Front Ave. Bldg 120~~	~~Trash~~	~~1~~	~~2 yd~~	~~1~~
				~~Recycle~~	~~2~~	~~90 gal~~	~~1~~
SE							
SE	General	East Community Policing	735 SE 106th Avenue	Trash	1	4 yd	2
				Recycle	1	4 yd	1
				Recycle	4	64 gal	1
SE	General	Emergency Communications	9911 SE Bush Street	Trash	1	4 yd	3
				Recycle	1	4 yd	1
				Recycle	1	90 gal	1

Exhibit B

Property Location List

Area	Bureau	Location	Address	Commodity	Qty	Container Size (yds or gals)	Frequency (per wk)
				Recycle	4	64 gal	1
SE	General	Police Traffic Division	1319 Martin Luther King Jr. Blvd.	Trash	1	2 yd	1
				Co-mingle	1	90 gal	1
				Glass	1	90 gal	1
~~SE~~	~~General~~	~~Powell Garage~~	~~1131 SE Powell~~	~~Trash~~	~~1~~	~~4 yd~~	~~1~~
				~~Recycle~~	~~1~~	~~2 yd~~	~~1~~
SE	General	SE Community Policing	4735 E. Burnside Street	Trash	1	4 yd	2
				Recycle	1	4 yd	2
SE	Fire	Station No. 11	5707 SE 92nd Avenue	Trash	1	1.5 yd	1
				Recycle	3	35 gal	1
				Recycle	1	64 gal	1
				Yard Debris	1	90 gal	every other week
SE	Fire	Station No. 19	7301 E. Burnside	Trash	1	1.5 yd	1
				Recycle	4	64 gal	1
SE	Fire	Station No. 20	2235 SE Bybee	Trash	1	1.5 yd	2
				Recycle	1	90 gal	1
				Recycle	2	35 gal	1
				Yard Debris	1	90 gal	every other week
SE	Fire	Station No. 23	2915 SE 13th Avenue	Trash	1	2 yd	1
				Recycle	2	35 gal	1
				Yard Debris	2	90 gal	every other week
SE	Fire	Maintenance Building	1135 SE Powell Blvd.	Trash	2	4 yd	1
				Recycle	1	64 gal	1
SE	Other	EMS	5 SE Madison	Trash	1	60 gal	1
				Recycle	2	35 gal	every other week
SE	Fire	Station No. 9	1706 SE 39th Avenue	Trash	1	1.5 yd	1
				Recycle	2	32 gal	1
				Glass	3	32 gal	1
SE	Fire	Station No. 7	1500 SE 122nd Avenue	Trash	1	2 yd	1
				Recycle	4	90 gal	1
				Glass	1	64 gal	1
SE	Fire	Station No. 42	13310 SE Foster Road	Trash	1	1.5 yd	2
				Recycle	3	64 gal	1
				Yard Debris	1	90 gal	every other week
SE	Fire	Station No . 25	5211 SE Mall Street	Trash	1	2 yd	1
				Recycle	1	64 gal	1
				Yard Debris	1	90 gal	every other week
SE	Fire	Portland Fire and Rescue	1300 SE Gideon Street	Trash	1	1 yd	1
				Recycle	2	90 gal	1
				Recycle	1	2 yd	1
SE	Fire	Public Education Office	900 SE 35th Avenue	Trash	1	90 gal	1
				Recycle	2	32 gal	1
SE	Parks	Powell Park	SE 52nd & Tenino	Trash	1	30 yd	1
SE	Parks	Mt. Scott Park	5530 SE 72nd	Trash	1	4 yd	3

Exhibit B

Property Location List

Area	Bureau	Location	Address	Commodity	Qty	Size (yds or gals)	Frequency (per wk)
				Co-mingle	1	3 yd	1
				Glass	2	90 gal	1
SE	Parks	Creston Park	SE 44th Ave & Powell Blvd	Trash	1	6 yd	on call
				~~Co-mingle~~	~~1~~	~~4 yd~~	~~1~~
				~~Glass~~	~~3~~	~~90 gal~~	~~on call~~
SE	Parks	East Portland Community Center	740 SE 106th Ave	Trash	1	6 yd	3
				Co-mingle	2	3 yd	1
				Glass	1	90 gal	1
SE	Parks	Leach Botanical Garden	6704 SE 122nd Ave	Trash	1	2 yd	1
				Recycle	1	90 gal	1
				Recycle	3	30 gal	once a month
SE	Parks	Mt. Tabor Yard	6437 SE Division	Trash	2	20 yd	on call
SE	Parks	Westmoreland Park - Scavone Stadiun	SE 23rd & Lambert	Trash	1	2 yd	on call
				Recycle	1	2 yd	on call
SE	Parks	Sellwood Park	SE 7th Ave & Miller St	Trash	2	4 yd	1
				Co-mingle	3	90 gal	1
				Glass	1	64 gal	1
SE	Parks	East District HQ	5669 SE 136th Ave.	Trash	1	30 yd	varies
SE	Parks	Skateboard Park	200 SE 2nd Ave.	Trash	1	3 yd	1
SE	Parks	Powell Butte	SE 162nd & Powell	Trash	1	4 yd	on call
SE	Fire	Station No. 45	1927 SE 174th	Trash	1	2 yd	1
				Recycle	2	64 gal	1
				Yard Debris	1	90 gal	every other week
SE	Parks	Community Music Center	3350 SE Francis	Trash	1	2 yd	1
				Co-mingle	1	90 gal	1
				Cardboard	1	90 gal	1
SE	Parks	Lents Park (Walker Stadium)	92nd & SE Holgate	Trash	1	4 yd	varies
SE	Parks	Crystal Springs Garden	SE 28th and Woodstock	Trash	1	4 yd	varies
SE	Parks	Eastmoreland Golf Course	2425 SE Bybee	Trash	1	20 yd	on call
SE	Parks	Mt. Tabor Park	6437 SE Division	Trash	2	20 yd	on call
				Trash	1	10 yd	on call
				Co-mingle	1	10 yd	on call
				Glass	1	90 gal	on call
SE	Parks	Oaks Bottom Wildlife Refuge	SE 7th and Sellwood Blvd	Trash	1	30 yd	on call
SE	Parks	Sellwood Community Center	1436 SE Spokane	Trash	1	1.5 yd	1
				Recycle	3	60 gal	1
SE	Parks	Woodstock Community Center	5905 SE 43rd	Trash	1	90 gal	1
SW							
SW	General	Police Property Warehouse	1128 SW 17th Avenue	Trash	1	4 yd	1
				Recycle	1	35 gal	1
				Glass	1	35 gal	1

Exhibit B

Property Location List

Area	Bureau	Location	Address	Commodity	Qty	Size (yds or gals)	Frequency (per wk)
SW	General	The Portland Building	1120 SW 5th Avenue	Trash	4	2 yd	5
				Co-mingle	1	2 yd	5
				Glass	3	90 gal	1
SW	Parks	Washington Park - Elephant Barn	2448 SW Carter	Trash	1	4 yd	1
SW	Parks	Washington Park Maintenance		Recycle	1	5 yd	on call
				Recycle	2	90 gal	on call
SW	Parks	Washington Park	2448 SW Carter	Trash	1	20 yd	1
			(locate at chlorine building near	Trash	1	5 yd	on call
			reservoir #4)	Glass	1	90 gal	every other week
				Cardboard	1	5 yd	1
SW	Parks	Waterfront Park	Naito Pkwy Glisan to Harrison	Trash	1	3 yd	2
		Burnside Stage	West side of bridge	Trash	1	3 yd	2
		Hawthorne Stage	West side of bridge	Trash	1	4 yd	2
SW	Fire	Campbell Memorial	19th & West Burnside	Trash	2	35 gal	2
SW	Water	Capitol Hwy Office	9745 SW Barbur Blvd.	Trash	1	1.5 yd	once a month
SW	Fire	Station No. 1	55 SW Ash Street	Trash	1	4 yd	3
				Recycle	1	90 gal	2
				Recycle	3	35 gal	2
				Glass	1	64 gal	every other week
SW	Fire	Station No. 10	451 SW Taylor	Trash	1	1.5 yd	1
				Recycle	2	35 gal	1
SW	Fire	Station No. 15	1920 SW Spring Street	Trash	1	1.5 yd	1
				Co-mingle	2	90 gal	1
				Glass	1	30 gal	1
SW	Fire	Station No. 18	8720 SW 30th Avenue	Trash	1	1.5 yd	1
				Recycle	2	90 gal	1
				Yard Debris	2	90 gal	every other week
SW	Fire	Station No. 4	511 SW College Street	Trash	1	2 yd	1
				Co-mingle	1	64 gal	1
				Glass	1	64 gal	1
SW	Fire	Station No. 5	1505 SW Dewitt Street	Trash	1	1.5 yd	1
				Co-mingle	1	90 gal	1
				Glass	1	90 gal	1
				Yard Debris	1	90 gal	every other week
SW	Parks	Gabriel Park	4050 SW Vermont	Trash	1	4 yd	3
SW	Parks	Hoyt Arboretum	4000 SW Fairview Blvd	Trash	1	4 yd	2
				Co-mingle	1	3 yd	1
				Glass	1	64 gal	1
SW	Parks	Carnegie Annex	2909 SW 2nd Ave.	Trash	1	35 gal	1
				Recycle	1	90 gal	on call
SW	Parks	Portland Children's Museum	4015 SW Canyon Rd	Trash	1	20 yd	on call
SW	Parks	Eastbank Esplanade-North	East side of river, from Steel to Ha	Trash	1	4 yd	on call
SW	Parks	Eastbank Esplanade-South	SE Water and Madison	Trash	1	4 yd	on call

Exhibit B

Property Location List

Area	Bureau	Location	Address	Commodity	Qty	Size (yds or gals)	Frequency (per wk)
SW	Parks	Hillsdale Community Center	SW 27th Ave & Hillsdale Hwy	Trash	4	90 gal	1
				Co-mingle	3	90 gal	1
				Glass	1	90 gal	1
SW	Fire	Station No. 16	1715 SW Skyline Blvd.	Trash	1	1.5 yd	1
				Recycle	1	35 gal	1
SW	Parks	Japanese Garden	611 SW Kingston Dr	Trash	1	4 yd	on call
				Co-mingle	1	4 yd	on call
				Glass	3	90 gal	on call
SW	Parks	Multnomah Art Center	7688 SW Capitol Hwy	Trash	1	4 yd	3
				Recycle	1	3 yd	2
SW	Parks	Willamette Park	SW Macadam Ave & Nebraska St	Trash	1	4 yd	varies
~~SW~~	~~Other~~	~~Portland Children's Museum~~	~~4015 SW Canyon Rd~~	~~Trash~~	~~1~~	~~20 yd~~	~~on call~~
SW	Parks	RedTail Golf Course	8200 SW Scholls Ferry Road, Bea	Trash	1	40 yd. City owned container	on call
~~SW~~	~~Parks~~	~~Carnegie Annex~~	~~2909 SW 2nd Avenue~~	~~Trash~~	~~1~~	~~90 gal~~	~~1~~
SW	Parks	Fulton Park Community Center	68 SW Miles St	Trash	1	90 gal	1
				Co-mingle	2	90 gal	1
SW	Parks	Pioneer Courthouse Square	701 SW 6th Ave	Trash	2	2 yd	7
				Co-Mingle	1	2 yd	3
SW	Parks	Southwest Community Center	6820 SW 45th	Trash	1	4 yd	2
				Co-Mingle	1	6 yd	1
				Glass	1	65 gal	1
SW	General	1st & Jefferson Garage	123 SW Jefferson	Trash	2	4 yd	3
				Co-Mingle	1	6 yd	3
				Glass	2	65 gal	1
SW	General	3rd & Alder Garage	640 SW 4th Avenue	Trash	2	3 yd	3
				Co-Mingle	1	2 yd	3
				Glass	2	65 gal	1
SW	General	10th & Yamhill Garage	730 SW 10th Avenue	Trash	1	3 yd	4
				Co-Mingle	1	2 yd	3
				Glass	1	65 gal	1
SW	General	City Hall	1221 SW 4th Avenue	Trash	1	2 yd	5
				Co-Mingle	1	2 yd	1
				Glass	1	65 gal	1

Exhibit C

Offer Form

NORTH (N)

	Estimated Weekly Qty	Container Size	*Lift or Haul Fee (dollars per lift or per haul/return)	*Disposal or Processing Fee (dollars per ton)
Trash	5	90 gal	$	$
	1	1 yd	$	$
	3	1.5 yd	$	$
	13	2 yd	$	$
	14	3 yd	$	$
	19	4 yd	$	$
	4	6 yd	$	$
	1	10 yd	$	$
	1	15 yd	$	$
	3	20 yd	$	$
	1	30 yd	$	$
Recycling - Single Commodity	10	25-35 gal	$	$
	37	60-65 gal	$	$
	11	90-95 gal	$	$
	2	1 yd	$	$
	1	1.5 yd	$	$
	4	2 yd	$	$
	1	3 yd	$	$
	1	4 yd	$	$
	1	6 yd	$	$
Recycling - Commingled (no glass)	1	25-35 gal	$	$
	9	60-65 gal	$	$
	11	90-95 gal	$	$
	1	1.5 yd	$	$
	8	2 yd	$	$
	2	3 yd	$	$
	1	4 yd	$	$
Recycling - Glass	2	25-35 gal	$	$
	11	60-65 gal	$	$
	5	90-95 gal	$	$
Recycling - OCC	6	1.5 yd	$	$
	1	3 yd	$	$
	1	4 yd	$	$
Recycling - Wood	1	20 yd	$	$
Recycling - Bulk Metal	1	20 yd	$	$
Composting - Yard Debris	2	90 gal	$	$
Composting - Food Waste	1	25-35 gal	$	$
	1	65 gal	$	$
	1	1 yd	$	$
	1	1.5 yd	$	$

* Indicate your fees per lift or haul, and cost per ton tipped or processed, for BOTH trash and recycling.

Exhibit C

Offer Form

North East (NE)

	Estimated Weekly Qty	Container Size	*Lift or Haul Fee (dollars per lift or per haul/return)	*Disposal or Processing Fee (dollars per ton)
Trash	1	90 gal	$	$
	1	1 yd	$	$
	4	1.5 yd	$	$
	4	2 yd	$	$
	3	3 yd	$	$
	7	4 yd	$	$
	1	5 yd	$	$
	6	6 yd	$	$
	1	10 yd	$	$
	1	15 yd	$	$
	1	20 yd	$	$
	1	30 yd	$	$
Recycling - Single Commodity	2	25-35 gal	$	$
	8	60-65 gal	$	$
	11	90-95 gal	$	$
	1	1 yd	$	$
	1	1.5 yd	$	$
	1	2 yd	$	$
	1	3 yd	$	$
	3	4 yd	$	$
	1	5 yd	$	$
Recycling - Commingled (no glass)	1	25-35 gal	$	$
	1	60-65 gal	$	$
	1	90-95 gal	$	$
	1	1 yd	$	$
	1	1.5 yd	$	$
	2	2 yd	$	$
	2	3 yd	$	$
	1	4 yd	$	$
Recycling - Glass	1	25-35 gal	$	$
	1	60-65 gal	$	$
	4	90-95 gal	$	$
Recycling - OCC	2	1 yd	$	$
	1	1.5 yd	$	$
	1	3 yd	$	$
	1	30 yd	$	$
Recycling - Wood	1	20 yd	$	$
Recycling - Bulk Metal	1	20 yd	$	$
Composting - Yard Debris	2	90 gal	$	$
	1	60-65 gal	$	$
Composting - Food Waste	1	25-35 gal	$	$
	1	65 gal	$	$
	1	1 yd	$	$
	1	1.5 yd	$	$

* Indicate your fees per lift or haul, and cost per ton tipped or processed, for BOTH trash and recycling.

Exhibit C

Offer Form

North West (NW)

	Estimated Weekly Qty	Container Size	*Lift or Haul Fee (dollars per lift or per haul/return)	*Disposal or Processing Fee (dollars per ton)
Trash	3	90 gal	$	$
	1	1 yd	$	$
	1	1.5 yd	$	$
	3	2 yd	$	$
	1	3 yd	$	$
	9	4 yd	$	$
	1	6 yd	$	$
	1	10 yd	$	$
	1	15 yd	$	$
	1	20 yd	$	$
	1	30 yd	$	$
Recycling - Single Commodity	2	25-35 gal	$	$
	8	60-65 gal	$	$
	3	90-95 gal	$	$
	1	1 yd	$	$
	2	1.5 yd	$	$
	1	2 yd	$	$
	2	3 yd	$	$
	1	4 yd	$	$
Recycling - Commingled (no glass)	1	25-35 gal	$	$
	1	60-65 gal	$	$
	3	90-95 gal	$	$
	1	1 yd	$	$
	1	1.5 yd	$	$
	1	2 yd	$	$
	1	3 yd	$	$
	1	4 yd	$	$
Recycling - Glass	1	25-35 gal	$	$
	3	60-65 gal	$	$
	1	90-95 gal	$	$
Recycling - OCC	1	Cage	$	$
Recycling - Wood	1	20 yd	$	$
Recycling - Bulk Metal	1	20 yd	$	$
Composting - Yard Debris	1	90 gal	$	$
Composting - Food Waste	1	25-35 gal	$	$
	1	65 gal	$	$
	1	1 yd	$	$
	1	1.5 yd	$	$

* Indicate your fees per lift or haul, and cost per ton tipped or processed, for BOTH trash and recycling.

Exhibit C

Offer Form

South East (SE)

	Estimated Weekly Qty	Container Size	*Lift or Haul Fee (dollars per lift or per haul/return)	*Disposal or Processing Fee (dollars per ton)
Trash	1	60 gal	$	$
	2	90 gal	$	$
	1	1 yd	$	$
	8	1.5 yd	$	$
	7	2 yd	$	$
	1	3 yd	$	$
	15	4 yd	$	$
	3	6 yd	$	$
	1	10 yd	$	$
	1	15 yd	$	$
	2	20 yd	$	$
	2	30 yd	$	$
Recycling - Single Commodity	13	25-35 gal	$	$
	23	60-65 gal	$	$
	9	90-95 gal	$	$
	1	1 yd	$	$
	1	1.5 yd	$	$
	1	2 yd	$	$
	1	3 yd	$	$
	4	4 yd	$	$
Recycling - Commingled (no glass)	1	25-35 gal	$	$
	1	60-65 gal	$	$
	5	90-95 gal	$	$
	1	1 yd	$	$
	1	1.5 yd	$	$
	1	2 yd	$	$
	3	3 yd	$	$
	1	4 yd	$	$
	1	10 yd	$	$
Recycling - Glass	3	25-35 gal	$	$
	2	60-65 gal	$	$
	5	90-95 gal	$	$
Recycling - OCC	1	90 gal	$	$
Recycling - Wood	1	20 yd	$	$
Recycling - Bulk Metal	1	20 yd	$	$
Composting - Yard Debris	4	90 gal	$	$
Composting - Food Waste	1	25-35 gal	$	$
	1	65 gal	$	$
	1	1 yd	$	$
	1	1.5 yd	$	$

* Indicate your fees per lift or haul, and cost per ton tipped or processed, for BOTH trash and recycling.

Exhibit C

Offer Form

South West (SW)

	Estimated Weekly Qty	Container Size	*Lift or Haul Fee (dollars per lift or per haul/return)	*Disposal or Processing Fee (dollars per ton)
Trash	5	35 gal	$	$
	5	90 gal	$	$
	1	1 yd	$	$
	5	1.5 yd	$	$
	40	2 yd	$	$
	14	3 yd	$	$
	25	4 yd	$	$
	1	5 yd	$	$
	1	6 yd	$	$
	1	10 yd	$	$
	1	15 yd	$	$
	1	20 yd	$	$
	1	30 yd	$	$
	1	40 yd	$	$
Recycling - Single Commodity	10	25-35 gal	$	$
	1	60-65 gal	$	$
	5	90-95 gal	$	$
	1	1 yd	$	$
	1	1.5 yd	$	$
	1	2 yd	$	$
	2	3 yd	$	$
	1	4 yd	$	$
	1	5 yd	$	$
Recycling - Commingled (no glass)	1	25-35 gal	$	$
	1	60-65 gal	$	$
	8	90-95 gal	$	$
	1	1 yd	$	$
	1	1.5 yd	$	$
	15	2 yd	$	$
	1	3 yd	$	$
	1	4 yd	$	$
	1	5 yd	$	$
	4	6 yd	$	$
Recycling - Glass	2	25-35 gal	$	$
	9	60-65 gal	$	$
	7	90-95 gal	$	$
Recycling - OCC	1	5 yd	$	$
Recycling - Wood	1	20 yd	$	$
Recycling - Bulk Metal	1	20 yd	$	$
Composting - Yard Debris	2	90 gal	$	$
Composting - Food Waste	1	25-35 gal	$	$
	1	65 gal	$	$
	1	1 yd	$	$
	1	1.5 yd	$	$

* Indicate your fees per lift or haul, and cost per ton tipped or processed, for BOTH trash and recycling.

Exhibit C

Offer Form

Monthly Administrative Service Fee = $

Rebate/Credit Formulas:

Rebates/Credits Applying the Above Formulas and Variables from Part II, Section A, 9.e.3.c:

:

CITY OF PORTLAND, OREGON
OFFICE OF MANAGEMENT & FINANCE
Tom Potter, Mayor
Kenneth L. Rust, Chief Administrative Officer

Bureau of Purchases
Jeffrey B. Baer, Director
1120 SW Fifth Ave Rm 750
Portland OR 97204
(503) 823-6855
www.portlandonline.com/omf/purchasing

November 8, 2007

ADDENDUM NO. 4

Request for Proposal No. 105642

Resource Management Services

Proposals Due: November 14, 2007
By: 2:00 p.m. Pacific Time

This addendum clarifies "on call" frequencies for Parks Bureau drop boxes stated in Exhibit B – Property Location List. The clarifications made by this addendum to said solicitation are only for the document specifically mentioned herein, and the balance of the solicitation remains in full force.

- The "on call" frequencies for the Parks Bureau drop boxes (10 yds and larger) can not be exactly defined. However, for clarification purposes only recent experience indicates that, for these sites, during April through October a rough estimate is that they need to be emptied every week, during November through March a rough estimate is that they would be emptied once every three weeks.

Please direct all questions and concerns to Jim Van Nest at (503) 823-5680, or james.vannest@ci.portland.or.us.

End of Addendum

Jeffrey B. Baer
Director, Bureau of Purchases