



Board of Directors Meeting Agenda
Regular Meeting
Thursday, March 14, 2024
6:15 PM

Meeting Location:

City of Hercules City Council Chambers
111 Civic Drive
Hercules, CA 94547

This meeting agenda is available online at
www.recyclemore.com/about/board-meeting-agendas/

Americans with Disabilities Act

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Public Comment

Members of the public are welcome to address the Board of Directors on items that are within the jurisdiction of the Authority. The Chair will call for public comment during the meeting. Comments by the public pertaining to items listed in this Agenda should be made at the time the item is considered by the Board of Directors. This Agenda also contains an agenda item for the Public to address the Board on matters not listed on the agenda. Public Comments are limited to 3 minutes per person and each speaker may speak only once under each agenda item. The Board of Directors may modify and/or waive these provisions. If you wish to make a public comment you may attend the meeting at the location stated above, fill out a Speaker's Card and submit it to the Board Secretary. Members of the public may also submit a comment by email to the Board Secretary at info@recyclemore.com no later than 11:59 p.m. the day prior to the meeting. Please indicate which item on the agenda you are commenting on in the subject line of your email. The Board Secretary will share all comments with the Board at the meeting and make them part of the public record.

1. Call to Order/Roll Call

The Chair will call the meeting to order and the Secretary will call the roll to establish the presence of a quorum.

2. Closed Session

None.

3. Pledge of Allegiance

The Chair or a Member of the Board will lead the Pledge of Allegiance.

4. Ex Parte Communications Disclosures

The Chair of the Board will ask if any Director has an ex parte disclosure, pursuant to the Authority's Ex Parte Communications Policy, on any agenda items.

5. Public Comment

Receipt of public comment on non-agenda matters. This is the time when any person may address the Board of Directors on matters not listed on this agenda, but which are within the subject matter jurisdiction of the Authority. Public Comments are limited to 3 minutes per speaker, subject to adjustment by the Chair for orderly administration and timely completion of the meeting agenda. This includes but is not limited to moving immediately to the next speaker after a speaker has completed their comments within the allotted time, prohibiting speakers from yielding or granting their time to another person who is later in the queue to speak or who has already spoken, prohibiting speakers who have already spoken from speaking again regardless of whether it is during the public comment period or on an individual agenda item, and setting when and where in the agenda public comments shall be heard.

6. Consent Calendar

All matters under the Consent Calendar are considered to be routine and non-controversial. All matters listed in the Consent Calendar will be enacted with one motion. There will be no separate discussion of the items listed. However, upon request before action is taken on the Consent Calendar by a member of the Board or any interested party, items may be removed from the Consent Calendar and considered separately in the agenda order.

Consideration of a motion to approve the following actions:

6.1 February 8, 2024 Authority Board Meeting Minutes

Consider a MOTION to APPROVE the subject minutes.

6.2 Redwood Public Law, LLP Agreement

Consider a MOTION to APPROVE an agreement between WCCIWMA and Redwood Public Law, LLP as the legal counsel for the Authority.

7. Staff Report

Staff will provide updates on recent and upcoming activities.

7.1 Staff Report - Recycling and HHW Programs Update

Information only.

7.2 Staff Report - Outreach Programs Update

Information only.

8. Regular Agenda

8.1 Approval Nothing Wasted Consultancy to Assist Staff to draft a Post Collection Agreement (PCA) Request For Proposals (RFP), Evaluate RFP Responses, and Assist in Final PCA Contract Negotiations

Consider a MOTION to APPROVE Nothing Wasted as the consultant to assist staff in the drafting of the Post Collection Services RFP, evaluating RFP Responses, and negotiating the next Post Collection Agreement (PCA).

8.2 Annual Presentation on Recycling & HHW Programs

Receive a PRESENTATION on the Recycling and Household Hazardous Waste (HHW) Programs.

9. Board Member and Staff Announcements

INFORMATION ONLY. Announcement of matters of interest by Board Members, Alternate Board Members, Executive Director and General Counsel.

10. Adjournment

Consideration of a motion to adjourn. The next regular Board of Directors' Meeting is scheduled for April 11, 2024 at 6:15pm.

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recyclemore
WEST CONTRA COSTA INTEGRATED
WASTE MANAGEMENT AUTHORITY

Agenda Report

DATE: March 14, 2024

TO: West Contra Costa Integrated Waste Management Authority Board

FROM: Peter Holtzclaw - Executive Director

SUBJECT: February 8, 2024 Authority Board Meeting Minutes

ACTION REQUESTED:

Consider a MOTION to APPROVE the subject minutes.

BACKGROUND:

The minutes of the February 8, 2023 Authority Board Meeting are attached.

FISCAL IMPACT:

None.

ATTACHMENTS:

[Agenda Item 6.1 - Attachment 1: ActionMinutes 2024-02-08 \(DRAFT\)](#)

WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY (WCCIWMA)
BOARD OF DIRECTORS MEETING MINUTES – FEBRUARY 8, 2024

Meeting Date | Time 2/8/2024 6:15 PM | Meeting Location City of Hercules City Council Chambers, 111 Civic Drive, Hercules CA 94547

Meeting called by Board of Directors
Type of meeting Regular
Authority Staff Present Peter Holtzclaw, Reka Abraham, Lisa Borreani, and Webster Nguyen
Legal Counsel John Bakker

Board Members Present:
Directors: T. Rudnick, El Cerrito (Chair); D. Romero, Hercules; A. Tave, Pinole (Vice Chair); G. McLaughlin, D. Robinson and C. Zepeda, Richmond; and R. Xavier, San Pablo
Absent: F. Glover (Ex-Officio) Contra Costa County

CALL TO ORDER/ROLL CALL

Chair Rudnick called the regular meeting to order at 6:16 P.M.

The Roll Call established the existence of a quorum (McLaughlin, Robinson, Romero, Rudnick, Tave, Xavier, and Zepeda).

CLOSED SESSION

There was no closed session.

PLEDGE OF ALLEGIANCE

Chair Rudnick led the Pledge of Allegiance.

EX-PARTE COMMUNICATIONS & DISCLOSURES

There were no ex-parté communications or disclosures.

PUBLIC COMMENT

No written comments were submitted, or oral comments made, by any member of the public.

CONSENT CALENDAR

1. December 14, 2023 Authority Board Meeting Minutes.
2. Approve the Calendar Year 2024 Board Meeting Schedule.
3. Reorganization of West Contra Costa Integrated Waste Management Authority.
4. Interagency Contractual Agreement Between County of Contra Costa, California, and RecycleMore for Inspections of California Senate Bill No. 1383 Tier Two Commercial Edible Food Generators.

MOTION by Director Romero to approve the Consent Calendar, as submitted. SECOND by Director Tave.

MOTION PASSED unanimously by a Roll Call vote.

STAFF REPORT

Staff Report Item 7.1 – Recycling and HHW Programs Update | Presenter | Reka Abraham – Recycling & Household Hazardous Waste Program Manager

The report from the Recycling and Household Hazardous Waste (HHW) Program Manager was presented in writing. There were no questions related to the report.

Executive Director Peter Holtzclaw commented with respect to the question as to the status of facilities given the recent winter storms, that there was no long-term damage from the storms and Republic Services had a lot of experience dealing with storms in the past and mitigating any short-term impacts.

Staff Report Item 7.2 – Outreach Programs Update | Presenter | Lisa Borreani – Program Manager - Outreach

The report from the Outreach Program Manager was presented in writing. There were no questions related to the report.

Agenda Item 8.1 – Election of Board Chair and Vice Chair | Presenter | Peter Holtzclaw - Executive Director

Executive Director Holtzclaw referred to the rotational history of the selection of Chair and Vice Chair for the RecycleMore Board of Directors, as shown in the staff report dated February 8, 2024.

MOTION by Chair Rudnick to elect Vice Chair Anthony Tave to be Chair of the West Contra Costa Integrated Waste Management Authority Board of Directors (RecycleMore) for 2024. SECOND by Director Xavier.

MOTION PASSED unanimously by a Roll Call vote.

MOTION by Chair Tave to elect Director Cesar Zepeda to be Vice Chair of the West Contra Costa Integrated Waste Management Authority Board of Directors (RecycleMore) for 2024. SECOND by Director Rudnick.

MOTION PASSED unanimously by a Roll Call vote.

Agenda Item 8.2 – Ad Hoc Committee Post Collection Agreement (PCA) Recommendation for RFQ or RFP | Presenter | Peter Holtzclaw - Executive Director

Executive Director Holtzclaw referred to the debate and discussion of the item at the December meeting and stated it was time to direct staff how to proceed. He referred to three options laid out at first: 1) Sole source; 2) Request for Qualifications (RFQ); or 3) Request for Proposals (RFPs). Now it has come down down to two choices for the PCA: 1) RFQ or 2) RFP.

No written comments were submitted, or oral comments made, by any member of the public.

Director Romero referred to the Executive Director's report which had noted that any vendor that is a consultant for any city or the agency would not be able to participate in the RFP/RFQ process. Mr. Holtzclaw clarified that had nothing to do with the PCA itself, and that staff had put out an RFP for a consultant to assist RecycleMore with the completion of the process and because of an inherent conflict of interest the consultants currently in contract with member agencies or service providers would not be able to participate.

Director Romero explained that regardless of an RFQ or an RFP, a number of questions would have to be asked as part of the process about facilities, whether the applicant had a local transfer station, a local HHW facility, a compost facility in the area, where the corporation was located, and if not, the cost of trucking everything out of the area would have to be identified.

Director Rudnick wanted to include a termsheet as part of the request and a city advisory team to ensure cooperation with all applicable agencies working with RecycleMore to ensure a collaborative effort with the RFQ or RFP process, as well as a timeline built in with other agencies.

Executive Director Holtzclaw noted that a timeframe had been included in his monthly report and between now with direction from the Board and March, a recommended consultant would assist in the process and return to the Board in March for approval. Between March and April, the model RFQ from 2012 that had been put out by the Agency would be a very straightforward document. He added that the blended rate would be used as the cost aspect. The consultant would help finish that up and add any other agreed-upon items, to be brought back to the Board for approval, to then be distributed, and between July 1 and November the evaluation would occur. As a result, between March and April and June and July when the responses had been received, the Board could decide with staff how to set up the evaluation process and who would be on the evaluation team. By December 2024, there would be a recommended contractor for Board approval which would allow time for a contract to be negotiated.

Director Rudnick asked if there was a possibility to extend the PCA, if needed, and Mr. Holtzclaw noted that Republic would have to agree to do that. He preferred to stick to the timeframe to get it done by June 2025.

Director Zepeda asked if the RFQ or RFP would be worded in a way to indicate that the applicant might be taking on the current volume of the agency or a decreased volume if some member agencies were to choose other providers, and Mr. Holtzclaw clarified that at this point the PCA was just for Republic Franchise operations to use Republic facilities, and the current process was for five city volumes. For anything to change with respect to the member agencies currently involved there would have to be a change to the JPA, which would be a new situation for the whole PCA process.

In further response to Director Zepeda, Mr. Holtzclaw clarified that El Cerrito uses both Republic collection facilities with the exception of the Materials Recovery Facility (MRF), and uses the Napa facility for recyclables. As to whether six months would allow sufficient time for a transition to another provider, he stated it would be tight for a transition but it would be possible as long as there was no new construction or new permitting. He did not recommend any option for new construction. He added that if new construction was required the process should have started seven or eight years ago, and he questioned why new construction would be needed given that there was currently a well-functioning waste facility.

Chair Tave suggested there was uncertainty associated with the RFQ and RFP process, and Mr. Holtzclaw explained he had clarified and detailed in the ad hoc report what could occur with a decision to pursue any of the original three

options. His professional opinion was that with an RFQ and RFP, odds were fairly high that there would be only one response, and that would be from Republic Services.

Mr. Holtzclaw explained that in the 2012 process, an RFQ had been distributed for Post Collection Services when six responses had been submitted. He added that process showed that West County had good facilities, those facilities were nearby, and the marketplace was such that all the other facilities were too far away to provide competitive services. As a result, only one bid was currently expected, which would negate bargaining power. He had recommended a sole source negotiation. While he understood the Board's desire for an open and transparent process, which the Board had done in 2012 with an RFQ, the basis of an RFQ was status quo pricing while with an RFP there would likely be much higher pricing.

MOTION by Director Romero to issue a Request for Qualifications (RFQ) for the Post-Collection Agreement (PCA). SECOND by Director Tave.

MOTION FAILED TO PASS by the following Roll Call Vote:

Ayes: Romero, Tave
Noes: McLaughlin, Robinson, Rudnick, Xavier, Zepeda
Absent: None

MOTION by Director Xavier to issue a Request for Proposal (RFP) for the Post-Collection Agreement (PCA). SECOND by Director McLaughlin.

MOTION PASSED by the following Roll Call vote.

Ayes: McLaughlin, Robinson, Rudnick, Xavier, Zepeda
Noes: Romero, Tave
Absent: None

Agenda Item 8.3 – RecycleMore Memorandum of Understanding (MOU) with Pinole and Unincorporated Contra Costa County | **Presenter** | Peter Holtzclaw - Executive Director

Mr. Holtzclaw described the long two-year process with respect to the Memorandums of Understanding (MOUs) with the member agencies. He reported that currently the Pinole MOU was the structure that was more or less the same through the other four cities and El Cerrito, although the MOU with Contra Costa County was a bit different. He expected the MOUs from Hercules, El Cerrito and San Pablo by next month, with the final MOU from Richmond to come after that time. He clarified that the MOUs were not required by CalRecycle in that the requirement for SB 1383 was to adopt an ordinance that identified how the cities would respond to SB 1383, and all the member agencies had done that and all member agencies were in compliance with the state. The MOUs memorialized what had occurred where RecycleMore had taken the responsibility of SB 1383 compliance and handled 98 percent of the activities.

No written comments were submitted, or oral comments made, by any member of the public.

MOTION by Director Rudnick to approve the MOUs negotiated between RecycleMore and the City of Pinole and the Unincorporated Area of Contra Costa County. SECOND by Director Tave.

MOTION PASSED unanimously by a Roll Call vote.

BOARD MEMBER AND STAFF ANNOUNCEMENTS

Director Xavier brought up the San Pablo's Beautification Campaign "San Pablo Shines" to help with the problems associated with the City such as illegal dumping.

Director Rudnick announced the loss of Patrick Corder, a Firefighter with the City of Alameda who had lost his life due to a PTSD injury. She emphasized the need to remember that first responders carried a very heavy load and she wanted to make sure they could ask for help and that agencies would respond and provide that help.

Director Romero identified his attendance on January 25, 2024 at the Industrial Association of Contra Costa County meeting where, among other things, it was reported that PG&E had indicated it would not be able to guarantee power to recharge electric vehicle (EV) garbage trucks overnight. Expressing concern for the implications of that situation, he had emailed the information to Mr. Holtzclaw for the benefit of the Board.

Chair Tave referred the passing of Irma Anderson on January 28, 2024, at 93 years of age. He invited Board members from Richmond to add additional information.

Director McLaughlin indicated that Richmond honored Irma Anderson with a memorial and proclamation at the last council meeting. She explained that she had been the first African-American Councilmember and Mayor of Richmond and she was being honored by the State of California and the City of Richmond.

Director Zepeda added that Celebration of Life had been proposed for February 29, 2024 around 12noon at the Richmond Auditorium during Black History Month, for Irma Anderson.

Director Robinson explained that Ms. Anderson's many achievements and contributions over the years would be highlighted at the memorial, and the City of Richmond put together a website, as well.

Director Xavier reported that the San Pablo City Council had adjourned its February 5, 2024 meeting in honor of Irma Anderson.

ADJOURNMENT

With consensus of the Board, Chair Tave adjourned the meeting at 7:00 P.M. in Honor of Irma Anderson until the regular Board meeting scheduled for March 14, 2024 at 6:15 P.M.

I hereby certify the foregoing to be a true and correct statement of the Official Minutes of the West Contra Costa Integrated Waste Management Authority Board meeting held February 8, 2024.

Board Secretary

Date



recyclemore
WEST CONTRA COSTA INTEGRATED
WASTE MANAGEMENT AUTHORITY

Agenda Report

DATE: March 14, 2024

TO: West Contra Costa Integrated Waste Management Authority Board

FROM: Peter Holtzclaw - Executive Director

SUBJECT: Redwood Public Law, LLP Agreement

ACTION REQUESTED:

Consider a MOTION to APPROVE an agreement between WCCIWMA and Redwood Public Law, LLP as the legal counsel for the Authority.

BACKGROUND:

Meyers-Nave, LLP, has served as RecycleMore's legal counsel for many years. Many current staff from Meyers-Nave are leaving the firm and creating their own company, Redwood Public Law, LLP. West Contra Costa Integrated Waste Management Authority has three options:

- Stay with Meyers-Nave, LLP;
- Find another law firm to serve as counsel;
- Agree to terms with Redwood Public Law, LLP to serve as the Authority's counsel

Terms with Redwood Public Law, LLP would remain the same as they have been with Meyers-Nave.

DISCUSSION:

Staff feel it's in the best interest of the Authority and its member agencies if the Authority uses Redwood Public Law, LLP. John Bakker, previously of Meyers-Nave and now with Redwood Public Law, has worked closely with RecycleMore's staff, especially its Executive Director, for more than four years and understands the Authority's work. He has extensive experience with solid waste, and solid waste contracting. This experience will be invaluable as the Authority enters the PCA RFP process, as well as negotiations for the next PCA.

CONCLUSION:

Staff recommends the Board approve the Executive Director to agree to terms with Redwood Public Law, LLP to serve as the Authority's counsel.

FISCAL IMPACT:

None

ATTACHMENTS:

[Agenda Item 6.2 - Attachment 1: Redwood Public Law RecycleMore Engagement Letter](#)

March 14, 2024

Peter Holtzclaw
Executive Director
West Contra Costa Integrated Waste Management Authority
3220 Blume Drive, Suite 139
Richmond, CA 94806
E-Mail: PeterH@recyclemore.com

Dear Peter,

Thank you for continuing to use the services of John Bakker and retaining the firm of Redwood Public Law, LLP (“Redwood”) to perform legal services in connection with West Contra Costa Integrated Waste Management Authority (“Authority”), effective on March 15, 2024. We appreciate the opportunity to serve as your lawyers and look forward to continuing to work with the Authority.

This letter sets forth our agreement concerning the legal services we will provide and our fee arrangements for those services. Please read this entire agreement before signing and returning it to us.

1. Scope of Engagement. We will provide the legal services reasonably required to represent and advise you in connection with General Counsel Services for the West Contra Costa Integrated Waste Management Authority. Our work is limited to such services. We will also provide legal services for additional matters that you request of us, (such as litigation), provided we agree to perform that additional work. A letter confirming such additional work shall bring such work within the scope of this agreement.

2. Fees and Personnel. As compensation for our services, our fees will be based on our current standard billing rate for the personnel performing services under this agreement at the time such services are rendered; or at the current rate of the client's insurance carrier, if the carrier is providing for the cost of the defense. Our standard billing rates for attorneys, paralegals and legal assistants are attached as Attachment 1.

I will be the shareholder in charge of representing your interests. If other attorneys and/or paralegals and/or legal assistants are assigned to work on your matter, the then current hourly rates of those individuals will be utilized. This agreement retains the legal services of our law firm and not of a particular attorney. Hourly rates are subject to reasonable change, usually at the beginning of each year.

3. Disbursements and Expenses. In addition to hourly fees, we may incur out-of-pocket expenses related to your representation. Our *Statement of Fee and Billing Information*, which sets forth the details of our disbursement and expense policy, is attached (Attachment 2).

4. Billing and Payment Responsibilities. We will send monthly statements which are due within 30 days of receipt. If you have any questions about an invoice, please promptly telephone or write me so that we may discuss these matters. Our *Statement of Fee and Billing Information* sets forth the details of our fee and billing policy.

5. Termination of Services. You may terminate our services at any time by written notice. After receiving such notice, we will cease providing services. We will cooperate with you in the orderly transfer of all related files and records to your new counsel.

We may terminate our services at any time with your consent or for good cause. Good cause exists if (a) any statement is not paid within 60 days of its date; (b) you fail to meet any other obligation under this agreement and continue in that failure for 15 days after we send written notice to you; (c) you have misrepresented or failed to disclose material facts to us, refused to cooperate with us, refused to follow our advice on a material matter, or otherwise made our representation unreasonably difficult; or (d) any other circumstance exists in which ethical rules of the legal profession mandate or permit termination, including situations where a conflict of interest arises. If we terminate our services, you agree to execute a substitution of attorneys promptly and otherwise cooperate in effecting that termination.

Termination of our services, whether by you or by us, will not relieve the obligation to pay for services rendered and costs incurred before our services formally ceased.

6. Insurance. During the term of this engagement, this law firm shall take out and maintain general liability and property damage insurance in the amount of \$1,000,000; professional errors and omissions insurance, in an amount of \$2,000,000 per occurrence; and \$4,000,000 aggregate, which insurance may not be canceled or reduced in required limits of liability unless at least ten days advance written notice be given to you.

7. No Guarantee of Outcome. Any comments made by us about the potential outcome of any matter are expressions of opinion only and are not guarantees or promises about any outcome or results.

8. Entire Agreement; Full Understanding; Modifications in Writing. This letter contains our entire agreement about our representation. Any modifications or additions to this letter agreement must be made in writing.

9. Joint Representation. Our firm maintains of counsel agreements with certain legal specialists. Because these individuals are deemed independent contractors under the applicable provisions of the tax laws and not employees of the firm, it is necessary that you consent to dual representation by the firm and the specialist in the event the matter which you have engaged us to handle requires the use of that specialist. This arrangement has no effect whatsoever on the cost of your legal services, rather it is an ethical requirement that we disclose this fact and that you consent. You are consenting by signing this letter.

10. Conflicts. Our firm represents many public agencies in California. Since the Authority is a Joint Powers Authority with City and County members, the services provided are for the benefit of the Authority only. Thus, a possible conflict with a member of the Authority is not a conflict with our representation of the Authority itself. Though we do represent many other public entities, Redwood is not aware of any actual conflicts or pending matters where the firm represents public agencies in matters adverse to the Authority.

We are accepting new engagements all the time. Redwood performs a variety of professional services for its clients and it is possible that we will represent public agency clients on other matters with objectives or positions inconsistent with those of Authority. Ordinarily, continuing to represent the Authority would not create an actual legal conflict. If an actual conflict of interest does arise, however, we will promptly advise the Authority of the legal conflict of interest and obtain a waiver of the conflict from the Authority and the other entity. Alternatively, if the situation requires it, we will withdraw from representing either the other party, the Authority, or both as may be required by the Bar Rules concerning legal ethics.

By signing and returning this letter to us, you acknowledge that we have discussed these matters and you confirm that the Authority does not object to our representation of other clients on matters where their legal, governmental or political objectives and/or positions may be different from or those of the Authority, and that the Authority consents to our representation of such clients with differing legal, governmental or political interests where no actual legal conflict of interest exists. While you would certainly be free to terminate our relationship, you agree that this firm nonetheless would be free to represent such clients even on those matters which you consider inconsistent with your objectives or views provided that no actual legal conflict of interest exists.

These acknowledgments do not permit our firm to represent another client in opposing any project for which we have provided legal advice without your specific written legal consent.

Please review this letter carefully. If it is consistent with your understanding of our respective responsibilities, please sign below and return this letter to me. An additional copy of this letter is enclosed for your records. Again, we thank you for allowing us the opportunity to serve as your lawyers.

Yours truly,

John Bakker, Principal

Agreed:

WEST CONTRA COSTA INTEGRATED WASTE
MANAGEMENT AUTHORITY

By: _____

Peter Holtzclaw

Its: Executive Director

**ATTACHMENT 1
REDWOOD PUBLIC LAW
2024 RATE SHEET**

Sr. Shareholder	\$385
Shareholder	\$375
Sr. Of Counsel	\$375
Jr. Of Counsel	\$375
Sr. Associates	\$360
Associate	\$360
Paralegal	\$170
Other	\$90

Hourly rates set forth above are reviewed and amended annually in January of each year.

REDWOOD PUBLIC LAW, LLP
STATEMENT OF FEE AND BILLING INFORMATION

The following is a general description of our fee and billing policies. These general policies may be modified by the specific engagement letter or agreement to which this summary is attached.

Professional Fees. Our fees for professional services are based on the fair value of the services rendered. To help us determine the value of our services, our attorneys and paralegals maintain time records for each client and matter. Our attorneys and paralegals are assigned hourly rates which are based on years of experience, specialization, training and level of professional attainment. We adjust our rates periodically (usually at the beginning of each year) to take into account inflation and the increased experience of our professional personnel.

To keep professional fees at a minimum, legal work that does not require more experienced attorneys will be performed, where feasible, by attorneys with lower billing rates. Of course, the quality of the work is paramount, and we do not sacrifice quality to economy.

Before undertaking a particular assignment, we will, if requested, provide you with a fee estimate to the extent possible. Estimates are not possible for some matters, however, and cannot be relied on in many others because the scope of our work will not be clear at the outset. When a fee estimate is given, it is only an estimate; it is not a maximum or minimum fee quotation. The actual fee may be more or less than the quoted estimate.

Retainer. Our normal practice is to require a retainer to cover a portion of the anticipated attorneys' fees and costs. Any retainer will be placed in the firm's trust account. At the conclusion of our services, we will return to our client any unapplied retainer, after deducting payment for charges billed or to-be-billed for services and any remaining out-of-pocket expenses.

Billing and Payment Procedures. Unless other arrangements are made at the time of the engagement, invoices will be sent monthly. Invoices for outside services exceeding \$100 may be billed separately.

Occasionally, however, we may defer billing for a given month or months if the accrued fees and costs do not warrant current billing or if other circumstances would make it appropriate to defer billing.

Our invoices contain a brief narrative description of the work performed; if requested, the initials of the attorney who performed the work will appear on the statement. The invoice will include a line item reflecting in-house administrative costs. The firm's in-house administrative costs include, but are not limited to, duplicating, facsimile charges, telephone charges, E-mail, postage, mileage and other administrative expenses. We have determined

that the most effective method of accounting for these administrative costs is to charge a flat 8% of the professional fees incurred.

The firm will be reimbursed for all outside services incurred in the course of providing legal services to our client(s). Outside services will include, but are not limited to, all third-party expenses, delivery charges, travel expenses, outside research services, filing fees, expert witness and expert consultant fees. To defray the firm's costs for administering these services, there will be an additional cost advance charge of 2% for all outside services of \$100 or more.

If you have any questions regarding an invoice, the billing manager, controller or shareholder in charge are available to answer your questions. For any unresolved matters, the Bar Association has an arbitration mechanism that can be used to resolve such matters.

Late Payments. Statements for services are payable upon presentation and, in all events, within thirty (30) days after receipt. Occasionally a client has difficulty in making timely payments. To avoid burdening those clients who pay their statements promptly with the added costs we incur as a result of late payments, a late charge will be assessed on statements not paid within thirty (30) days. The maximum monthly late payment charge will be 1.5% per month. In the unlikely event we are required to institute legal proceedings to collect fees and costs, the prevailing party will be entitled to reasonable attorneys' fees and other costs of collection.

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WEST CONTRA COSTA INTEGRATED
WASTE MANAGEMENT AUTHORITY

Agenda Report

DATE: March 14, 2024
TO: West Contra Costa Integrated Waste Management Authority Board
FROM: Reka Abraham - Program Manager
SUBJECT: Staff Report - Recycling and HHW Programs Update

ACTION REQUESTED:

Information only.

BACKGROUND:

DISCUSSION:

Program updates:

1. SB1383
 1. Edible food recovery grant
 - 7 eligible applications received. Staff is reviewing applications.
 - Chosen grantees will be provided to the board at the April 11 board meeting.
 2. Edible food recovery compliance
 - RFP for edible food recovery outreach consulting posted on February 21
 3. Waiver verification framework planning
 - SB1383 requires that jurisdictions verify waivers within 5 years of issuance
2. HHW
 1. Permitting paperwork completed for 2024 HHW temporary events
3. Other programs
 1. Spring 2024 DIY Repair Workshop date confirmed for May 18 at the San Pablo Library

ATTACHMENTS:

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WEST CONTRA COSTA INTEGRATED
WASTE MANAGEMENT AUTHORITY

Agenda Report

DATE: March 14, 2024
TO: West Contra Costa Integrated Waste Management Authority Board
FROM: Lisa Borreani - Program Mgr
SUBJECT: Staff Report - Outreach Programs Update

ACTION REQUESTED:

Information only.

BACKGROUND:

DISCUSSION:

PROGRAM UPDATES – Planned for March 2024

1. Website
 - Begin transition of online disposal and recycling guide to Waste Wizard due to the RouteWare acquisition of Recyclist.
2. Integrated Program
 - Subsidized backyard composting bins and accessories outreach plan planning for execution in April.
3. Social
 - 3/18/24 – Global Recycling Day
 - 3/19/24 – Spring Equinox/Spring Cleaning – Reduce, Reuse, Recycle Theme
4. School Programs
 - Partnership with Republic Services:
 - School assembly and class presentations scheduled for March: 4 Total Schools / Approximately 670 Students
 - Partnership with Matt Bolender (Oil Payment Program) – Mr. Funnelhead Presentations scheduled for March:
 - March 15th – Lupine Elm. in Hercules
 - March 22nd – Coronado Elm. in Richmond
5. Newsletter

- Q2 2024 Republic Services newsletter completed and distributed to customers and posted to RecycleMore website.
6. Events
- Earth Day (April 20) event planning with Richmond, Pinole, and Contra Costa College.
7. Conference - Sponsorship/Attending
- Northern California Recycling Association (NCRA) Gold Sponsorship 2024 Update – Event on March 11, 2024 @ Freight and Salvage, Berkeley, and virtual.

ATTACHMENTS:



recyclemore
WEST CONTRA COSTA INTEGRATED
WASTE MANAGEMENT AUTHORITY

Agenda Report

DATE: March 14, 2024

TO: West Contra Costa Integrated Waste Management Authority Board

FROM: Peter Holtzclaw - Executive Director

SUBJECT: Approval Nothing Wasted Consultancy to Assist Staff to draft a Post Collection Agreement (PCA) Request For Proposals (RFP), Evaluate RFP Responses, and Assist in Final PCA Contract Negotiations

ACTION REQUESTED:

Consider a MOTION to APPROVE Nothing Wasted as the consultant to assist staff in the drafting of the Post Collection Services RFP, evaluating RFP Responses, and negotiating the next Post Collection Agreement (PCA).

BACKGROUND:

In February 2024, RecycleMore's Board directed staff to draft and issue a Request for Proposals (RFP) to potential contractors for post-collection solid waste services for the five member agencies, to begin at the end of the current Post Collection Agreement (PCA), June 25, 2025. Staff issued an RFP to potential contractors to assist in the drafting of the RFP, evaluating RFP responses, and negotiating the next PCA.

DISCUSSION:

The RFP for PCA assistance was issued in January 2024, as staff anticipated the Board would direct staff to issue an RFQ or RFP (see attached PCA Assistance RFP). Only one company responded, Nothing Wasted, a consultancy located in Palo Alto.

CONCLUSION:

Nothing Wasted has the experience and expertise necessary to assist RecycleMore staff to draft a PCA RFP, evaluate RFP responses, and negotiate the next PCA. Its bid is satisfactory, and staff recommends the Board approve the agreement with an NTE of \$50,000.

FISCAL IMPACT:

RecycleMore's 2023-2024 budget has \$100,000 earmarked for PCA consulting assistance. Staff figures that this project won't require this much expense. Nothing Wasted projected

\$50,000 of expenses (see its RFP response in this report's attachment), and staff concurs that this contract should have a Not-To-Exceed (NTE) of \$50,000.

ATTACHMENTS:

[Agenda Item 8.1 - Attachment 1: FINAL RecycleMore Proposal for Post Collection Agreement Services - Nothing Wasted Consulting 032024](#)

[Agenda Item 8.1 - Attachment 2: RecycleMore RFP for PCA Consulting Services -Extended Deadline](#)

March 1, 2024

Peter Holtzclaw, Executive Director
RecycleMore (West Contra Costa Integrated Waste Management)
3220 Blume Drive Ste. 139
Richmond, CA 94806
PeterH@recyclemore.com

RE: Proposal for Post Collection Agreement Consulting Services

Dear Mr. Peter Holtzclaw:

West Contra Costa Integrated Waste Management (RecycleMore) has requested a proposal from Nothing Wasted Consulting (NWC) to provide post collection agreement consulting services. The goal of this project is to provide drafting services to assist RecycleMore in writing RFP or RFQ for post collection services, assist in reviewing proposals provided by services providers, and assist in negotiating and drafting the new post collection agreement with the chosen service provider.

COMPANY BACKGROUND AND HISTORY

NWC was founded in 2009 initially specializing in greening large events and venues throughout the bay area, East Bay, and Sacramento. Operating as a small privately owned company for 15 years, NWC now specializes in assisting garbage haulers, privately owned companies, startups and municipalities with solid waste operations, compliance, technical assistance, and waste characterizations.

For the past 5 years NWC has addressed diversion needs and ensuring compliance with federal and state regulations and requirements. Some of our clients include(d) Apple, Sony, Ericsson Mobile, City of Sunnyvale, City of Mountain View, ReThink Waste, California Waste Solutions, Green Waste Recovery, Zanker, City of San Jose, Napa Waste and Recycling, ReGen Monterey, Recycling Center Institute and HCycle.

NWC looks forward to collaborating with you on your post collection agreement consulting services.

Sincerely,



Melissa Baxter
CEO and Founder
Nothing Wasted Consulting
(858) 837-2178
melissa@nothingwastedconsulting.com

LETTER OF INTRODUCTION

Nothing Wasted Consulting

1512 S. De Anza Blvd #126

San Jose, CA 95129

858.837.2178

<https://nothingwastedconsulting-l2.godaddysites.com/>

(temporary holding page as the website is currently being revamped)

NWC has been providing environmental consulting services for over 15 years with experience in the public and private sector providing solid waste operations, technical assistance, conducting waste characterizations and audits, route reviews and providing waste management to large events and venues throughout the State of California. Currently, Nothing Wasted is managing SB 1383 compliance, outreach, route review, and waiver efforts throughout San Mateo County under the direction of ReThink Waste as well as the City of Cupertino, City of Sunnyvale, and Apple, Inc. and providing SB 1383 quarterly sampling to facilities throughout the State of California.

WORK PLAN

Task 1 – Request for Qualification for Post Collection Services

NWC will work alongside RecycleMore to understand the needs and ensure that all needs and requirements are being met. NWC will also:

- Review accuracy, completeness, and compliance.
- Evaluate clarity and readability of documents.
- Verify that the document meets the requirements of post collection services set forth by RecycleMore.
- Confirm that the document is compliant with the standards.

Task 2 – Evaluation of RFQ or RFP Responses

NWC will work with RecycleMore to develop the evaluation criteria and assist in narrowing down the best fit candidates. NWC will also:

- Review criteria through organization qualifications and experience, approach and philosophy, qualifications of key personnel and references/depth of experience.
- Assuring that the candidate is within the pricing parameters of RecycleMore's range.

Task 3 – Post Collection Agreement – Negotiations Assistance.

Commencing with an initial kickoff meeting, NWC will work closely with RecycleMore to provide valuable input and ensure our alignment with their objectives. Throughout the process, active communication and stakeholder involvement will be prioritized to achieve a successful outcome. NWC will also:

- Assist in negotiation assistance through identifying the objectives of RecycleMore.
- Identify the situation.

e work

- Generate alternative solutions.
- Identifying objectives and situations to clearly state goals and address underlying issues with key stakeholders.
- Provide alternative solutions if an agreement cannot be reached and thorough review once an agreement is reached.

CONTRACTOR COST AND STAFFING

NWC’s Standard Fee Schedule and your project priorities. A copy of the schedule and budget are included in **Attachment 1**.

EXPERIENCE AND QUALIFICATIONS

NWC has 15 years in the solid waste industry supporting state and local jurisdictions, businesses, other large consulting firms, and startups. An integral part of our role has been reviewing the following types of documents for the past 7 years: franchise agreements, RFQ and RFQ’s for vendors and subcontractors. Please see sample work below for specific qualifications associated with this assignment.

Key Personnel

Melissa Baxter

CEO and Founder



Melissa’s Recent Experience and Key Information	
Education	MBA – Master’s in Business Administration, Cornell University, New York BS – Business Administration and Management, San Diego State University, San Diego
Recent Experience	Apple Solid waste compliance, contract review of vendors, conduct waste characterizations and audits, centralized waste plans for all campuses in California. California Waste Solutions SB 1383 Compliance and City of Oakland Franchise Review and Compliance City of Sunnyvale and Specialty Solid Waste & Recycling SB 1383 Implementation and Compliance. (Phase 1, 2, 3) Recology San Benito County Managed franchise agreement and RFP and RFQ for subcontractors

Melissa has successfully owned and operated Nothing Wasted Consulting since 2009. She has over 15 years of experience in the public and private sector providing solid waste compliance, technical

Sample

assistance, conducting waste characterizations and audits, and providing waste management to large events and venues throughout the State of California. Her experience as the Waste Zero Manager at Recology gives her a full and complete understanding and knowledge of proposals and contracts, she managed the franchise agreement between Recology San Benito County and the County of San Benito (Integrated Waste Management Authority). Her experience in managing high performing teams has proved to be beneficial in completing tasks in a timely and efficient manner, especially while working with the Integrated Waste Management department for the City of San Jose, City of Sunnyvale, and as the Waste Zero Manager of Recology San Benito County. Melissa has an MBA from Cornell University. She is a board member for Race to Zero Waste, active member of NCRA and CRRA and serves on the Cornell Board of Directors for Northern California.

Role: Participate in Tasks 1-3

Melissa will manage the review process in tasks 1 – 2 and in task 3 will provide alternative solutions should an agreement not be reached.

Maximillian Pérez

Project Manager



Recent Experience and Key Information	
Education	B.A. – Environmental Studies and Minor in Sustainability, University of Santa Cruz, Santa Cruz
Recent Experience	City of Alameda (Subcontracting under SCS Engineers) Commercial business technical assistance Apple Conduct waste characterizations and audits, produce and review reports. California Waste Solutions SB 1383 Compliance and City of Oakland Franchise Review ReThink Waste Technical Assistance and Route Audits for SB 1383 Compliance. RecycleSmart Route Audits for SB 1383 Compliance. City of Sunnyvale and Specialty Solid Waste & Recycling SB 1383 Implementation and Compliance. (Phase 1, 2, 3)

Maxmillian leads the Nothing Wasted team in waste characterizations and technical assistance. He has worked with Nothing Wasted for over 3 years and has professional waste management-related experience dating back to early 2019. Both his undergraduate studies and internship experience focused on sustainability within the solid waste management field. Max currently produces quarterly reports for haulers and private entities. He has assisted with data collection, as well as manual sorting of incoming recycling, organics, refuse, and residual solid waste streams. His knowledge and experience include random sampling of mixed material loads, specific material category sorting, data entry related to samples being sorted as well as technical assistance for local jurisdictions. He has also taken on leadership of 4-9 person teams in charge of sorting at numerous waste characterizations and hauling solid waste streams generated at small, medium, and large-scale events throughout the Bay Area, Sacramento, Central Valley, and Los Angeles County.

Role: Participate in Tasks 1-2

Maximillian’s attention to detail will be integral in tasks 1 – 2 as the second draft reviewer. He has three years’ experience reviewing scopes, contracts, and reports.

Kristina Bolam

Project Manager



Recent Experience and Key Information	
Education	A.A. – Video Production Art Institute, Washington
Recent Experience	<p>Apple Conduct waste characterizations and audits, produce and review reports.</p> <p>California Waste Solutions SB 1383 Compliance and City of Oakland Franchise Review</p> <p>ReThink Waste Technical Assistance and Route Audits for SB 1383 Compliance.</p> <p>RecycleSmart Route Audits for SB 1383 Compliance.</p> <p>City of Sunnyvale and Specialty Solid Waste & Recycling SB 1383 Implementation and Compliance. (Phase 1, 2, 3)</p>

Kristina is currently a Project Manager with Nothing Wasted. She has been working with professional waste management teams since 2017 with experience in sales and team management. She has assisted with data collection, report review and writing as well as manual sorting of incoming recycling, organics, refuse, and residual solid waste streams. Kristina has experience conducting route audits and

providing technical assistance to business and jurisdictions. She has also educated the community on proper sorting at multiple public events.

Role (on call): Participate in Tasks 1-2

Kristina's role will back up Maximillian. Her strength in planning and details will be useful for the completion of the projection.

SAMPLES OF WORK

*Apple have required NDA's, anything produced for these companies is not shareable to anyone outside of the organization.

California Waste Solutions (CWS)

<https://calwaste.com/>

Project Duration: 2020 – Present

Budget \$149,740 (yearly)

1. Manage, conduct, and report the quarterly SB 1383 sampling for both San Jose and Oakland facilities. (**Attachment labeled Sample Work CWS**)
2. Review the franchise agreement between hauler and the City of Oakland to ensure the hauler is meeting all requirements.
3. Conduct waste characterizations twice a year.
4. Assist in auditing other vendors.

HCycle

<https://hcycle.com/>

Project Duration: 2021 – Present

Budget \$180,000 (yearly)

5. Advise on all solid waste compliance matters for their facilities in Northern and Southern California.
6. Review and advise on state and local regulations and compliance.
7. Review franchise agreements.
8. Compiled language for Article 2 Determination through CalRecycle. (**Attachment labeled Sample Work HCycle**)
9. Conduct waste characterizations at each facility.

Technology Company (Based out of Cupertino) Projects

Project Duration: 2022 – Present

Budget: \$319,000 (yearly)

1. Advise on all solid waste compliance matters for the State of California, Washington, Texas, and New York.
2. Developing centralized waste locations throughout all technology company "campuses" in the Bay Area and Los Angeles County:
 - a. Reducing the number of service stops by the hauler and producing clean material for the cities and their facilities.
 - b. Reviewing franchise agreements and required permitting.

- c. Working closely with the local haulers, jurisdictions, and Local Enforcement Agency (LEA)
 - d. Hiring, negotiating, and managing all vendors directly related to this specific project.
3. Approval and advise on internal signage for the cafeteria, kitchen, offices, and espresso bars.

REFERENCES

Glen Hulsenberg

Director of Operations, California Waste Solutions

1120 Berryessa Rd.

San Jose, CA 95133

408.393.6032 (office)

GlenHulsenberg@calwaste.com

Robert Brasington

Director of Technology/Processing Engineering, HCycle

412.715.3986 (cell)

rob.brasington@hcycle.com

Sea Gill

Global Waste Manager, Cupertino Based Technology Company

530.383.8999 (cell)

NWC is committed and vested in the successful completion of consulting services for post collection agreements. Thank you for the opportunity. Should you require further clarification on this Proposal, please do not hesitate to contact us.

Sincerely,
Nothing Wasted Consulting



Melissa Baxter
Founder and CEO

ATTACHMENT 1
CONTRACTOR COST AND STAFFING

Description			Task 1	Task 2	Task 3	Project Total
Role	Name	Rate	Post Collection Services - Drafting Assistance	Evaluation of RFQ and RFP Responses	Post Collection - Negotiations Assistance	Cost
Project Director	Melissa Baxter	\$250	50	50	50	\$37,500
Project Manager	Maximillian Perez	\$125	50	50	25	\$9,375
Project Manager	Kristina Bolam	\$125	13	12	0	\$3,125
Total Cost			113	112	50	\$50,000
Project Total					Shall Not Exceed	\$50,000

Final Summary Results Report

Material Characterization Study and Processing Diversion Study Oakland, California Residential Recycling Program

Study Dates: October 30 – November 6, 2023
Report Date: December 8, 2023



**CALIFORNIA WASTE
SOLUTIONS**

Study Conducted by



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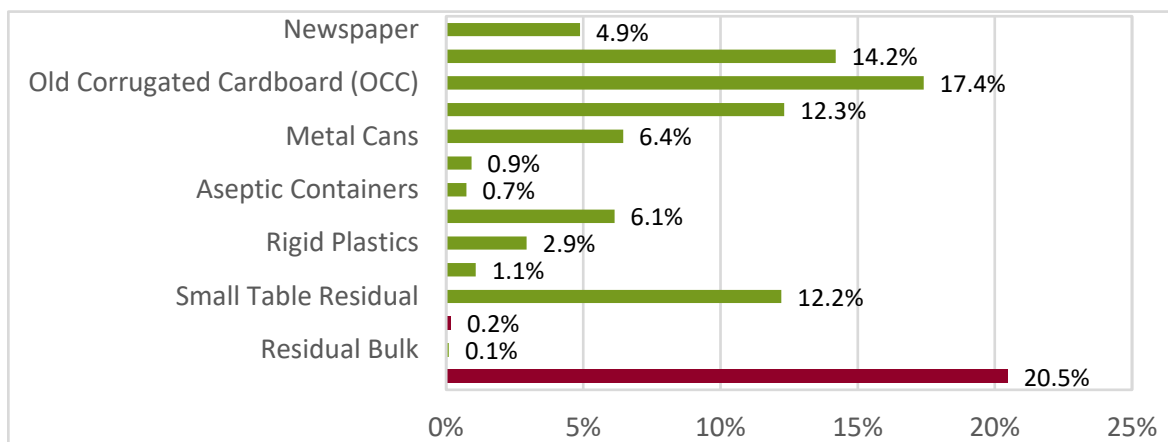
1. Summary

California Waste Solutions (CWS) contracted with Nothing Wasted Consulting (NWC) to conduct their biannual material characterization study and processing diversion study. The second of the two studies for 2023 was conducted from October 30 - November 6, 2023, at CWS Wood Street Processing Facility (Wood St.). CWS's current agreement with the City of Oakland (City) to service the Oakland residential recycling program which requires the biannual material characterization study and processing diversion study.

For the material characterization study, 55 samples were selected from trucks serving routes in West Oakland, East Oakland, hard-to-service areas (HTS), and multifamily units (MFD). The samples were sorted into eleven (11) recyclable material categories and (4) four residual/non-recyclable materials sorted by residual bulk, large table residual, and wood.

There was considerable variance in the percentage of each sample that consisted of recyclable materials, with the values ranging from 44% to 95%. The average recyclable percentage for all materials sorted was 79%. Table 1 illustrates the overall composition of the samples.

Figure 1: Composition of All Samples



While the characterization plan was not designed to produce results that were statistically valid for each collection area, a general comparison can be made between the results for the West Oakland and East Oakland routes.

West Oakland: 20 samples, percent recyclable – 80%

East Oakland: 26 samples, percent recyclable – 79%

Multifamily: 6 samples, percent recyclable – 78%

Hard-to-serve: 2 samples, percent recyclable – 82%

The processing diversion study was designed to estimate the percentage of the materials received at the Wood St. facility that are recovered during normal operations. For this study, thirteen (13) truckloads from the week of October 30 - November 3 were selected from the four (4) service categories. When the loads arrived at the Wood St. facility, the trucks were instructed by the CWS staff to dump the material in the delineated bunker. The same tare weights that were provided to NWC by CWS in the July study were used as NWC was informed that there had been no changes to the fleet vehicles' weights.

The material accumulated from the 13 loads was processed at the beginning of the shift on Monday, November 6. The results were as follows:

Material processed	96,580 lbs. (48.29 tons)
Residual bales produced	26,680 lbs. (13.34 tons)
Glass fraction recovered	20,100 lbs. (10.05 tons)
Other recyclable materials recovered	49,800 lbs. (24.9 tons)
Percent of processed material recovered	72.38%

2. Material Characterization Study

2.1 Objective

The objective of this study was to characterize the composition of the materials collected by CWS from single and multifamily units in the City of Oakland by sorting randomly selected samples such that the results could be stated as being representative of the characteristics of all materials collected by CWS with at least a 90% confidence level. The components of the samples were classified into three primary categories:

- a. Program materials
- b. Non-program materials recovered
- c. Non-recyclable materials
 - Residual Bulk
 - Large Table Residual
 - Wood

2.2 Methodology

- 2.2.1 Location: Wood Street Processing Facility
- 2.2.2 Sampling Days: October 30 - November 3, 2023
- 2.2.3 Selection of routes to be sampled

The objective was to sample at least 10 loads per sampling day, and no less than 54 loads for the sampling week. The loads to be sampled were selected proportionally, based on the approximate weight of materials received at the Wood Street facility from the two zones of single-family homes (East and West Oakland), routes serving multifamily residences, and the hard-to-serve routes areas. From January to July 2023, the distribution of incoming materials at Wood St. was as follows:

- West Oakland 33%
- East Oakland 50%
- Multifamily units..... 14%
- Hard to serve 3%

Based on this distribution, the number of daily and weekly samples selected from each source was as follows:

Figure 2: Distribution of Samples

Source	Percent of Incoming Material	Weekly Samples	Daily Samples
West Oakland	36%	20	4
East Oakland	47%	26	5.2
Multifamily	13%	7	1.4
Hard-to-serve	4%	2	0.4
Totals	100%	55	11

The loads from each source to be sampled daily were selected by assigning a random number to each route for all the sampling days and then sorting the random numbers in numerical order. For the West Oakland routes, the first four (4) routes in the sort order were selected each day. For the East Oakland routes, the first five (5) routes in the sort order were selected for each sampling day. During the sampling, it was determined together with SCS that one (1) extra load should be added to the sampling plan to compensate for a potential outlier load with an abnormal characterization. This was sample #40 from route East 13 which was collected and sorted on Thursday, November 2.

For the multifamily routes, the first route in the sort order was selected. Since route 703 was not selected through the process, loads from route 703 were sampled from the two days on which it was assigned the lowest random number, so that a total of seven multifamily routes were sampled for the week.

The route numbers for the hard-to-serve areas were assigned a set of random numbers for all sampling days. These random numbers were sorted, and the first two route-day combinations in the sort were selected for sampling.

The weekly sampling plan for the week was as follows:

Figure 3: Routes Selected for Sampling

Source	Monday	Tuesday	Wednesday	Thursday	Friday
West	West 1	West 2	West 1	West 3	West 1
	West 6	West 4	West 4	West 6	West 8
	West 10	West 5	West 8	West 9	West 9
	West 11	West 9	West 9	West 11	West 2
East	East 1	East 1	East 6	East 1	East 6
	East 4	East 4	East 7	East 4	East 7
	East 7	East 9	East 9	East 7	East 12
	East 14	East 12	East 11	East 9	
		East 14		East 11	
		East 16		East 12	
				East 13	
				East 13*	
MFD	702	703	704	703	704
		704		705	
HTS	707				H0-1
Totals	10	12	9	15	9

A total of 55 loads were selected for sampling. Each morning of the sample week the route assignments for each collection truck were obtained from the CWS dispatcher. A truck/route selection form was prepared so that the loads designated for sampling that day could be identified by truck number. A copy of the forms was provided to the CWS yard manager and SCS Engineers.

2.2.4 Method of Sorting Samples

Appendix 2 describes our selection and sorting process. Appendix 3 is a visual representation of the load divided into 8 subsections.

2.3 Results

2.3.1 Sample Weight

A loader from the facility was assigned to NWC for the entirety of the waste characterization. NWC designates the random subsection for the loader to pull material from. The loader filled a 2 cubic yard front load dumpster and weighed the material at the truck scale. If material exceeded 220

lbs., the loader would remove the excess weight by utilizing a rotating loader to remove material until a weight of 180 – 200 lbs. had been met. Details on the weights of the samples for sorting are provided in Appendix 1.

For this study, NWC attempted to select samples of generally equal volume and then sort all materials in the samples. The average weight for all samples was 195.55 lbs.

Figure 4 provides a comparison of the percent of recyclable materials in a sample to the overall weight of the sample.

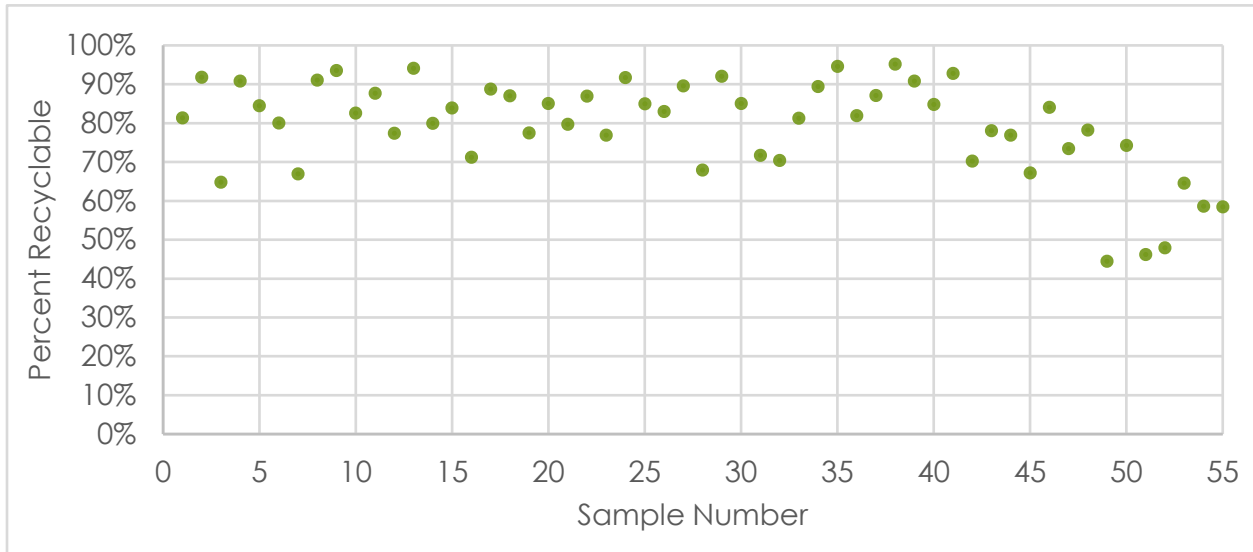


Figure 4: Comparison of Sample Weight and Percent to Sample That Was Recyclable

2.3.2 Sorting of Samples

The first step in the sorting process was the removal of all large items such as cardboard and unopened bags from the sample to emulate the activity of the pre-sort line of the facility. The sort crew were all assigned different category streams to focus on.

The sort crew was instructed to sort samples down to material that was less than 2 inches in size. The small table residual consisted of items less than 2 inches in size and was composed primarily of food and other organic material, materials contaminated with food, pieces of paper, shards of glass, small pieces of miscellaneous plastics, and film plastic. Appliances or toys with electrical components were also included in the large table residual category. Any item of questionable composition was confirmed with CWS.

2.3.3 Composition of Sampled Material

The following figures present the results of the characterization study. The results for the days of the week and areas of the city are presented for information purposes only and are not necessarily

statistically representative since the number of samples for these categories was insufficient for such an analysis.

Figure 5: Composition by Day of the Week

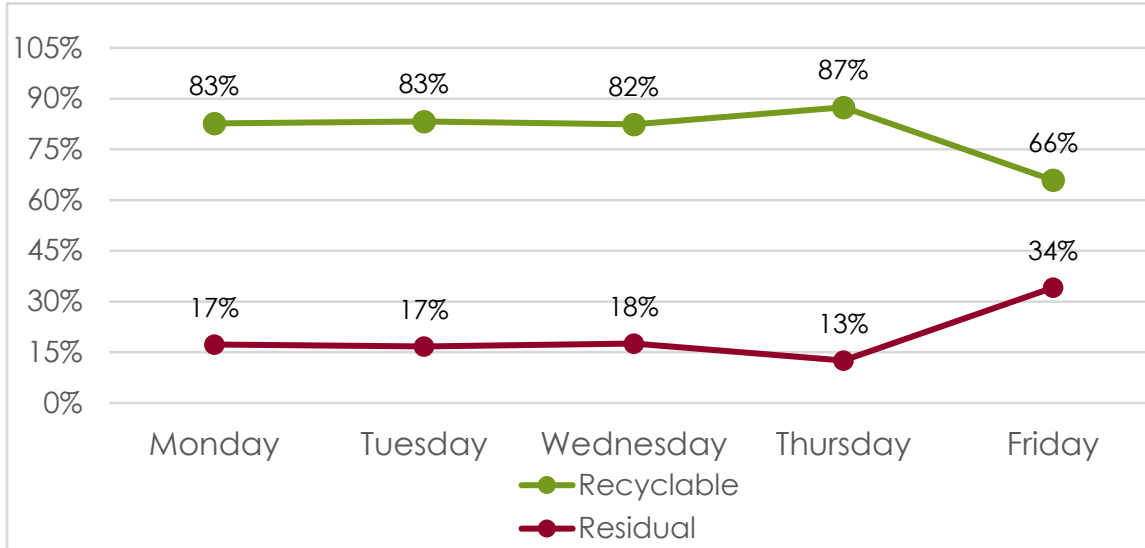
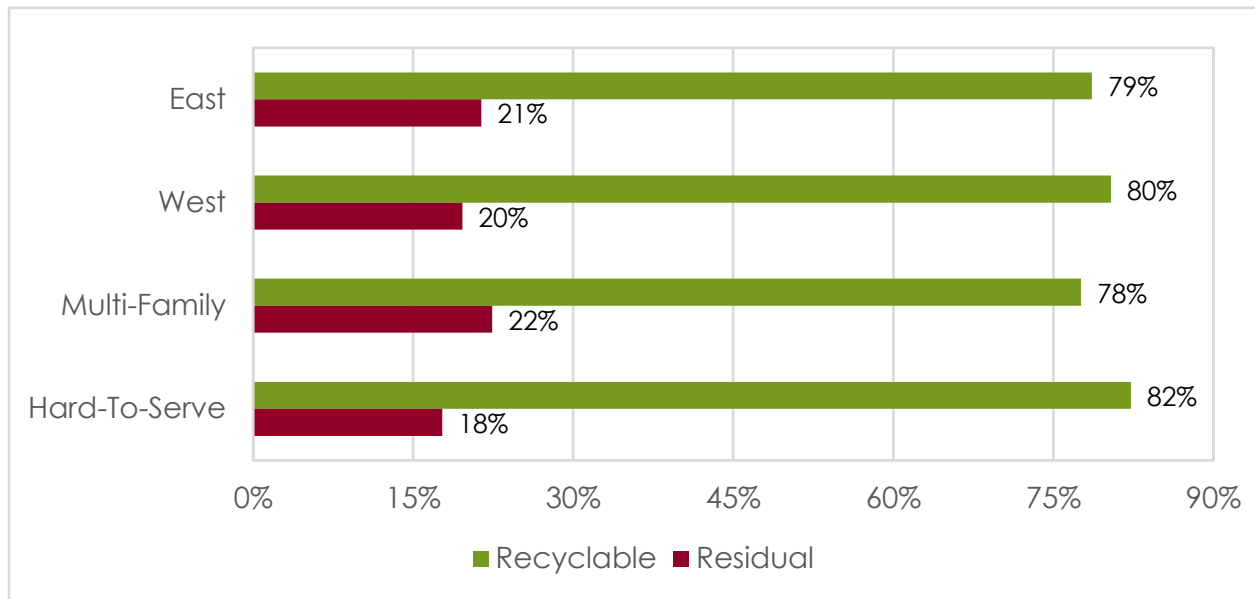


Figure 6: Composition Details – All Samples

Material Type			Mean	Standard Deviation	90% Confidence	
					Lower	Upper
Recyclable	Program Materials	Newspaper	4.9%	5.6%	3.6%	6.1%
		Clean Mixed Paper	14.2%	9.9%	12.0%	16.4%
		Old Corrugated Cardboard (OCC)	17.4%	7.9%	15.7%	19.1%
		Glass Containers	12.3%	9.3%	10.3%	14.4%
		Metal Cans	6.4%	7.0%	4.9%	8.0%
		Aluminum Foil & Trays	0.9%	1.3%	0.6%	1.2%
		Aseptic Containers	0.7%	0.6%	0.6%	0.9%
		Plastic Containers	6.1%	3.7%	5.3%	7.0%
		Subtotal	63.0%	15.4%	59.6%	66.4%
	Non-Program Materials	Rigid Plastics	2.9%	3.0%	2.3%	3.6%
		Metals	1.1%	1.6%	0.7%	1.4%
		Small Table Residual (Glass)	12.2%	6.5%	10.8%	13.7%
		Subtotal	16.2%	6.5%	14.8%	17.7%
	Residual	Wood	0.2%	0.5%	0.1%	0.3%
Residual Bulk		0.1%	0.8%	-0.1%	0.3%	
Large Table Residual		20.5%	12.3%	17.7%	23.2%	
Subtotal		20.7%	12.3%	18.0%	23.5%	
Total			100.0%			

Figure 7: Composition by Collection Area



3. Processing Diversion Study

3.1 The objective of this study was to estimate the percentage of the materials processed by CWS that are diverted from landfill disposal.

3.2 Facility Inspection

The inspection of the Wood Street facility was conducted on Monday, July 17 by SCS Engineers, the City's consultant. The purpose of this inspection was to observe and document the typical operating conditions and staffing levels of the facility. CWS informed NWC and SCS that no unusual changes had been made to their operations since the July study was completed, therefore another inspection was not conducted.

3.3 Selection of Materials and Routes for the Study

During the sampling week, randomly selected loads were unloaded in a designated bunker near the back of the facility tipping floor. This area was delineated with existing cardboard bales, into which only material intended for the processing study from selected routes was moved. NWC instructed and supervised the CWS tipping floor loader to only move this material into the bunker throughout the week of sampling. The sampling plan was designed to collect approximately 50 tons of materials from the areas serviced by CWS.

3.3.1 The percentages of materials received at CWS from each area were used to estimate the quantity of materials that should be selected from each area for the study.

3.3.2 To determine the number of loads required from each source, the average weight of the loads from each source was used.

Figure 8: Distribution of Loads and Their Areas Selected for the Processing Diversion Study

Source	Estimated percent of Incoming Materials (based on July 2023 study)	Weekly Samples (July 2023 study)	Estimated Tons (based on July 2023 Study)	Actual Weekly Samples (Fall study)	Actual Tons (Fall study)	Actual Percent of Incoming Materials (Fall study)	Percentage Differences from July 2023 Inbound Weight Distributions
West Oakland	35%	5	20	4	16.29	34%	-1%
East Oakland	44%	6	24	6	24.04	50%	6%
Multifamily	18%	2	10	2	5.6	12%	-6%
Hard-to-serve	4%	1	2	1	2.11	4%	1%
Total	100%	14	56	13	48.04	100%	0%

3.3.3 The loads for the study were selected by assigning random numbers to lists of all loads from each source for the week and then sorting each list by the random numbers. For the West Oakland routes, the first four (4) loads in the sort order were selected. For the East Oakland routes, the first six (6) loads in the sort order were selected. For the multifamily routes, the first two loads in the sort order were selected, and for the loads from the hard-to-serve areas, the first load in the sort order was selected.

Some of the loads initially selected were also selected for the material characterization study. Because the loads for the processing diversion study would be tipped in a separate section of the yard, it would have been difficult to retrieve samples from the loads for the material characterization study. Therefore, substitute loads for the processing diversion study were by picking the next route in the random number sequence from the same collection day. Substitute routes were predetermined by CWS.

The following table lists the original routes selected for sampling and the substitute routes were selected to avoid routes that would also be sampled for the material characterization study.

3.4 Recording of Route Weights

Inbound truck weights were recorded daily by NWC using the facility’s truck scale. Tare weights of these trucks were referenced from the list provided to NWC when the study was last completed in July. The driver was then directed by the CWS staff to unload in the delineated bunker for the study.

On Monday, October both trucks that were assigned to route 704 (truck 305 & truck 120) arrived at the facility after their route was requested for the sampling. NWC determined that since both trucks were full of material from an MFD route that both could be utilized for the study instead of including an additional truck with material from another MFD route later in the week as originally planned. Therefore, both trucks had their weights recorded and had their material added to the bunker after they dumped it.

Figure 9: Material Collected for Processing Diversion Study

Date	Truck	Route	Gross Weight	Tare Weight	Net Weight	Net Weight (tons)
Monday	305 & 120	704	80580	69380	11200	5.6
Monday	112	West 3	45280	36900	8380	4.19
Monday	127	East 6	46760	35740	11020	5.51
Tuesday	146	West 7	44040	36580	7460	3.73
Tuesday	129	East 7	44620	35860	8760	4.38
Tuesday	139	East 13	43480	35620	7860	3.93
Wednesday	307	706	18620	14400	4220	2.11
Wednesday	138	East 14	42780	35400	7380	3.69
Wednesday	135	East 16	41660	35880	5780	2.89
Thursday	102	West 1	44260	36500	7760	3.88
Thursday	127	East 6	43020	35740	7280	3.64
Friday	142	West 6	45760	36780	8980	4.49
Total lbs. accumulated					96080	
Total tons accumulated					48.04	

3.5 Processing of Collected Materials

The materials accumulated for the study were processed beginning at 6:05 am on Monday, November 6th. Before beginning the processing, the conveyors, hoppers, and residual bunkers of the facility were cleared, and the bins used to accumulate the glass fraction and any residual materials were emptied.

Approximately four (4) hours were required to process the 48 tons of material that had been accumulated for the study.

3.6 Data Collection

The approach to this study was to measure the quantity of all the recyclable commodities produced from the accumulated materials, including the glass fraction, and then divide these quantities by the total weight of the accumulated materials processed to determine the diversion rate for all the materials being processed. The weights of the residual/non-recyclable materials were also recorded for reference.

As the materials were being processed, the bins used to accumulate the glass fraction were weighed as they were filled, before being dumped into the glass bunker. Two bins were used and the tare weights of each were recorded with the gross weights. Similarly, two separate bins were used to weigh aluminum cans as they were filled, before being dumped into the aluminum bunker. Four other bins were also used to collect loose material (excess OCC that was not enough to bale and scrap metal that isn't baled) which were also weighed after processing was completed.

The glass fraction consisted primarily of broken glass, small pieces of paper and plastic, food waste, dirt, and other inert materials. This product is removed from the facility by a company retained by CWS. The company representatives have indicated that 100% of this product is diverted from disposal. Baled residual from the facility is transported to a local landfill and disposed of.

The results of the processing diversion study are provided in Figure 11.

Figure 10: Data Collected from the Processing Diversion Study

Material	Weight (lbs)	Tons	Quantity (Bales/Bins)	Percentage
Total Material Processed	96,580	48.29	(13 inbound truckloads)	100.00%
Mixed Residue	26,680	13.34	17	27.62%
Glass Fraction	20,100	10.05	13	20.81%
Other Recyclable Materials	49,800	24.9	33.25	51.56%
Total Recovered Materials	69,900	34.95	46.25	72.38%

4. Analysis of the Study Data

4.1 Incoming Material Characterization

The analysis of the sampling results yielded these parameters:

Weight of all samples sorted.....	10,755.0 lbs.
Weight of program materials sorted.....	6,759 lbs.
Weight of non-program materials sorted (excluding small table residuals).....	1,754 lbs.
Weight of small table residuals.....	1,321 lbs.
Weight of all recyclable materials sorted.....	8,513 lbs.
Weight of large table residuals.....	979 lbs.
Weight of bulk residuals.....	10 lbs.

Mean percent of all materials sampled that were:

Program materials	63.0%
Non-program materials recycled by CWS	16.2%
Program and non-program recyclable materials	79.3%
Non-recyclable residual materials	20.7%

Standard deviation of the sample recyclable percents 12.3%
A measure of the variability of the sample results

Lower and upper confidence interval 76.5% to 82.0%
The percentage of all material collected by CWS that is recyclable is fixed, but unknown. The purpose of the sampling plan was to develop a reasonably accurate estimate of that percentage.
Based on the results of the sampling, we can be 95% confident that the percent of all materials collected by CWS that are recyclables is between 76.5% and 82.0%. There is a 5% chance that the actual percentage is outside of that range.

There is no universally accepted standard for determining the acceptability of a standard deviation. The important factors for this sampling plan are that:

- A random selection of routes was designated for sampling
- The selection of samples from each load was randomized

- There was no bias introduced by manually pulling from the sample
- Every sample was sorted completely

The overriding conclusion that can be drawn from the sample results is that there is considerable variability in the quality of the recyclable materials collected in the city. There was not enough sufficient data to exhibit a statistically significant difference among the collection areas and days of the week.

4.2 Processing Diversion Study

The facility inspection was conducted by SCS Engineers.

After the processing test conducted by NWC, approximately 27.62% of the processed material was recorded as non-recyclable/mixed residue.

4.3 Comparison of Study Data

To determine compliance with the material diversion standard in the CWS-City of Oakland agreement, the results of the material characterization study must be compared with the results of the processing diversion study. To do so, an adjustment of the study results is required for the following reasons:

- a. Glass containers were one of the categories sorted for the material characterization study and represented 12.3% of all the materials sorted. However, CWS combines whole glass containers with glass fraction material (small table residue) to be processed by Strategic Materials after removal from Wood St.
- b. Loose food waste, small pieces of paper and plastic, dirt, and miscellaneous inert materials were included in the small table residual during the material characterization study. Most of these materials become part of the glass fraction recovered by CWS.

During the material characterization study, bags were not opened (to emulate the sort line) and placed directly into the large table residual category in the same manner that this was conducted during NWC's July study.

Small electrical appliances were also categorized as table residual during the material characterization study while medium to large-size appliances were categorized as residual bulk. When processed through the facility, the smaller electrical appliances would likely become part of the residual bales. However, only small quantities of these appliances were found during the material characterization study.

Figure 12: Suggested Method of Comparing Study Results

Material Characterization		Processing Diversion Study			
Materials Sorted		10,755.0 lbs.	Materials processed		96,580 lbs.
Newspaper Mixed Paper OCC Glass Containers Metal Cans Aluminum Foil & Trays Aseptic Containers Plastic Containers Rigid Plastics Metals			Newspaper Mixed Paper OCC Glass Containers Metal Cans Aluminum Foil & Trays Aseptic Containers Plastic Containers Rigid Plastics Metals		
Subtotal Recovered	79.3%	7191.38 lbs.	Subtotal Recovered	51.56%	49,800 lbs.
Small Table Residual	12.3%	1321.5 lbs.	Glass Fraction	20.8%	20,100 lbs.
Total Materials available for recovery	79.2%	8512.8 lbs.	Total recovered	72.4%	69,900

4.4 Calculation of the Material Diversion Rate

Using the results of the suggested method illustrated in Figure 12, the values for the formulas in Section 8.01.3 of Exhibit 7 Attachment A of the agreement are:

Quantity of materials received at CWS, January –October 2023..... 23,301 tons

Percent of materials that are recoverable, from the
material characterization study.....79.2%

Percent of materials recovered during the processing diversion
study 72.4%

Calculated percent of received materials that were
recoverable: 23,301 tons x 79.2% 18,454 tons

Calculated the percent of received materials that should have
been recovered: 23,301 tons x 72.4% 16,870 tons

Material diversion rate: 18,454 ÷ 16,870 91.42%

APPENDIX 1

SAMPLE DETAIL

Sample Number	Date Acquired	Route	Area	Truck	Weight	Percent Recyclable
1	10/30/23	702	MFD	121	198.12	81.4%
2	10/30/23	W1	West	102	197.01	91.8%
3	10/30/23	E7	East	129	194.12	64.8%
4	10/30/23	W10	West	144	183.52	90.8%
5	10/30/23	W11	West	123	178.15	84.5%
6	10/30/23	W6	West	142	191.55	80.0%
7	10/30/23	E14	East	138	193.68	66.9%
8	10/30/23	707	HTS	306	176.81	91.1%
9	10/30/23	E4	East	126	183.33	93.5%
10	10/30/23	E1	East	134	195.00	82.6%
11	10/31/23	704	MFD	305	222.14	87.7%
12	10/31/23	W9	West	140	175.33	77.4%
13	10/31/23	W4	West	145	175.53	94.1%
14	10/31/23	W2	West	106	195.61	79.9%
15	10/31/23	E9	East	123	199.48	83.9%
16	10/31/23	E12	East	124	203.15	71.2%
17	10/31/23	W5	West	143	175.96	88.7%
18	10/31/23	703	MFD	122	205.13	87.0%
19	10/31/23	E1	East	134	214.43	77.4%
20	10/31/23	E16	East	135	191.34	85.1%
21	10/31/23	E14	East	138	210.34	79.7%
22	10/31/23	E4	East	126	203.50	86.9%
23	11/1/23	704	MFD	305	212.94	76.9%
24	11/1/23	W9	West	140	221.37	91.7%
25	11/1/23	E11	East	128	211.02	84.9%
26	11/1/23	W1	West	102	190.88	83.0%
27	11/1/23	W8	West	147	196.82	89.5%
28	11/1/23	E7	East	121	213.70	67.9%
29	11/1/23	E9	East	123	210.16	92.1%
30	11/1/23	W4	West	140	180.66	85.1%

SAMPLE DETAIL (continued)

31	11/1/23	E6	East	127	201.33	71.7%
32	11/2/23	705	MFD	302	207.04	70.3%
33	11/1/23	703	MFD	304	191.79	81.3%
34	11/2/23	E13	East	104	185.33	89.4%
35	11/2/23	E7	East	121	190.61	94.6%
36	11/2/23	W9	West	140	190.42	81.9%
37	11/2/23	E11	East	128	206.44	87.1%
38	11/2/23	E12	East	124	205.10	95.2%
39	11/2/23	W6	West	142	207.23	90.8%
40	11/2/23	E13	East	141	172.81	84.8%
41	11/2/23	E9	East	123	166.64	92.8%
42	11/3/23	W11	West	125	197.18	70.2%
43	11/3/23	E1	East	134	193.92	78.1%
44	11/3/23	E14	East	138	189.94	76.8%
45	11/3/23	W3	West	105	195.14	67.2%
46	11/3/23	E4	East	126	205.72	84.0%
47	11/3/23	HO-1	HTS	132	191.54	73.5%
48	11/3/23	W1	West	141	198.04	78.2%
49	11/3/23	W9	West	140	183.70	44.4%
50	11/3/23	W2	West	106	175.11	74.2%
51	11/3/23	E7	East	121	221.18	46.2%
52	11/3/23	E12	East	124	195.76	47.9%
53	11/3/23	W8	West	147	183.36	64.6%
54	11/3/23	704	MFD	305 & 139	192.72	58.6%
55	11/3/23	E6	East	127	206.20	58.4%
Total (sum)					3,068.96	68.7%

APPENDIX 2

PROCEDURE FOR SELECTING AND SORTING SAMPLES FOR THE MATERIAL CHARACTERIZATION STUDY

Selection of Samples:

1. Loads were preselected prior to the start of the sampling period.
2. Upon arrival at the facility, CWS staff would direct the driver to the unloading delineated area on the tipping floor.
3. NWC visually segregated the load into 8 subsections (See appendix 3)
4. NWC utilized Google random number generator tool to choose 2 subsections.
5. The loader was instructed to “grab” 150 - 200 pounds.
6. The loader weighs the material, and the NWC deducts the tare, records the weight, and labels the container with the sample number, weight, and date.
7. The loader delivers the container to the sorting area to be placed onto the sorting table or held until the previous sample is completed.

Sorting of Samples:

Each sample was photographed prior to being sorted. Six (6) individuals (sorters) separated the material into the designated categories. After the samples were sorted, the weight of the materials in each category was recorded.

The method of sorting was as follows:

- a. All bulky material is removed first and placed into designated containers leaving the remaining large material to be sorted.
- b. Four (4) sorters focused on a specific category and sorted into 5 gallon or smaller containers housed on the table.
- c. Two (2) floaters circle the table as the smaller containers fill up, collect the containers, conduct quality control measures, and place them into the designated totes.
- d. Once all the material from the table is sorted, quality control measures are conducted twice, once by the field supervisor and once by the lead sorter.
- e. The totes are collected and lined up in order of data collection sheet (see Appendix 5)
- f. Field supervisor weighs each material category separately, conducts an additional quality control measure, takes a picture, records the weight, and records the tare of the tote on a live Google sheet.

Material Categories

Program Materials

Material	Notes and Examples
Newspaper	Newspaper and advertising inserts
Mixed paper	White and colored paper, magazines, telephone books, chipboard, junk mail, high grade paper, egg cartons, shopping bags
Corrugated cardboard	Uncontaminated
Glass bottles and jars	Uncontaminated and empty
Metal cans	Ferrous, non-ferrous, bi-metal containers, empty aerosol containers
Aluminum foil and trays	Uncontaminated
Aseptic food containers	Milk and juice cartons, soup and juice boxes
Plastics	Narrow-neck rigid food and beverage containers, non-bottle rigid plastics

Additional Materials Recycled by CWS

Material	Notes and Examples
Metals	Miscellaneous ferrous metals, pots and pans, propane tanks, helium tanks, fire extinguishers
Large rigid plastics	Water bottles, milk crates, durable plastics

Non-recyclable Materials

Material	Notes and Examples
Non-recyclable materials	Recyclable materials contaminated with food, oil, or other materials, hangers, film plastic, polystyrene, wood, etc.

1. Guidelines for Classifying Materials as “non-recyclable”

The following guidelines were used to determine whether a particular piece of material from the above list will be recyclable. They were established in the 2016 report and remain consistent with those used in NWC’s July 2023 study.

- 1.1. Material is recyclable only if any contamination on the material is easy to wash without destroying the piece of recyclable material itself. Examples of

contamination that cannot be washed easily include oil contamination on paper, paint contamination on any material, presence of any toxic material, or dried-out solids inside a glass or plastic bottle.

- 1.2. Material is not recyclable if 10% or more of its weight is composed of contaminant. Rather than the primary recyclable material itself. For example, bottles or plastic containers containing food or other material in more than trace amounts will not be considered recyclable.
- 1.3. Material is not recyclable if it is shredded in such a way that it is impractical to process it for recycling. For example, finely shredded office paper will not be considered recyclable.
- 1.4. Material is not recyclable if it arrives mixed with other materials (recyclable or not) and it is impractical or difficult to separate them. For example, if aluminum cans arrive packed inside a closed tin, neither the aluminum cans nor the tin cans will be considered recyclable.

Any piece of material that was rejected from being considered recyclable was counted as garbage/residual. In addition, the materials listed below were counted as non-recyclable.

Non-recyclable Paper: Blueprint paper, Carbon paper, Contaminated newspaper (with grease, pet waste, or paint), Facial tissue, Foil gift wrap, Foil-wrapped beverage containers, Frozen food packaging, Frozen juice cartons (cardboard portion), Hard cover books, Padded, plastic or Tyvek™ envelopes, Paper napkins, Paper take-out containers, Paper towels, Personal hygiene products, Photographs and photo paper, Pizza boxes, Stickers (in sheets or rolls), Thermal fax paper, Wax paper.

Non-recyclable Plastic: Bubble wrap, Cellophane or snack food bags (e.g. pasta, bagged salad, candy, cookies), Credit Cards, Disposable razors, Frozen-food bags or pouches, Hoses (e.g. car, garden, appliance), Microwave trays, Ointment tubes, Plastic or wax liners from food packaging, Plastic utensils, Plastic wrap, Plastics without numbers 1-7, PVC pipes or tubing, Straws, Swimming pools, Syringes (sharps), Tarps, Toothpaste tubes, Toys, Webbing from lawn furniture.

Non-recyclable Metal: Aerosol cans not empty, Bolts, Car parts with hazardous waste, Contaminated cans (with dirt, rocks, or food), Engine parts, Gas tanks, Hangers, Keys, Metal hoses, Nails, Nuts, Screws.

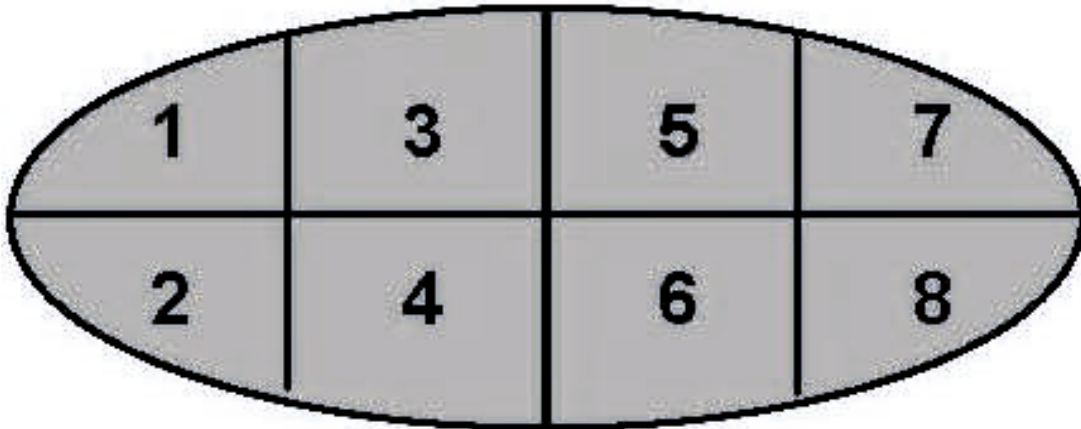
Non-recyclable Glass: Blue glass, Ceramics, Coffee mugs, Cookware (e.g. Pyrex™), Dishware, Drinking glasses, Glass art, Light bulbs (fluorescent or electronic), Lead wrapping and corks from wine bottles, Mirrors, Windows.

Mixed Materials: Paint cans, toys, appliances, and other materials that consist of multiple materials such as plastic, metal, and paper.

Materials Containing Electronics: Kitchen appliances, Toys with electric motors or components, Audio components and appliances, Cellular phone.

APPENDIX 3

8 Subsections Used for Sample Selection



APPENDIX 4

Processing Diversion Study Data Recorded

1. Data Collection: October 30 – November 6, 2023
2. Date facility inspection: Conducted by SCS Engineers
3. Date of Test: November 6, 2023
4. Facility Staffing: Conducted by SCS Engineers
5. Equipment Settings: Conducted by SCS Engineers
6. Glass Fraction Recovered on November 6:

Mixed Glass			
Bin #	Gross (lbs)	Tare (lbs)	Net (lbs)
1	2720	580	2140
2	1860	480	1380
1	2840	580	2260
2	1940	480	1460
1	2860	580	2280
2	1640	480	1160
1	2480	580	1900
2	1640	480	1160
1	2540	580	1960
2	1600	480	1120
1	2240	580	1660
2	1560	480	1080
1	1120	580	540
Total Recovered	27040	6940	20100

7. Residual Bales Produced on July 17

Mixed Residue		
Material	Quantity	Weight (lbs)
Mixed Residue	2	3040
Mixed Residue	2	3300
Mixed Residue	2	2900
Mixed Residue	2	2840
Mixed Residue	2	3120
Mixed Residue	2	3160
Mixed Residue	1	1440
Mixed Residue	2	3420
Mixed Residue	2	3460
Total Residue	17	26680

8. Results of Processing Diversion Study

- a. See Figure 10

APPENDIX 5

Field Data Sheet

Sample				
Date Sampled				
Route Info	Route	Area	Truck	
Scaled Weight				
Date Sorted				
Time Sorted				
	Gross	Tare	Net	%
Newspaper			0	0.00%
Newspaper			0	0.00%
Newspaper (Total)			0	0.00%
Clean Mixed Paper			0	0.00%
Clean Mixed Paper			0	0.00%
Clean Mixed Paper (Total)			0	0.00%
OCC			0	0.00%
OCC			0	0.00%
OCC (Total)			0	0.00%
Glass Containers			0	0.00%
Glass Containers			0	0.00%
Glass Containers (Total)			0	0.00%
Metal Cans			0	0.00%
Metal Cans			0	0.00%
Metal Cans (Total)			0	0.00%
Aluminum Foil & Trays			0	0.00%
Aluminum Foil & Trays			0	0.00%
Aluminum Foil & Trays (Total)			0	0.00%
Aseptic Containers			0	0.00%
Aseptic Containers			0	0.00%
Aseptic Containers (Total)			0	0.00%
Plastic Containers			0	0.00%
Plastic Containers			0	0.00%
Plastic Containers			0	0.00%
Plastic Containers (Total)			0	0.00%
Rigid Plastics			0	0.00%
Rigid Plastics			0	0.00%
Rigid Plastics			0	0.00%
Rigid Plastics (Total)			0	0.00%
Metals			0	0.00%
Metals			0	0.00%
Metals			0	0.00%
Metals (Total)			0	0.00%
Wood			0	0.00%
Wood			0	0.00%
Wood (Total)			0	0.00%
Residual Bulk			0	0.00%
Residual Bulk			0	0.00%
Residual Bulk			0	0.00%
Residual Bulk (Total)			0	0.00%
Large Table Residual			0	0.00%
Large Table Residual			0	0.00%
Large Table Residual			0	0.00%
Large Table Residual (Total)			0	0.00%
Small Table Residual			0	0.00%
Small Table Residual			0	0.00%
Small Table Residual			0	0.00%
Small Table Residual (Total)	0	0	0	0.00%
Totals	0	0	0	0.00%
Visual Characterization & Notes				

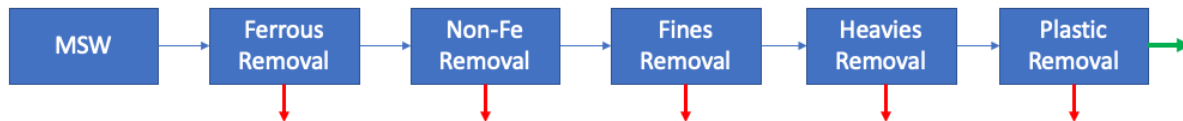
Sample Work HCycle

Sampling Procedure

Background

The H Cycle process receives MSW fractions for conversion to hydrogen. The first step of the process entails a polishing step to concentrate the organic fractions in the received MSW.

An overview of the polishing steps is shown below.



H Cycle requires a detailed sampling campaign of the MSW to support engineering on two fronts: material handling section and the downstream gasifier section.

To support this effort, the sampling campaign is intended to serve multiple purposes (each section below is described in detail in the procedure section)

1. Determine the bulk density of the original waste stream
2. Understanding the subcomponents (e.g. glass, ferrous metals) in the original waste stream such that an estimation of removal through polishing (shown in red above) can be determined
3. Run analytical lab work on the material in a thoughtful manner that can enable H Cycle's technology team to reverse-engineer a composite lab analysis using the results of (2) representing the post-processing waste (shown in green above)

Procedure

1. Collect 200lb sample as per ASTM D 5231 – 92. Sampler must ensure that hauler is collecting a truly representative sample of the bulk MSW
2. Take picture of entire sample on the table
3. Conduct a bulk density test of the material as per **ASTM E11090-19**
4. Hand sort material that is sortable into the subcomponents shown in Table 1
5. Remaining material that is not readily sortable is then passed through a **10mm fine screen**
 - a. Material falling through the screen is labeled "fines"
 - b. Material above screen is hand sorted into the subcomponents as per step 2 (to the extent possible)[At this point all material is in buckets for each subcomponent]
6. Take pictures of each subcomponent bucket
7. Five lab samples are then prepared using the material in the buckets as per Table 2 and placed in a gallon zip lock bag. The sample is prepared by recreate a mixture of subcomponents that represents their average weight.

- For example, take the heavies category, which comprises of glass and stone. Say we weigh glass as 10lb and stone as 5lb in Step 3, then a lab sample (5lb) is prepared of 2/3rd glass (3.33 lb) by weight and 1/3rd (1.67 lb) stone by weight.
- Take picture of material sent to lab.
 - Send the samples to the lab to conduct analysis on each sample as per Table 3.

A schematic of the procedure is shown in Figure 1 below.

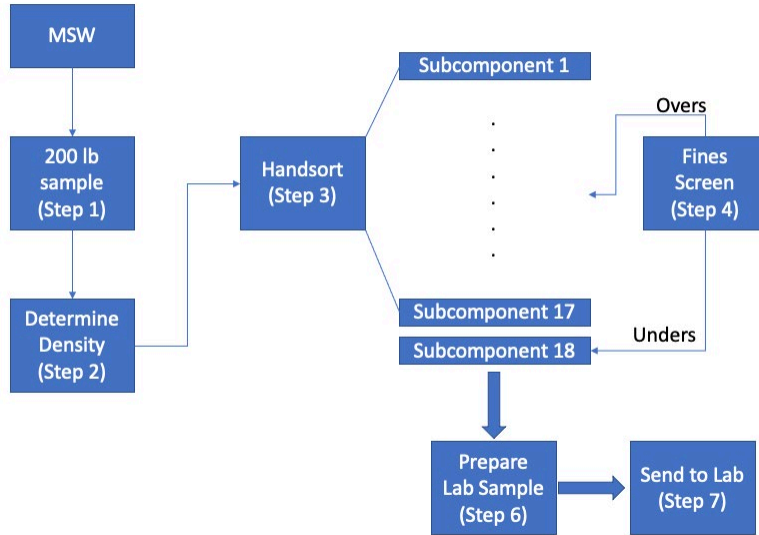


Table 1: Subcomponents segregation during hand sort (Step 3)

ID	Subcomponent	Comment
1	Food waste	Including nonplastic tea bags, eggshells and bones
2	Paper	Includes OCC, Cartons, Paper packaging, Tissues
3	Yard Waste	Leaves, Branches, Bark, Flowers, Grass
4	Lumber	Includes woody material that is not yard waste
5	Textiles	Includes shoes and leather goods
6	Diapers	
7	Ferrous Metals	
8	Non-Ferrous Metals	
9	Glass	
10	Stone	
11	Film/Soft Plastic	thin sheets, foil, bags, thickness < ~0.2mm
12	Hard Plastic	containers, toys, construction material etc. > ~0.2mm
13	PET Bottles	water/drink bottles
14	Batteries	Includes e-wastes
15	Wire/Cables	
16	Circuit Boards	
17	Other	Anything that doesn't fit into above category
18	Fines	Under 10 mm (from Step 4)

Table 2: Set of lab samples

ID	Label	Subcomponents included
1	Organics	Food Waste (1), Paper (2), Yard Waste (3), Lumber (4), Textiles (5), Diapers (6), Batteries (14), Wire/Cables (15), Circuit Boards (16)
2	Plastics	Film/Soft Plastic (11), Hard Plastic (12), PET Bottles (13)
3	Heavies	Glass (9), Stone (10)
4	Metals	Ferrous Metals (7), Non-Ferrous Metals (8)

Table 3: Analysis required per lab sample

ID	Label	Lab Analysis Required
1	Organics	<ul style="list-style-type: none"> a) Total Moisture (Free and Inherent Moisture) [CEN/TS 15414:2010] b) Ash Yield at 550°C [I.S. EN 15403:2011] c) Volatile Matter & Fixed Carbon [I.S. EN 15402:2011] d) Carbon, Hydrogen, Nitrogen & Oxygen (by difference) [I.S. EN 15407:2011] e) Total Halides (S, Cl, Br, I, F) [I.S. EN 15408:2011] f) Calorific Value (gross dry, gross wet & net wet) [I.S. EN 15400:2011] g) Major Elemental Analysis (Ash analysis) Al, Ca, Fe, K, Mg, Na, P, Si, & Ti [I.S. EN 15410:2011] h) Trace Elemental Analysis As, Ba, Be, Cd, Co, Cr, Cu, Hg, Mo, Mn, Ni, Pb, Sb, Se, Tl, V & Zn [I.S. EN 15411:2011]
2	Plastics	<ul style="list-style-type: none"> a) Total Moisture (Free and Inherent Moisture) [CEN/TS 15414:2010] b) Ash Yield at 550°C [I.S. EN 15403:2011] c) Volatile Matter & Fixed Carbon [I.S. EN 15402:2011] d) Carbon, Hydrogen, Nitrogen & Oxygen (by difference) [I.S. EN 15407:2011] e) Total Halides (S, Cl, Br, I, F) [I.S. EN 15408:2011] f) Calorific Value (gross dry, gross wet & net wet) [I.S. EN 15400:2011] g) Major Elemental Analysis (Ash analysis) Al, Ca, Fe, K, Mg, Na, P, Si, & Ti [I.S. EN 15410:2011] h) Trace Elemental Analysis As, Ba, Be, Cd, Co, Cr, Cu, Hg, Mo, Mn, Ni, Pb, Sb, Se, Tl, V & Zn [I.S. EN 15411:2011]
3	Heavies	<ul style="list-style-type: none"> a) Total Halides (S, Cl, Br, I, F) [I.S. EN 15408:2011] b) Major Elemental Analysis (Ash analysis) Al, Ca, Fe, K, Mg, Na, P, Si, & Ti [I.S. EN 15410:2011] c) Trace Elemental Analysis As, Ba, Be, Cd, Co, Cr, Cu, Hg, Mo, Mn, Ni, Pb, Sb, Se, Tl, V & Zn [I.S. EN 15411:2011]
4	Metals	<ul style="list-style-type: none"> a) Major Elemental Analysis (Ash analysis) Al, Ca, Fe, K, Mg, Na, P, Si, & Ti [I.S. EN 15410:2011]

		b) Trace Elemental Analysis As, Ba, Be, Cd, Co, Cr, Cu, Hg, Mo, Mn, Ni, Pb, Sb, Se, Tl, V & Zn [I.S. EN 15411:2011]
--	--	---

EXHIBIT A - PROPOSAL AUTHORIZATION AND ACKNOWLEDGEMENT FORM

NAME OF PROPOSER: Melissa Baxter

ORGANIZATION: Nothing Wasted Consulting

1. The undersigned is a Proposer under this RFP and possesses the legal authority to submit this Proposal.
2. The undersigned is authorized to conduct all negotiations for and legally bind the Proposer in all matters relating to this Proposal submittal.
3. The undersigned has reviewed, understands, is able to comply with and agrees to be bound by this RFP.
4. The undersigned certifies that this Proposal is irrevocable until December, 2024 (minimum of 120 days from submittal).
5. The undersigned acknowledges that the Authority reserves the following rights and options related to proposals submitted in response to the RFP:
 - Award an agreement for services described in this RFP.
 - Reject all proposals and not award an agreement.
 - Reject any proposal.
 - Waive defects and/or irregularities in any proposal.
 - Request from any Proposer at any time during the evaluation process, clarification of any information contained in the proposal
 - Conduct interview(s) with any Proposer(s).
 - Negotiate terms and conditions that are different from those described in this RFP and Agreement.
 - Contact references provided and seek information from any client with which the Proposer has done business.
 - Take other such action that best suits the needs of the Authority and/or its member agencies.
6. If during the course of negotiations with a selected Proposer, the Authority determines in its sole discretion that an acceptable Agreement cannot be negotiated, the Authority reserves the right to suspend negotiations with that Proposer and begin negotiations with another Proposer. Also, the Authority reserves the right to undertake simultaneous negotiations of the final Agreement with more than one Proposer.

EXHIBIT B – FORM OF AGREEMENT

 X The undersigned has carefully reviewed the forms of Agreement contained in the RFP and is prepared to agree to the terms and conditions stated therein.

 X The undersigned has carefully reviewed the forms of Agreement contained in the RFP and is prepared to agree to the terms and conditions of the forms with the proposed modifications attached hereto.

(Proposer must attach any proposed modifications to the Form of Agreement.)

Name: Melissa Baxter

Title: Founder and CEO

Organization: Nothing Wasted Consulting

Telephone: (858) 837 -2178

E-Mail Address: melissa@nothingwastedconsulting.com

Signature:  _____

Date: 03/01/2024



REQUEST FOR PROPOSAL

POST COLLECTION AGREEMENT CONSULTING SERVICES

ISSUED: January 19, 2024

RESPONSES DUE: March 1, 2024 by 11:59 PM

REQUESTED BY:

THE WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY
(RECYCLEMORE)

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BACKGROUND ON THE AUTHORITY

The West Contra Costa Integrated Waste Management Authority (Authority) is a joint powers authority (JPA) created in 1991 by the Cities of El Cerrito, Hercules, Pinole, Richmond, San Pablo, and Contra Costa County (“Member Agencies”). The Authority (aka RecycleMore) is responsible for enforcing the provisions of the Post Collection Contract, currently provided by Republic Services, Inc., that provides for, among other tasks, the recycling and processing of all solid waste collected in the Authority service area; rate setting; and household hazardous waste services. The Authority provides outreach to residents, businesses, and schools to promote waste reduction, reuse, recycling, and organics (composting). An eight-member Board of Directors appointed by the Member Agencies of the Authority governs the Authority. Members of the Board of Directors are City Councilpersons from the Member Agencies. A member of the County Board of Supervisors sits as an ex officio member of the Board.

The Authority encompasses an area of about 74 square miles and is located in West Contra Costa County. The population of the region is approximately 250,000 living in approximately 75,000 households. The Authority is in contract with Contra Costa County, which provides the basis for coordination of operations involving most of the unincorporated area located within West Contra Costa County.

BACKGROUND ON THE WEST COUNTY SOLID WASTE SYSTEM

Solid waste and recycling collection in the Authority service area is accomplished by each municipality granting an exclusive collection franchise agreement which each City oversees. For the cities of Richmond, Hercules, Pinole, San Pablo and the West Contra Costa County area within the jurisdiction of the Authority, the hauler is currently Richmond Sanitary Service (RSS) – a subsidiary of Republic Services Inc. RSS delivers collected solid waste and recyclables to either the West County Resource Recovery Inc. or the Golden Bear Transfer Station in Richmond, CA and then transferred to Keller Canyon Landfill in Pittsburg per the Post Collection Agreement.

In the City of El Cerrito the franchised garbage and green waste hauler is East Bay Sanitary, a small, independent company. Curbside recyclables are collected by the City of El Cerrito and the City also operates the El Cerrito Recycling Center – a multi-material drop-off center.

The Authority is responsible for procuring landfilling, organics processing, recyclables processing and household hazardous waste (HHW) services. The Authority signed a Post Collection Agreement with Republic Services that became effective in January 2014 and

extends to June 30, 2025 for the services. The Authority Board of Directors will vote in February 2024 to direct Authority staff to initiate either a request for qualifications (RFQ) or request for proposal (RFP) process to determine the next service provider to negotiate a new post collection agreement with to succeed the current contract.

INTENT OF REQUESTED SERVICES

The (Authority) is the primary agency responsible for ensuring the West County region's compliance with AB 939, AB1826 and SB1383. Many of the AB 939, AB1826 and SB1383 services provided to residents and business within the Authority boundaries are provided through a Post Collection Agreement (PCA) currently held with Republic Services. The Authority is responsible for enforcing the provisions of the PCA, which provides for the recycling and processing of all solid waste, recyclables and organics collected in the Authority service area as well as household hazardous waste services, school classroom education and field trips, public outreach at local events, and other activities and responsibilities.

The Authority is seeking responses from well qualified and experienced contractors who can provide drafting services to assist RecycleMore in writing a RFQ or RFP for post collection services, assist in reviewing proposals provided by service providers, and assist in negotiating and drafting the new post collection agreement with the chosen service provider.

It is the responsibility of the Contractor to demonstrate in their proposal that they have adequate resources to work under a flexible schedule and provide services in a timely manner. The Authority shall reserve the right to terminate the agreement if it is determined that the Contractor cannot provide the requested services in a timely manner or within the budgeted amount for the engagement.

All contractors interested in submitting a proposal to this RFP are encouraged to send an email to peterh@recyclemore.com with the company name, address, phone number, and the name and email address of the primary contact person for the company. With this contact information, the Authority can provide communication should the Request for Proposals be revised or updated.

Questions regarding this RFP should be directed in writing to Peter Holtzclaw, Executive Director –by email to peterh@recyclemore.com. The Executive Director will provide a written response to all questions submitted before 11:59 p.m. February 13, 2024, in a timely manner. Questions received after this time period may or may not be answered.

PROPOSED SCOPE OF SERVICES

REQUEST FOR CONSULTING SERVICES FOR NEW POST COLLECTION AGREEMENT

The technical services described below outline the type of consulting services the Authority anticipates will be needed. The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work that will be requested. Contractor (s) may be called upon for other services within their expertise that are not mentioned here. Proposing Contractor (s) may suggest a modified scope as part of their proposal.

Contractor shall provide services described below:

TASK 1 – REQUEST FOR QUALIFICATION OR PROPOSAL FOR POST COLLECTION SERVICES - DRAFTING ASSISTANCE

TIMELINE: MARCH 18, 2024 to APRIL 2024

The Authority will be writing a draft of the request for qualification or request for proposal for Post Collection Services and will require the Contractor to review the draft and provide comments and suggestions. The RFQ or RFP will be issued in April 2024.

TASK 2 – EVALUATION OF RFQ OR RFP RESPONSES - ASSIST AUTHORITY STAFF AND ADDITIONAL REPRESENTATIVES APPOINTED BY THE BOARD OF DIRECTORS

TIMELINE: JUNE 2024 – NOVEMBER 2024

Service provider submissions will be received in June 2024 and Authority staff, along with additional individuals as chosen by the Board of Directors, will lead the evaluation process to choose a service provider with assistance from the Contractor. Top contenders will be brought before the Board of Directors for final approval.

TASK 3 – POST COLLECTION AGREEMENT - NEGOTIATIONS ASSISTANCE

TIMELINE: JANUARY 2024 – JUNE 2025

The Authority will be entering into negotiations with the chosen service provider to create the next Post Collections Agreement contract. This process will require input and review from the Contractor to assist the Authority during the negotiations process.

PROJECT BUDGET

There is no set budget for this project. The Contractor's proposal shall include hourly rates and the Authority will utilize the Contractor as required for each Task, and pay Contractor according to agreed rates.

SCHEDULE

Milestone	Date
RFP Issued	January 19, 2024
Proposals Due	March 1, 2024
Authority Board approves agreement for services	March 14, 2024
Agreement signed and Contractor ready to begin work	March 18, 2024
Consultant provides RFQ/RFP drafting assistance	March 18, 2024 – May 2024
Consult provides submissions evaluation assistance	June 2024 – November 2024
Consultant provides PCA negotiations assistance	January 2025 – June 2025
Agreement Terminates	June 2025

PROPOSAL REQUIREMENTS

All proposals must be timely submitted in writing in accordance with the requirements of this Request for Proposals. Significant deviation from said requirements might result in rejection of the proposal.

Review all elements of this RFP carefully and follow the format order provided herein. Proposals that do not adequately address the items requested may be considered non-responsive. Any costs incurred by a proposer in the preparation of a response to this RFP are the sole responsibility of the proposer. To be considered responsive to the RFP, proposals must provide the following:

LETTER OF INTRODUCTION

Include background information on the company, company office location, company office phone number and company website address. Describe the experience, qualifications and any other vital information of all key personnel who may be assigned to perform services described in this RFP. Key personnel include owners, partners, managers, associates, subcontractors, and other professional staff who will perform work and/or services on this project. Please provide qualifications of all staff.

WORK PLAN

Proposal submissions must respond directly as to what your plan is to achieve the requirements under Task 1-3.

PROPOSER (CONTRACTOR) COSTS

Submitted proposals must include a detailed budget listing all costs required to support Contractor's scope of work described in the proposal. The budget should be organized so that proposed scope of work and associated costs correspond with the proposer's work requested in this RFP.

PROPOSER (CONTRACTOR) STAFFING

Proposers must submit an hourly fee schedule for all staff members who would be involved in the performance of the tasks outlined in this RFP, as well as a description of the methodology with which your firm will approach the scope of work and what help you will need from RecycleMore staff. Please identify work that will be sub-contracted and include a list of the sub-contractor's key personnel and hourly bill rates. In addition, please clearly identify sub-consultant costs (if any), travel expenses, markups and other pertinent costs.

EXPERIENCE AND QUALIFICATIONS

The successful response to this RFP must demonstrate the appropriate professional and technical background, and access to adequate resources to fulfill the stated scope of services and timeline for completion. Provide your firm's experience and qualifications for this assignment. Also provide one-page bios of those responsible for all aspects of the Work Plan, detailing relevant experience and education, and each person's responsibility under the Work Plan.

SAMPLES OF WORK

Include samples of similar work produced for other clients; preferably environmental related for public agencies. Samples will not be returned. Provide relevant information on projects performed in the past few years that are similar in scope or related to the services requested in this RFP.

REFERENCES

List of at least three references with contact information, who are clients for whom you have done similar work in the past. Include email and/or phone numbers for the companies/jurisdictions listed as past or current clients. A description of the services rendered should be included for those projects that are most comparable to the services requested in this RFP.

BOARD PRESENTATION

The chosen Contractor may be asked to prepare a Work Plan for staff and subsequently present that Work Plan and a brief PowerPoint describing it to the RecycleMore Board of Directors at a public Board Meeting.

SUBMISSION OF PROPOSAL

Proposal submissions shall be submitted to the Authority electronically to Peter Holtzclaw at peterh@recyclemore.com by 11:59 pm on March 1, 2024. Electronic proposals must be readable by Adobe Acrobat.

In addition to the email submission, a copy of the proposal can also be submitted in hard copy to:

West Contra Costa Integrated Waste Management Authority
3220 Blume Drive, Ste 139, Richmond CA 94806
Attn: Peter Holtzclaw – Executive Director

Proposals received after the required submittal date will not be considered and will not be returned. Information and clarifications WILL NOT be accepted after the required submittal date unless specifically requested by the Authority.

All documents requiring a signature shall be signed by a person authorized to commit the Proposer to the proposal and to execute agreements on behalf of the Proposer. Please read and sign Exhibit A and B and include with the proposal. Exhibit A and B are required and WILL be considered part of the proposal.

Proposers are notified that the costs of preparing and submitting proposals as well as the risks associated therewith shall be borne solely by the Proposer. No compensation will be provided to Proposers for work performed or costs incurred during the preparation, submittal, or evaluation of proposals, nor in the execution and delivery of an agreement awarded as result of this Request for Proposals.

RIGHTS OF THE AUTHORITY

The Authority reserves the following rights and options related to proposals submitted in response to this Request for Proposals:

- Reject all proposals and not award an agreement;
- Enter into negotiations with one or more Proposers to complete contractual arrangements necessary to perform the work. The Authority reserves the right to modify the Scope of Services, as necessary, prior to the execution of any agreement(s);
- Waive minor deviations, which in the sole judgment of the Authority, do not affect quality or performance;
- Request from any Proposer at any time during the evaluation process, additional information or clarification of information contained in the proposal;
- Retain all proposals submitted. The proposals become the property of the Authority. The Authority reserves the right to use any and all information submitted as part of any proposal. The selection and rejection of a proposal does not affect these rights;
- Disqualify from consideration any Proposer that is an active employee or Contractor to RecycleMore member agencies, East Bay Sanitary, Richmond Sanitary Service, West County Resource Recovery, Golden Bear Transfer Station Inc., Republic Services Inc. or their affiliates.
- Take other actions that best suit the needs of the Authority.

CONTRACT TERMS

The selected Contractor will be expected to enter into a written agreement with the Authority in a timely manner. The Contractor will also need to provide evidence of compliance with the Authority's Non-Discrimination Policy. Insurance and Indemnification will be required, including commercial general and automobile liability insurance, workers compensation insurance, and professional liability insurance. The Authority will work cooperatively with the selected Contractor to endeavor to reach mutually agreeable contract terms.

EVALUATION OF PROPOSAL

The proposals will be evaluated by RecycleMore staff and will be based on the following Proposal Evaluation Criteria list:

1. Organizational experience with contract negotiations and management, and specialized knowledge, qualifications and technical competence with waste and recycling in California.
2. Individual experience of those who will be responsible for each aspect of the Work Plan and its oversight.

3. Overall responsiveness to RFP.
4. Proposed cost.

ACCEPTANCE OR REJECTION OF PROPOSAL

RecycleMore reserves all its rights and options including, without limitation: To accept or reject any portion of the proposal; To reject any and all proposals that fail to meet the requirements of this RFP; To accept proposals that are, in the sole judgment of the Authority, in the best interest of the Authority; To request clarification from any respondent; To reject any and all non-responsive proposals; To waive irregularities in any proposal that the agency may elect to waive; To reject all proposals without cause; or To issue subsequent requests for new proposals.

INTERVIEWS

Depending upon the responses to this RFP, RecycleMore may elect to hold initial evaluative interviews via telephonic or video conference call. However, the agency reserves the right to select or eliminate any vendor based on an evaluation of the written proposals received and references.

AWARD OF CONTRACT

RecycleMore reserves all its rights in this RFP process, including not selecting a provider/contractor through this process.

TERM OF AGREEMENT

The term of the Agreement is anticipated to be for a period of approximately eighteen (18) months. Once an Agreement is executed, RecycleMore and the selected responder may extend the Agreement up to an additional ninety (90) days with the written approval the RecycleMore Executive Director.

EXHIBIT A - PROPOSAL AUTHORIZATION AND ACKNOWLEDGEMENT FORM

NAME OF PROPOSER: _____

ORGANIZATION: _____

1. The undersigned is a Proposer under this RFP and possesses the legal authority to submit this Proposal.

2. The undersigned is authorized to conduct all negotiations for and legally bind the Proposer in all matters relating to this Proposal submittal.

3. The undersigned has reviewed, understands, is able to comply with and agrees to be bound by this RFP.

4. The undersigned certifies that this Proposal is irrevocable until _____, 2024 (minimum of 120 days from submittal).

5. The undersigned acknowledges that the Authority reserves the following rights and options related to proposals submitted in response to the RFP:

- Award an agreement for services described in this RFP.
- Reject all proposals and not award an agreement.
- Reject any proposal.
- Waive defects and/or irregularities in any proposal.
- Request from any Proposer at any time during the evaluation process, clarification of any information contained in the proposal
- Conduct interview(s) with any Proposer(s).
- Negotiate terms and conditions that are different from those described in this RFP and Agreement.
- Contact references provided and seek information from any client with which the Proposer has done business.
- Take other such action that best suits the needs of the Authority and/or its member agencies.

6. If during the course of negotiations with a selected Proposer, the Authority determines in its sole discretion that an acceptable Agreement cannot be negotiated, the Authority reserves the right to suspend negotiations with that Proposer and begin negotiations with another Proposer. Also, the Authority reserves the right to undertake simultaneous negotiations of the final Agreement with more than one Proposer.

EXHIBIT B – FORM OF AGREEMENT

____The undersigned has carefully reviewed the forms of Agreement contained in the RFP and is prepared to agree to the terms and conditions stated therein.

____The undersigned has carefully reviewed the forms of Agreement contained in the RFP and is prepared to agree to the terms and conditions of the forms with the proposed modifications attached hereto.

(Proposer must attach any proposed modifications to the Form of Agreement.)

Name: _____

Title: _____

Organization: _____

Telephone: _____

E-Mail Address: _____

Signature: _____

Date: _____

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recyclemore
WEST CONTRA COSTA INTEGRATED
WASTE MANAGEMENT AUTHORITY

Agenda Report

DATE: March 14, 2024

TO: West Contra Costa Integrated Waste Management Authority Board

FROM: Reka Abraham - Program Manager

SUBJECT: Annual Presentation on Recycling & HHW Programs

ACTION REQUESTED:

Receive a PRESENTATION on the Recycling and Household Hazardous Waste (HHW) Programs.

BACKGROUND:

This presentation covers the Recycling and HHW Program activities in 2023.

ATTACHMENTS:

[Agenda Item 8.2 - Attachment 1: 2023 Recycling and HHW Programs - 3-14-2024 Board Presentation](#)



RECYCLING AND HHW

2023 Programs Summary

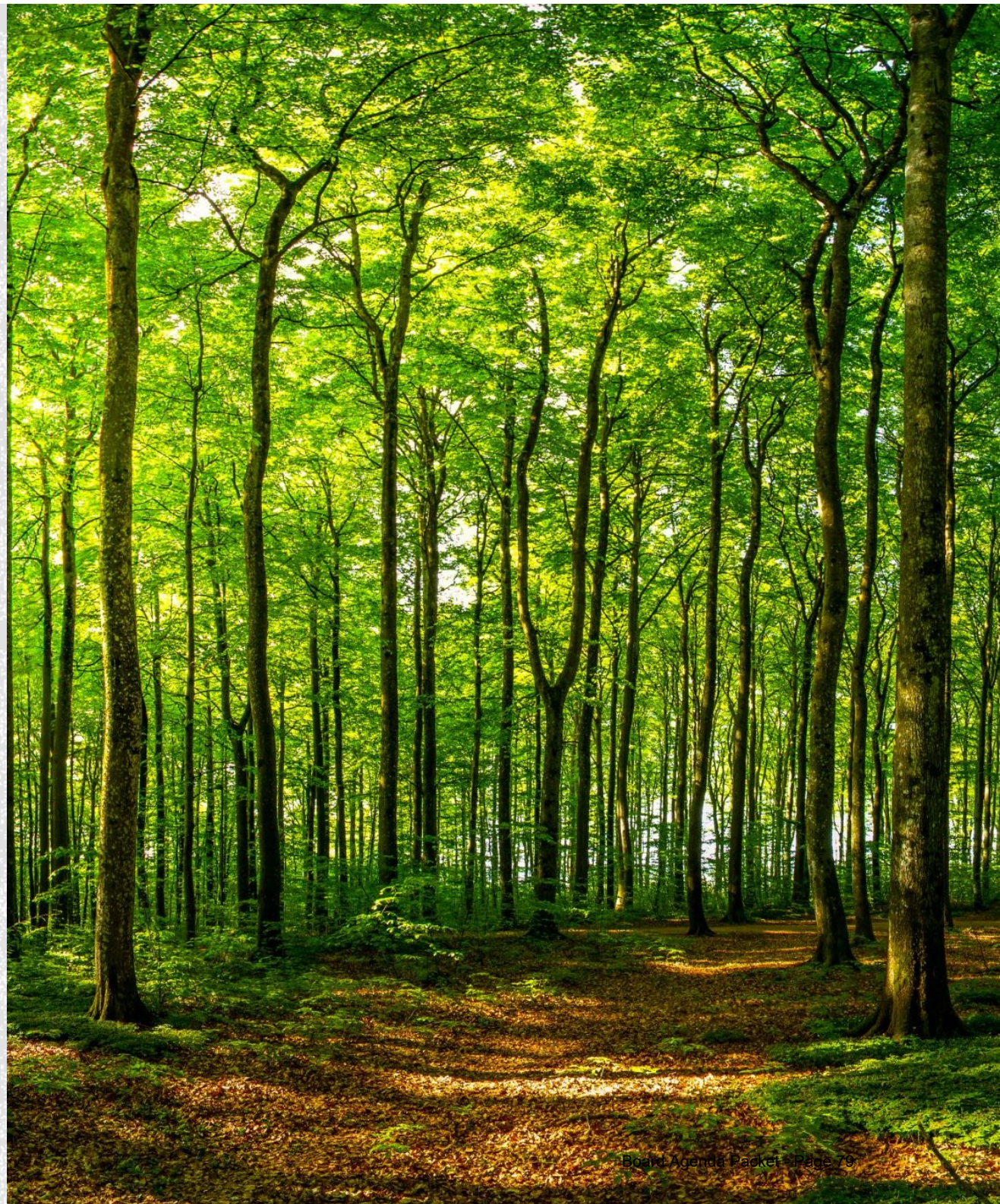
MARCH 14, 2024

Presented by:

Reka Abraham,
Recycling and HHW
Program Manager

PRESENTATION OVERVIEW

- SB 1383 Compliance
- Sustainability Programs
- HHW programs





SB1383 COMPLIANCE

- MFD compliance program
- Commercial compliance program
- Organics waiver framework
- Edible food recovery grant

NON-COMPLIANT MULTI-FAMILY DWELLINGS (REPUBLIC SERVICE AREA)

IMPLEMENTATION TIMELINE: February – June 2023

- 354 non-compliant MFDs
 - RecycleMore sent letters of non-compliance to all each of the properties
 - 75 MFDs responded to the letter and requested service
 - Republic Services provided outreach to these properties as they received their green bins
 - Remaining properties received green carts via auto-roll out
 - RecycleMore created and mailed an instruction letter to property manager to all 354 properties in June

NON-COMPLIANT COMMERCIAL GENERATORS (REPUBLIC SERVICE AREA)

TIMELINE: July – December 2023

- 754 non-compliant commercial generators
 - RecycleMore sent letters of non-compliance to all of the identified businesses
 - 20% response rate
 - Republic Services started auto-roll outs by City
 - Hercules and Pinole rolled out in September
 - San Pablo and County rolled out in October
 - Richmond rolled out November and December

ORGANICS WAIVER FRAMEWORK

- Created waiver review process in collaboration with Member Agencies
 - RecycleMore approves waivers on behalf of El Cerrito and Hercules
 - Richmond, Pinole and San Pablo approve their own waivers with recommendations from RecycleMore
- Customized waiver approval letters for each Member Agency
 - Waivers issued in 2023
 - San Pablo: 16
 - Pinole: 12
 - Hercules: 9
 - Richmond: 124
 - El Cerrito: 23



EDIBLE FOOD RECOVERY GRANT



Build Capacity

Within the FROs to receive available edible food waste from Tier 1 and Tier 2 generators



Strengthen the edible food recovery network

To remove barriers preventing organizations from accepting and edible food waste



Decrease food insecurity

For residents within the jurisdiction (and beyond)



Establish relationships

With FROs and facilitate partnerships between organizations

RECYCLEMORE'S GRANT VISION

\$100,000 total
funding, up to
\$40,000 per
organization

Only Food
Recovery
Organizations
(FROs) are
eligible for
funding

FROs must be
non-profits

Grantees will
purchase and
own the
equipment with
provided funds

GRANT SPECIFICATIONS



Equipment must be necessary for food recovery, storage, or redistribution



New appliances must meet energy star guidelines



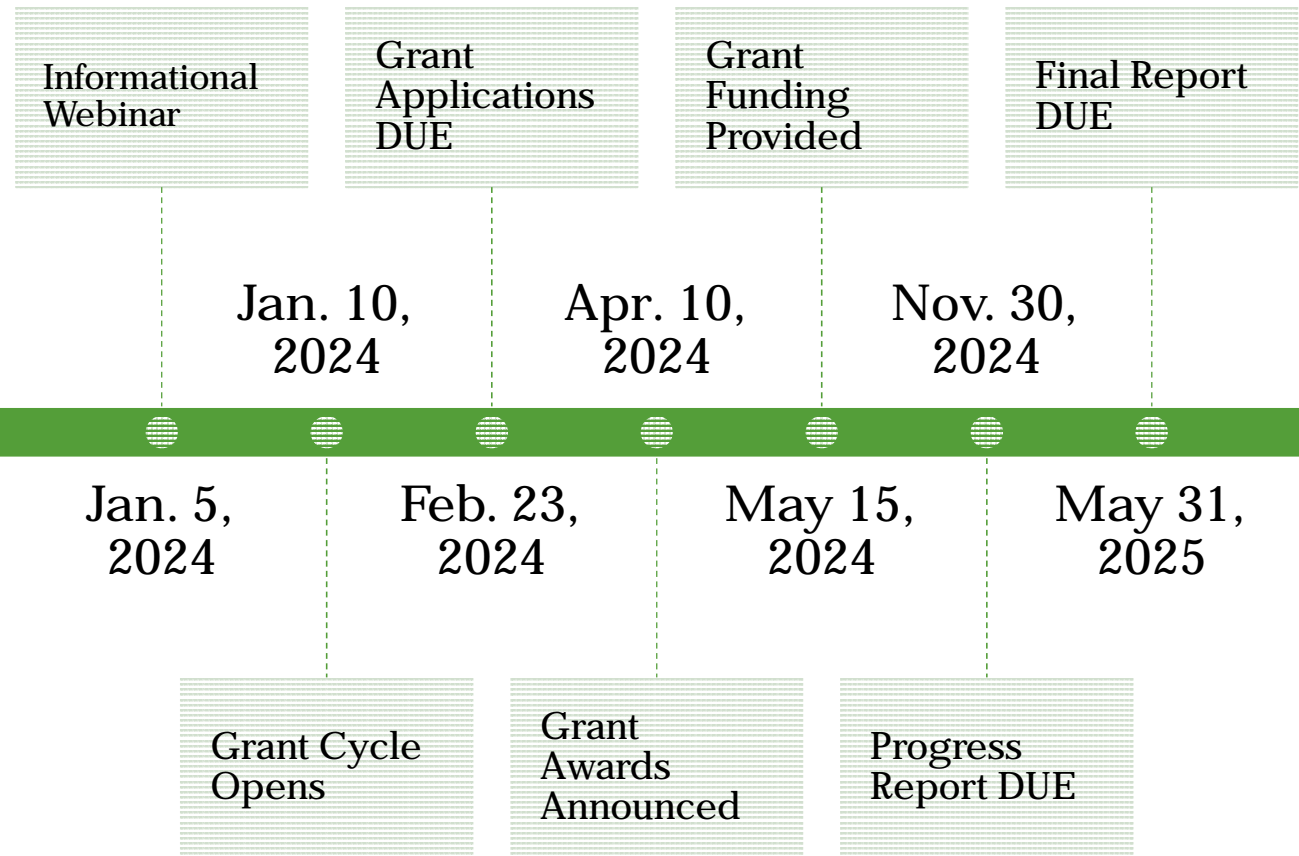
Multiple equipment types can be purchased



No vehicles

EQUIPMENT SPECIFICATIONS

GRANT APPLICATION AND AWARD TIMELINE



Applications will be scored out of 100 based on 6 categories:



Completion of Application



Organization Eligibility



Requested Equipment Eligibility



Equipment Budget and Timeline



Organizational Viability and Community Support



Equity Considerations

APPLICATION EVALUATION CRITERIA



METRICS REQUIREMENT

- Provide data on current edible food recovery efforts:
 - Pounds of surplus edible food recovered annually
 - Number of meals served annually
 - Number of people served annually
 - Pounds of recovered surplus food distributed annually
 - Estimated amount of additional edible food waste to be recovered because of the proposed equipment (in pounds)



SUSTAINABILITY PROGRAMS

- DIY Repair Workshop
- Backyard Composting
- Mattress Recycling



DIY REPAIR WORKSHOP

- 30 participants including two youth repairers
- 33 broken items (most were repaired!)
- 10 Repair Coaches including Fixit Clinic founder
- 12 craft activity participants

BACKYARD COMPOSTING

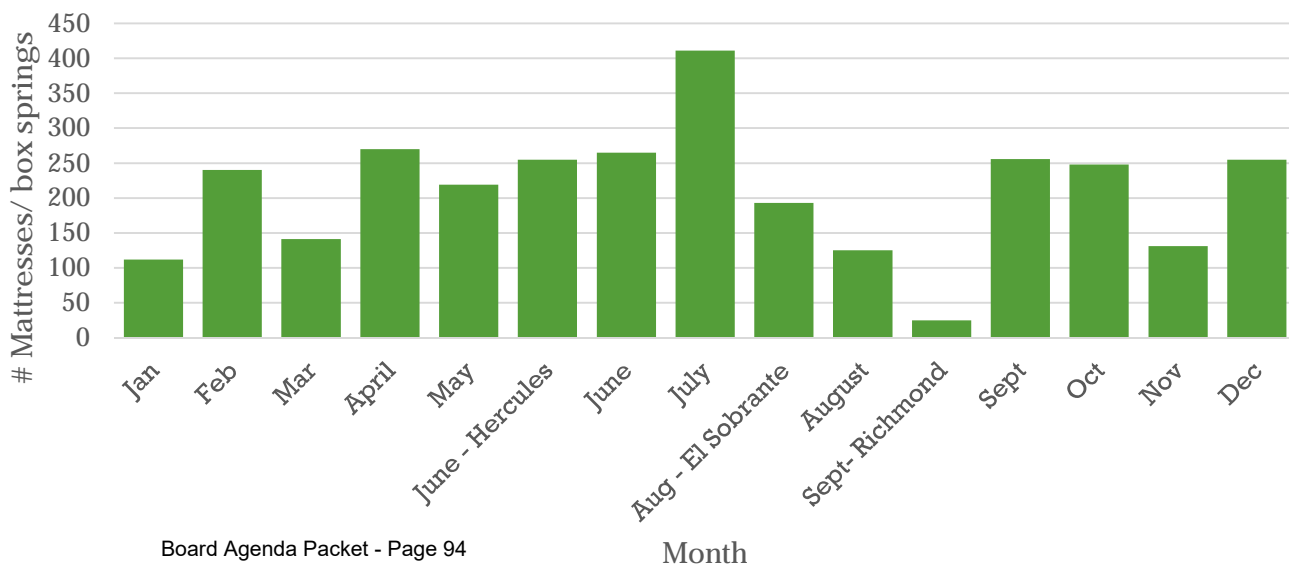
- Increased subsidy from \$53/composter to 80% off per composter
 - Residents pay \$27.8 - \$33 per composter, saving \$111 - \$132 per composter
- Added \$20 off per accessories
- 2 composter and 2 accessory discounts per household or business



MATTRESS RECYCLING

- Mattress recycling continues to be a valuable program
- 2673 mattresses and box springs collected at the Richmond HHW facility in 2023
- 473 mattresses and box springs collected during the 2023 HHW temporary collection events

2023 Mattresses Collected by Month



Unwanted Mattresses?
You've Got Options!

MATTRESS DISPOSAL
GUIDE

recyclemore
WEST CONTRA COSTA INTEGRATED
WASTE MANAGEMENT AUTHORITY

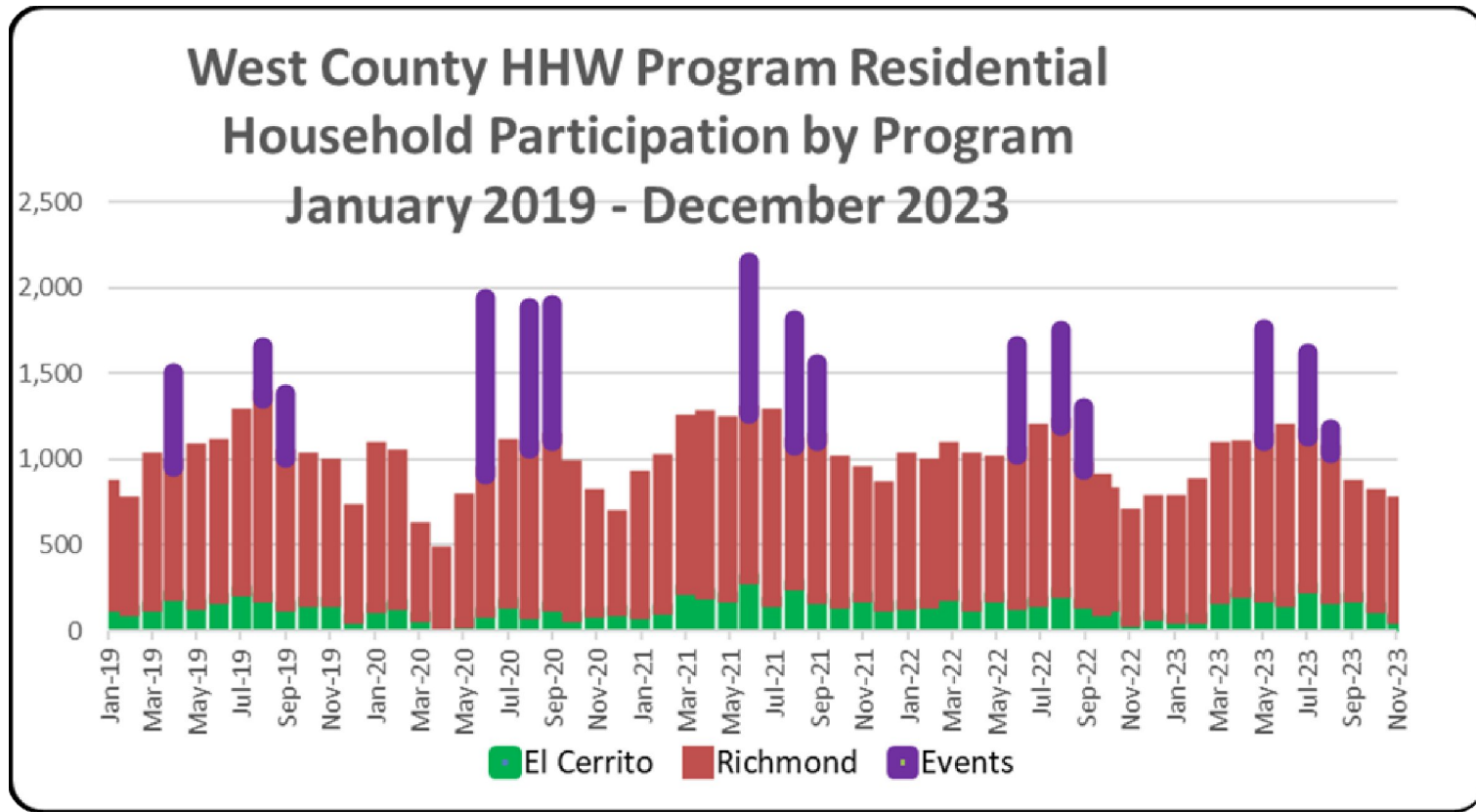
bye bye mattress



HHW PROGRAMS

- Participation Analysis
- Jurisdiction Analysis
- Waste Types Collected
- Temporary Events
- Architectural Paint Stewardship
- Sharps and Pharmaceuticals
- Program Metrics Comparisons
- Marine Flares
- Used Oil

PARTICIPATION ANALYSIS



JURISDICTION ANALYSIS

Annual West County Permanent HHW Facility Participation (only Richmond and El Cerrito)

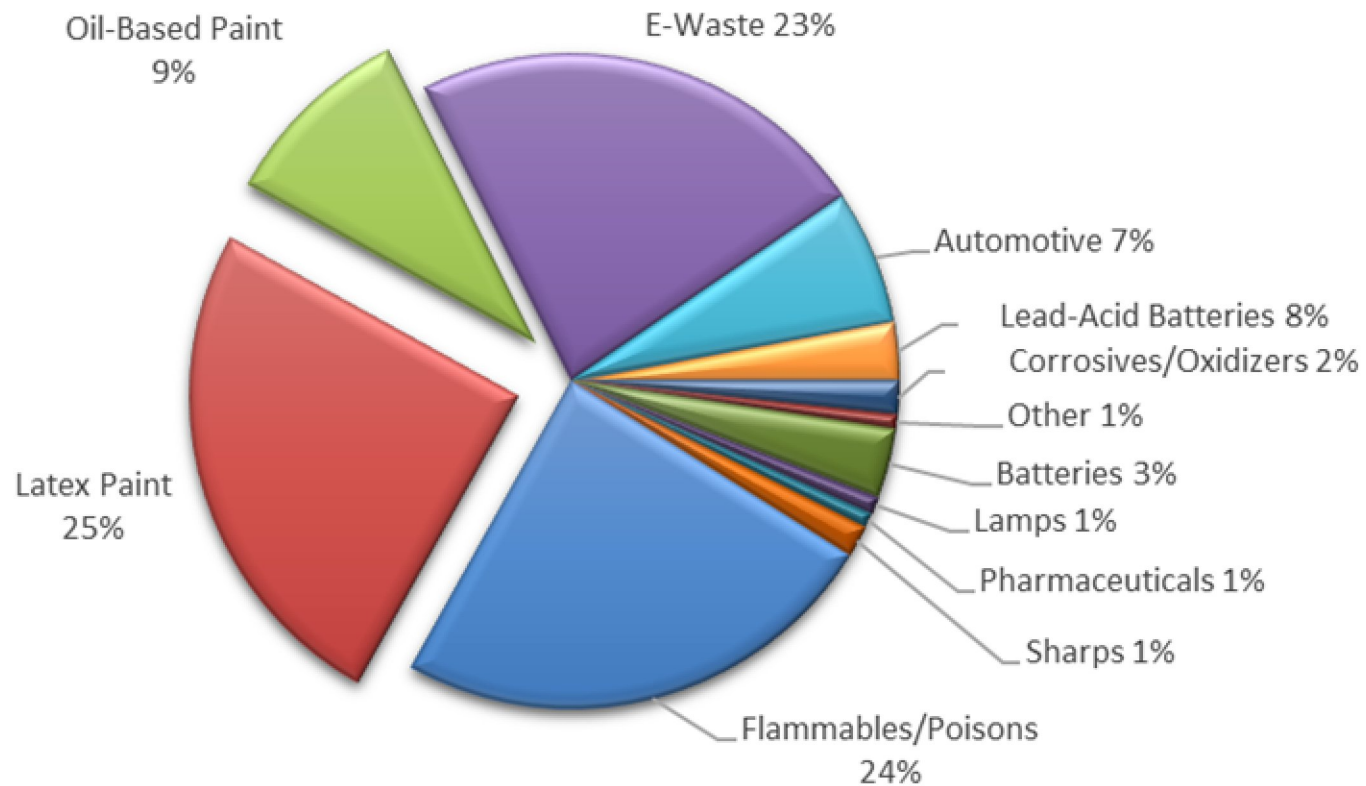
Jurisdiction	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
El Cerrito	1,077	898	845	962	979	1,490	2066	1805	1650	2340	2,146	2405
El Sobrante	908	831	830	1,004	1,022	1,043	926	1126	632	651	464	170
Hercules	624	670	629	713	836	948	843	974	848	893	785	864
Pinole	848	831	828	1032	999	990	937	1,094	1,008	1,201	1,061	1061
Richmond	3,553	3,372	3,168	3,545	3,636	3,799	3,805	4,309	4,072	5,321	4,759	4129
San Pablo	1,304	1,269	1,215	1,377	1,415	1,515	1,388	1,789	1,557	1,806	1,731	1774
Crockett	138	145	127	128	150	144	141	170	98	142	116	124
Kensington	157	138	185	193	190	203	233	249	179	231	216	345
Port Costa	14	6	10	5	6	6	7	14	10	7	9	12
Rodeo	252	191	177	248	246	274	247	262	251	274	250	264
Tormey	0	0	0	0	0	0	0	0	1	1	4	0
Other Residential	0	2	7	11	12	22	35	39	7	0	0	2
TOTAL	8,875	8,353	8,021	9,218	9,491	10,434	10,628	11,831	10,313	12,867	11,541	11,150

JURISDICTION ANALYSIS CONT'D

2022				2023		
Facility	El Cerrito	Richmond	Total	El Cerrito	Richmond	Total
El Cerrito	1,310	836	2,146	1,209	1,196	2,405
El Sobrante	62	402	464	22	148	170
Hercules	19	766	785	29	835	864
Pinole	35	1,026	1,061	51	1,010	1,061
Richmond	617	4,142	4,759	486	3,643	4,129
San Pablo	84	1,647	1,731	61	1,713	1,774
Crockett	0	116	116	3	121	124
Kensington	9	207	216	232	113	345
Port Costa	0	9	9	0	12	12
Rodeo	2	248	250	7	257	264
Tormey	0	4	4	0	0	0
Other Residential	0	0	0	0	2	2
TOTAL	2,138	9,403	11,541	2100	9,050	11,150

WASTE TYPES COLLECTED

HHW WASTE TYPES COLLECTED 2022-2023



TEMPORARY COLLECTION EVENTS

Participation for Temporary Events						
Period	6/25/2022	8/27/2022	9/24/2022	6/24/2023	8/26/2023	9/23/2023
Location	Hercules	El Sobrante	Richmond	Hercules	El Sobrante	Richmond
El Cerrito	2	4	2	5	9	5
El Sobrante	5	210	9	11	183	1
Hercules	380	20	5	370	17	4
Pinole	157	118	3	148	109	
Richmond	2	103	345	6	77	137
San Pablo	3	109	3	3	99	11
Crockett	38	2		29	1	
Kensington						
Port Costa				3		
Rodeo	63	1	1	81	5	
Tormey						
Other Residential		3				
TOTAL	650	570	368	656	500	158

TEMPORARY COLLECTION EVENTS CONT'D

Event Date	6/27/20	6/26/21	6/25/22	6/24/23
Waste Collected	Hercules	Hercules	Hercules	Hercules
Participants	1,032	896	650	656
Pounds collected	55,008	69,528	54,843	59,150
Pounds/participant	53	78	84	90

Event Date	8/29/20	8/28/21	8/27/22	8/26/23
Waste Collected	El Sobrante	El Sobrante	El Sobrante	El Sobrante
Participants	832	737	570	500
Pounds collected	71,013	53,862	34,888	39,618
Pounds/participant	85	73	61	79

Event Date	9/19/20	9/18/21	9/24/22	9/23/23
Waste Collected	Richmond	Richmond	Richmond	Richmond
Participants	806	452	368	158
Pounds collected	55,619	33,986	28,307	11,815
Pounds/participant	69	75	77	75

ARCHITECTURAL PAINT STEWARDSHIP

Pounds Collected	2016/17	2017/18	2018/19	2019/20	2020/21	2021/2022	2022/2023
Richmond, Latex Paint	120,299	119,928	65,713	65,765	136,280	129,475	133,379
El Cerrito, Latex Paint	NA	27,611	37,931	24,282	20,563	32,338	56,750
Temporary Events, Latex	7,677	46,909	42,052	19,297	63,537	41,848	40,037
Total Latex Paint	127,976	194,448	145,696	109,344	220,380	203,661	230,166

Richmond, Oil-based Paint	76,112	41,894	53,220	110,000	77,357	57,345	51,386
El Cerrito, Oil-based Paint		11,010	17,603	11,670	28,152	21,877	15,796
Temporary Events, Oil-Based	2,353	7,551	6,606	9,280	11,592	9,785	10,174
Total Oil-Based Paint	78,465	60,455	77,429	130,950	117,101	89,007	77,356

PaintCare Savings							
Latex Paint	\$63,988	\$97,224	\$72,848	\$54,672	\$110,190	\$101,831	\$115,083
Oil-based Paint	\$44,464	\$34,258	\$43,876	\$74,205	\$66,357	\$50,438	\$43,836
Total Savings	\$108,452	\$131,482	\$116,724	\$128,877	\$176,547	\$152,268	\$158,919

HOME GENERATED SHARPS & PHARMACEUTICALS

Location	Sharps (lbs)	Pharmaceuticals (lbs)	Total (lbs)
El Cerrito Recycling Center	4,384	4,680	9,064
Richmond HHW Facility	8,367	3,968	12,335
Kiosk Collection	2,227	1,663	3,890
Grand Total	14,978	10,311	25,289

Period	Sharps (lbs)	Pharmaceuticals (lbs)
2012-2013	5,708	5,015
2013-2014	5,322	5,099
2014-2015	5,520	5,218
2015-2016	5,066	4,073
2016-2017	4,901	3,674
2017-2018	3,595	6,174
2018-2019	7,846	7,205
2019-2020	9,852	7,003
2020-2021	10,555	5,237
2021-2022	11,452	7,760
2022-2023	14,978	10,311

PROGRAM METRIC COMPARISONS

2023	Richmond HHWCF	El Cerrito HHWCF	Events	Total
Cost	\$686,261.64	\$255,015.38	\$179,766.91	\$1,121,044
Pounds	535,728	184,071	122,345	842,144
Participants	9,050	2,100	1,314	12,464
Operating Days	212	52	3	267
Cost/Participant	\$75.83	\$121.44	\$136.81	\$89.94
Cost/Pound	\$1.28	\$1.39	\$1.47	\$1.33
Pounds/Person	59.2	87.7	93.1	67.6
Pounds/day	2,527.0	3,539.8	40,781.7	46,848.5

REUSE PROGRAM

YEAR	2016	2017	2018	2019	2020	2021	2022	2023
Pounds	17,303	30,024	19,778	31,097	19,130	17,509	13,748	13,000
Cost Savings	\$13,842	\$30,004	\$21,242	\$28,673	\$17,703	\$19,822	\$15,902	\$17,290

Note: Reuse cost savings calculated at \$1.33/pound estimate cost of disposal. As costs of disposal increase, the reuse program continues to be valuable to budgets as well as the environment



MARINE FLARES COLLECTION EVENT

- 20-day collection event at Richmond HHW Facility (Aug. 16 – Sept. 16, 2023 during operating hours)
- 23 participants
- 11 5-gallon buckets of flares shipped
- 465 individual flares in a variety of sizes
- 186 pounds total



THANK YOU!

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QUESTIONS?



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