City of Portland RFP 114864 – Recycling, Composting, and Garbage Hauling Services
Sustainable Procurement Specifications Excerpt
October 2, 2012

See attached pages for technical requirements and evaluative criteria for Recycling, Composting, and Garbage Hauling Services.

PART I
PROPOSAL REQUIREMENTS

SECTION A - GENERAL INFORMATION

1. INTRODUCTION
The City of Portland is seeking proposals from qualified firms to provide recycling, composting and garbage hauling services to City of Portland-owned and operated facilities. This RFP puts a high emphasis on efficiency in service delivery through right-sizing of containers and reflects the City's intent to reach the 85% material recovery goal and waste reduction goal set forth in the City of Portland and Multnomah County Climate Action Plan. The successful proposer will be expected to enter into a Services Price Agreement with the City (reference Exhibit A).

The Contractor will provide the City of Portland integrated and comprehensive recycling, composting and garbage hauling service, characterized by frequent and accurate performance measurement and cost analysis through an active and engaged partnership.

EQUAL BENEFITS ORDINANCE (EBO) COMPLIANCE DECLARATION: Proposers shall ensure that the EBO declaration is completed at the ebidexchange.com website and that the proposer will be in compliance with the EBO prior to preparing their proposal.

2. BACKGROUND
In February, 2008 the City entered into a single contract to service 144 locations from six facility-owning bureaus. The initial contract established set fees for recycling, composting and garbage collection and initiated a reporting component to understand the rate of successful recovery at each location. It also created an incentive for bureaus to recover more materials through recycling rebates based on how much material was collected and the material market values.

Prior to 2008, there were several haulers that provided various bureaus with hauling service. This resulted in different service levels and expectations and little to no reporting.

This RFP is intended to build off of the initial contract and to advance the system of recycling, composting and garbage hauling service at City of Portland-owned and operated facilities and reach the Climate Action goals of reducing waste and recovering 85% of the materials in the waste stream.

There will be multiple City of Portland staff that will work with the selected contractor. The table below describes the contacts and their roles with this contract:

City staff	Role with Selected Contractor
Bureau Recycling Coordinators	The Bureau Recycling Coordinators are the main point of contact to the selected contractor for operational and educational issues pertaining to their respective bureaus. Bureau Recycling Coordinators will attend quarterly meetings and will need to be copied on all activities associated with the Price Agreement and their bureau.
Bureau Accounting Staff	All bills for the Price Agreement will be sent to Bureau Accounting Staff.
Bureau of Planning and Sustainability Staff	BPS staff will assist with Price Agreement management, data collection and analysis and technical assistance.
Bureau of Procurement Services Staff	The Bureau of Procurement Services is the main point of contact for the RFP and contractual matters pertaining to the Price Agreement.
Location Staff	Location staff are employees at individual locations that may contact the hauler for operational issues pertaining to collection container size, number and labeling, special collections and frequency of collection. All hauler communication to location staff should be followed up by email and Bureau Recycling Coordinators shall be copied.

3. SCOPE OF WORK
The City of Portland is seeking a single Contractor to provide recycling, composting and garbage hauling services under a concept that emphasizes the establishment of a relationship between the City and the selected Contractor. The focus of this service will primarily involve hauling recycling, composting and garbage. Additional services include.

1. Establish fees for servicing various sized composting, recycling and garbage containers. The fees should be consistent at all city locations and based on the average cost for each container size and material type;
2. Report monthly, cost and volumes of composting, recycling and garbage from all locations;
3. Provide rebates for recycling and show cost savings for composting;
4. Conduct biennial waste sorts from six locations starting in the first year of the Price Agreement. Locations and report template to be approved by and submitted to Bureau of Planning and Sustainability (BPS). Waste sorts shall meet at a minimum, Leadership in Energy and Environmental Design (LEED) standards which include analysis for recycling, composting and garbage waste streams;
5. Deliver biennial weight studies to verify volume to weight ratio estimates starting in the second year of the Price Agreement. Report template to be approved by and submitted to BPS;
6. When containers are serviced and less than ¾ full report this via email to Bureau Recycling Coordinators and make a plan for right-sizing the container;
7. Attend quarterly meetings with Bureau Recycling Coordinators, BPS Staff, and Bureau of Procurement Services Staff.
8. Provide support to Bureau Recycling Coordinators and Location Staff regarding any alterations to the service operations.

Materials serviced in the RFP include but are not limited to:

- Mixed Recycling (Paper, Metal, Plastic);
- Glass Recycling;
- Food Waste Composting;
- Yard Debris Composting;
- Asbestos
- Animal Manure Composting;
- Wood Recycling;
- Scrap Metal Recycling;
- Garbage (Landfilling).

Additional materials can be added to the hauling service when necessary if recycling options are available.

Materials NOT Included in this RFP include:

- Radioactive wastes;
- Precious metals;
- Hazardous or universal waste;
- Confidential documents requiring shredding;
- Refuse or recycling for buildings or facilities not listed on Exhibit B – Property Location List.

Some of the specific programmatic content is subject to negotiation prior to Price Agreement award. The City reserves the right to increase or decrease the number of sites or the amount of services as needed over the life of the Price Agreement. Such increases or decreases shall be considered within the scope and intent of the original procurement.

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 Price Agreement as directed by Procurement Services 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 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 recycling, composting, right-sizing containers, and the other 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 Bureau Recycling Coordinators 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 recycling, composting and garbage hauling 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 Price Agreement 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 ordinances while performing the prescribed work. Including, but not limited to; safety, fire, storm water and containers in the right of way.
- Contractor will be held liable for damage resulting from negligence. Multiple incidents of damage or safety violations may be cause for termination of this Price Agreement and restrictions from future Contracts.

b). Hours of Work

- Contractor shall work with Bureau Recycling Coordinators and/or Location Staff to determine mutually agreeable collection times for all recycling, composting and garbage 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). Collection Requirements:

- Collection includes emptying recycling, composting and garbage containers.
- Contractor shall clean up from the grounds any recyclables, compostables or garbage spilled during the transfer process.
- 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 recycling, composting and/or garbage sites owned, operated or used by the Contractor. Contractor's improper dumping of materials identified by the City may be cause for Price Agreement cancellation.
- Contractor shall perform in a manner that eliminates undue noise and safety.
- Drivers must operate vehicles with extreme caution and observe posted speed limits.
- Drivers must minimize idling to the maximum extent possible in loading areas

d). Containers:

- Roll carts, dumpsters and drop boxes: Contractor shall furnish the recycling, composting and garbage roll carts, dumpsters and drop boxes in size and quantity listed in Exhibit B – Property Location List, and Attachment C, Offer Form. Contractor shall also furnish appropriately sized containers upon request by City staff to ensure that containers are right-sized and serviced efficiently.
- Container maintenance: 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.
- Internal composting collection containers: Contractor shall offer BPS purchased 20 gallon green containers for internal compost collection at each composting service location. Multiple containers may be needed per location depending on size of the property; the exact amount per location will be determined by the Bureau Recycling Coordinators and communicated to the Contractor upon initiating the composting service. To the extent possible, the Contractor shall maintain the same style (size/shape/lid) of container at all service locations and throughout the duration of the contract.
- Signage: Contractor shall furnish all signage for provided containers.

e). Recycling and Composting Service:

- The City requires recycling and composting service for the materials listed in the scope of work. The City also desires recycling services (if available) for miscellaneous rigid plastics not accepted in the mixed recycling, plastic film, block foam and construction and demolition materials. Contractor shall advise the BPS staff of additional recycling services as they become available.
- Contractor shall make available on-call recycling collection service. Potential materials available for an on-call recycling service include, but not limited to: white goods, textiles, and furniture. This service is subject to end markets for recycling and reuse.
- Pick-up service should be regularly scheduled to keep containers either from overflowing or being serviced less than ¾ full.
- Proposers shall propose formulas for calculating rebate amounts for mixed recycling and scrap metal (see Attachment C, Offer Form). The formulas must be agreed upon by the City and must take into consideration all the materials associated with mixed recycling and be based on the prices from the Official Board Markets index. Rebates shall be paid on a quarterly basis and shall include the formula showing how the rebates were calculated.
- Contractor will use the monthly data on recycling quantities to determine the appropriate rebate amounts for each of the applicable Bureaus.

f). Additional Services

- Contractor shall conduct, or subcontract, biennial waste sorts from six locations starting in the first year of the Price Agreement. Report template and locations to be approved by and submitted to BPS. Waste sorts shall meet at a minimum, LEED™ standards which include analysis for recycling, composting and garbage waste streams;
- Contractor shall conduct, or subcontract, biennial weight studies from each of the six bureaus, to verify volume to weight ratio estimates starting in the second year of the Price Agreement. Report template and locations to be approved by and submitted to BPS;
- Attend quarterly meetings with Bureau Recycling Coordinators, BPS Staff, and Bureau of Procurement Services Staff.
- Provide support to Bureau Recycling Coordinators and Location Staff regarding the starting, stopping, and/or altering of services, such as right-sizing containers.
- Contractor shall work collaboratively with their processing facilities to identify sorting and contamination issues related to City-generated recyclables. Contractor shall provide feedback to Bureau Recycling Coordinators and Location Staff on contamination issues.
- Contractor will work collaboratively with Bureau Recycling Coordinators and Location Staff to identify opportunities to increase recycling and composting.

- The Contractor shall have a single point of contact to handle problems related to the Price Agreement. 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 Bureau of Procurement Services. Contractor shall give the Bureau of Procurement Services written notification of any change in account representation, within two (2) calendar days of the change.
- Contractor shall instruct its drivers to monitor container utilization levels for garbage and recycling so that the City is getting the maximum use and services of each container.
- Prices proposed and established in the awarded Price Agreement shall be for the locations, containers, and frequencies stated in Exhibit B. Once awarded, there will be times when additional containers are needed under the Price Agreement for special events, temporary service, or for special items. At these times special pricing may need to be negotiated with the ordering bureau, however it is expected that the pricing will conform as closely as possible to the pricing established in the Price Agreement.

g). Reporting Requirements

- Volumes of recyclables, compostables and garbage shall be reported on a monthly basis. Contractor will report with an Excel spreadsheet, approved by BPS, detailing containers used, materials collected, material type, cost of service 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 Price Agreement. The report must be submitted, not later than the twentieth (20th) of the month (for the preceding month's data) to both a contact in the BPS and the Bureau of Procurement Services Staff.
- Assumptions: Estimated volume to weight ratios for each material are as follows:

Material	Pounds estimated for one yard
Food waste	660
Garbage	150
Glass	800
Mixed Recycling	125
Wood	275
Yard debris	275

These numbers are subject to change based on biennial weight studies conducted by selected contractor.

- Service fee: Costs associated with each collection will be reported on a monthly basis to allow bureaus to track their cost savings from recycling and composting.
- Sample reporting template: An example of a potential reporting template (in Excel):

Bureau	Type of Facility	Location	Address	ZIP	City	State	Method	Commodity	Lifts	Yards	Total Weight	Service Fee	Rebate	Total Cost
BES	Office	Materials Testing Laboratory	1405 N River		Portland	Oregon	Compost	Food Waste						
BES	Office	Materials Testing Laboratory	1405 N River		Portland	Oregon	Landfill	Garbage						
BES	Office	Materials Testing Laboratory	1405 N River		Portland	Oregon	Recycle	Glass						
BES	Office	Materials Testing Laboratory	1405 N River		Portland	Oregon	Recycle	Mixed						
BES	Office	Materials Testing Laboratory	1405 N River		Portland	Oregon	Compost/Incinerate	Wood						
BES	Office	Materials Testing Laboratory	1405 N River		Portland	Oregon	Compost	Yard Debris						
BES	Operations	Pump Station Maintenance	4299 N Port Center Way		Portland	Oregon	Compost	Food Waste						
BES	Operations	Pump Station Maintenance	4299 N Port Center Way		Portland	Oregon	Landfill	Garbage						
BES	Operations	Pump Station Maintenance	4299 N Port Center Way		Portland	Oregon	Recycle	Glass						
BES	Operations	Pump Station Maintenance	4299 N Port Center Way		Portland	Oregon	Recycle	Mixed						
BES	Operations	Pump Station Maintenance	4299 N Port Center Way		Portland	Oregon	Compost/Incinerate	Wood						
BES	Operations	Pump Station Maintenance	4299 N Port Center Way		Portland	Oregon	Compost	Yard Debris						
BES	Industrial	Wastewater Treatment	5001 N Columbia Blvd		Portland	Oregon	Compost	Food Waste						
BES	Industrial	Wastewater Treatment	5001 N Columbia Blvd		Portland	Oregon	Landfill	Garbage						
BES	Industrial	Wastewater Treatment	5001 N Columbia Blvd		Portland	Oregon	Recycle	Glass						
BES	Industrial	Wastewater Treatment	5001 N Columbia Blvd		Portland	Oregon	Recycle	Mixed						
BES	Industrial	Wastewater Treatment	5001 N Columbia Blvd		Portland	Oregon	Compost/Incinerate	Wood						
BES	Industrial	Wastewater Treatment	5001 N Columbia Blvd		Portland	Oregon	Compost	Yard Debris						

- Contaminated recycling and composting containers: In the event that a recycling or composting container needs to be land-filled due to contamination, contractor will report this in an email to the applicable Bureau Recycling Coordinator and copying the BPS contact, listing the number of contaminated recycling and/or composting bins, the location and associated costs.

h). Billing

- The Contractor shall provide monthly billing statements to the specified City Bureau. The reporting requirements shall be reported to BPS and accompany the bureau billing statements.
- 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 at least 30% post-consumer content paper or submitted electronically in a mutually agreed-upon format unless the Contractor can demonstrate that doing so is not possible.

2. WORK PERFORMED BY THE CITY

City staff shall make available sufficient hours of staff personnel as is required to meet with the Contractor and provide information as required. Procurement Services has assigned a Contracts Coordinator who will administer the Price Agreement and provide support and oversight as needed. Other specific duties the City will perform include assistance with billing, and dispute resolution.

Contractor is expected to maintain a list of City staff from each bureau, including a facilities contact and a billing contact. The following table is an example of an acceptable list for City staff contacts:

Bureau	Bureau Recycling Coordinators	Email	Phone	Bureau Accouting Staff	Email	Phone
BES						
BPS						
Fire						
Management and Finance						
Parks						
PBOT						
Water						

Additionally, there will be various staff from individual locations that the contractor will be expected to respond to. These contacts are considered indirect and the contractor shall respond to these requests and inform the direct contacts listed above of the interaction.

3. DELIVERABLES AND SCHEDULE

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

- Recycling, composting and garbage services as described in this RFP and the Contractor's proposal for the sites specified in Exhibit B – Property Location List.
- Monthly report of containers used, materials collected by container, recycling commodities, and pick-up schedule (including day and frequency) for each site to track all services provided during the term of the Price Agreement. The monthly report will include the number of lifts and estimated volumes of material recycled, composted, and landfilled, as well as the cost of service and rebates for recyclables and cost savings for compostables.
- Quarterly rebates delivered to each bureau. The formulas must be agreed upon by the City and must take into consideration all the materials associated with mixed recycling and be based on the prices from the Official Board Markets index.
- Biennial waste sorts from six locations starting in the first year of the Price Agreement; there will be three waste sorts and two weight studies over the course of five years. Report template to be approved by and submitted to BPS. Waste sorts shall meet at a minimum, LEED™ standards which include analysis for recycling, composting and garbage waste streams;
- Biennial weight studies to verify volume to weight ratio estimates starting in the second year of the Price Agreement. Report template to be approved by and submitted to BPS;

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

6. PROPOSAL ORGANIZATION

The Proposer must provide all information as requested in this Request for Proposal (RFP). Responses must follow the format outlined in this RFP. Additional materials in other formats, or pages beyond the stated page limit(s) 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. Proposal responses shall be organized in the following manner:

a. Cover Letter
b. Qualifications & Experience
c. Technical Capabilities
d. Project Approach
e. Proposed Price
f. Diversity in Employment and Contracting Opportunities.
g. Sustainable Practices

As part of the proposal response, the proposer will provide the number of proposal copies as requested on the cover page of this RFP including the following:

1. Attachment A – Representations, Certifications, and Acknowledgements
2. Attachment B – Non-Collusion Affidavit (Notarized)
3. Attachment C – Offer Form

6.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 Price Agreement 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.

6.b. QUALIFICATIONS & EXPERIENCE – 15 points

Proposers shall describe in narrative form their experience in recycling, composting and garbage hauling 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. Demonstrate your firm's capability and experience in providing services similar or equal to those described in this RFP outlined in Section A, Scope of Work. Include the roles and qualifications of key personnel.
2. Provide a minimum of three (3) customer references including business name, address, contact name, and contact telephone number. References shall not include City of Portland staff. References may be contacted and their information provided used in evaluating proposals.
3. Describe your firm's environmental and safety programs that apply to managing risks associated with the primary contractor function.

6.c. TECHNICAL CAPABILITIES – 15 points

Proposers shall describe in narrative form how they will provide and perform the services required in the Price Agreement, as outlined in this RFP.

1. Describe how your firm's ability to provide a sufficient number and adequate type and size of equipment to provide the required services.
2. Explain what acceptable container condition and appearance means to your company and how your firm will respond to this issue if necessary.
3. Describe your firm's capability and experience in providing monthly electronic reports in Microsoft Excel format, for providing information on recycling, composting and garbage.
4. Describe the methodology you propose for conducting a volume to weight ratio study described in the Scope of Work.
5. Describe your approach to providing waste sorts according to the details described in this RFP.

6.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 activities required to be performed under this project, include the team members who will work on each task.
2. State how you will develop a partnership approach to managing recycling, composting and garbage hauling services and helping the City achieve its Climate Action Plan goals of reducing waste generation and recovering 85% of the waste stream.
3. Describe how your company will implement the practice of right-sizing containers to ensure an efficient hauling system and that the City is getting the maximum use and service of each container.
4. How will your company identify and report recycling contamination issues.
5. Describe how you will conduct and complete the transition period on time and with minimal disruption of service to the City.

6.e. PROPOSED PRICE – 30 points

The City expects to realize financial benefits through the effective implementation of the Recycling, Composting and Garbage Hauling 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 recycling, composting and garbage.

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 garbage hauling.

1. Complete Attachment 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.
   Use Exhibit B – Property Location List to determine container locations and quantities. 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 Price Agreement 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.
   The fees shall be the same at all city locations and based on the average cost for each container size and material type.
2. Disposal or Processing Fee – For purposes of evaluation, the volume-to-weight conversion factors 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.
3. The proposal may include an Administrative Service Fee on the Offer Form of a monthly lump-sum payment to incorporate any other costs that will be incurred and are not otherwise stated on the Offer Form. Provide calculations used in determining this fee. (Attachment C, Offer Form).
4. The proposer may include a demurrage fee on the Offer Form for drop boxes which are provided and not emptied at least every 30 days. This fee may be charged for every 30 days the drop box is not emptied. Drop Boxes are those containers of 10 yards or more.
5. Show formulas for calculating the rebate for mixed recycling per ton. Note: The formula(s) will utilize the latest prices from the Official Board Markets index in calculating recycling rebates.
6. Preference will be given to proposers that show a cost savings for composting collection as opposed to garbage collection when comparing the same sized containers.

6.f. DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS (15 pts)

The City values diversity in its workforce and in the workforce of those who contract with the City and has a significant interest in extending contracting opportunities to Minority, Women, and Emerging Small Businesses (M/W/ESB) at both a prime and subcontracting level. The City is committed to ensuring that such firms receive opportunities and equal consideration to be awarded City Price Agreements.

The City recognizes that there are several ways to meet this goal. The list below is provided as a catalyst to generate ideas on how proposers may meet this goal:

- Internal work force, Equal Employment Opportunity, technical training and mentoring;
- Emphasize the way this project will provide developmental opportunities and sustainable business growth for certified M/W/ESB;
- Point to a long-term history of strategic alliances and partnership with M/W/ESBs that will be used to perform a commercially useful function on this project;
- Placing a particular emphasis on a project-specific partnership with M/W/ESBs;
- Carving out a meaningful scope of work based on the expertise of their M/W/ESB partner firm(s).

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All proposers responding to this solicitation shall address the following factors:

a. MBE, WBE & ESB Certification
b. Indicate if your firm is currently certified through the State of Oregon as an MBE, WBE or ESB. If no, what percentage of the project will be subcontracted out to M/W/ESBs?
c. EEO & Workforce Diversity

    - Describe how your firm has historically provided opportunities for minorities and women to receive training and work within your firm.
    - Describe your existing relationships with M/W/ESB firms including a description of your supplier diversity program.
    - If your company currently has under representation of minorities or women within your current workforce, describe how over time you propose to remedy the underutilization.

- Discuss any project-specific opportunities for technical training and/or employment of underrepresented groups you would commit to. Are 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?

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The City expects thoughtful consideration to be given to which EEO/Diversity and M/W/ESB program components make sense to individual proposers on this particular project.

a. 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.

b. Include a description of your firm's supplier diversity program:

How long has it been in existence and what were the driving factors for establishing the program?

- What results has it had to increase your company's M/W/ESB participation?
- Who is the individual responsible for your company's M/W/ESB initiative? Provide their experience with the M/W/ESB community.

c. Discuss any innovative or particularly successful measures that your firm has undertaken to work with M/W/ESB firms on other projects.

d. Include a list of those certified M/W/ESB firms with which your firm has had a contractual relationship during the last twelve (12) months.

e. Describe your diversity solution where you, as the prime Contractor, sub-contract services in a partnering relationship with a certified M/W/ESB firm:

- How do the M/W/ESB(s) that you partner with benefit from the relationship with your firm?
- Describe what you consider your first-tier diversity solution where you utilize a certified M/W/ESB firm as the prime Contractor and your company works as an alliance partner.
- How do you evaluate the credentials of your M/W/ESB suppliers?
- Describe how your firm could increase the utilization of certified M/W/ESB firms in service of the City Price Agreement if you are the winning proposer?

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Describe your outreach plan to M/W/ESBs for this project.
If your firm is not utilizing existing relationships as described above or 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 what outreach efforts will be pursued in order to make contracting opportunities available to M/W/ESBs.

A suggested set of possible actions is listed below but firms may propose their own plan to make subcontracting opportunities available to M/W/ESBs:

- identify probable subcontracting opportunities by type of work, potential size of subcontract, etc.,
- advertising in the *Daily Journal of Commerce, Skanner, Oregonian, Observer, El Hispanic News, Just Out, Asian Reporter*, and/or other trade publications to notify potential M/W/ESBs and other diverse groups of contracting opportunities;
- utilizing certified M/W/ESB firms from the State of Oregon certification list, or other source, as a basis for direct outreach in likely subcontracting areas.
- meeting with potential M/W/ESB subcontractors in order to encourage collaboration and partnering.
- documenting proposals received from M/W/ESB firms and identify proposal(s) accepted and reasons for rejection of such proposals, if and proposals are rejected.
- providing mentoring, technical or other business development services to M/W/ESB team members.
- initiating other efforts as might be useful for this particular project.

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M/W/ESB COMPLIANCE AND REPORTING
If your company will be utilizing M/W/ESBs on this project, please list those firms and detail their role within the present solicitation. The City will enforce all EEO/Diversity and M/W/ESB commitments submitted by the successful proposer. All proposers shall identify the following:

- The name of ALL subcontractors on the project;
- The names of all MBE, WBE and ESB firms. If firms have more than one certification (ESB and MBE) note that on the form; and
- The proposed scope or category of work for each subcontract
- If the proposer will not be using any subcontractors, the proposer will indicate "NONE" with the proposal.

6.g. SUSTAINABLE PRACTICES – 10 points

1. Describe your commitment to the use of alternative fuels in your Portland metro area fleet. Specifically, how many gallons (or applicable unit) of which alternative fuels per year will your firm commit to using in your Portland metro area fleet 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 fleet. 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.

2. Provide information on the emissions profile of your Portland metro area hauling fleet. Include:

    a. Number & Percent of hauling trucks that run on natural gas
    b. Number & Percent of hauling trucks that run on diesel fuel and utilize engines that are model year 2007 or newer
    c. Number & Percent of hauling trucks that run on diesel fuel (engines 2006 or older) that are retrofitted with a diesel particulate filter listed on the EPA Verified Technologies List.

3. Describe your firm's idling reduction policy, including allowable timeframes and activities by type of vehicle. Explain how this policy is communicated to drivers and monitored/enforced.

4. Describe your firm's approach to service route planning and how this approach optimizes fuel efficiencies.

7. DEFINITIONS

a) Compostables: Materials that can be included in controlled biological decomposition of organic material within a certain amount of time.
b) Composting: The managed process of controlled biological decomposition of organic or mixed solid waste. It does not include composting for the purposes of soil remediation. Compost is the product resulting from the composting process.
c) Landfilling: The disposal of solid waste involving the placement of solid waste on or beneath the land surface.
d) Materials and Waste Management: The life cycle of materials as they trace their course through the economy, from raw material extraction to product manufacture, transport, use, source reduction, reuse, recycling, and disposal.
e) Recovery rate: The rate at which waste gets recovered through recycling and composting.
f) Recyclables: Materials that can be transformed into new products in a manner that the original products may lose their identity.

g) 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.

h) Right-sizing containers: Providing the appropriate sized containers and frequency of collection that meets the generation of waste materials.

i) Waste generation: The weight or volume of materials and products that enter the waste stream before recycling, composting, landfilling, or combustion takes place. Also can represent the amount of waste generated by a given source or category of sources.