



REQUEST FOR PROPOSAL

EDIBLE FOOD RECOVERY OUTREACH CONSULTANT

ISSUED: February 21, 2024

RESPONSES DUE: March 20, 2024 BY 5:00 PM

REQUESTED BY:

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 managing solid waste programs for its Member Agencies, including developing and implementing programs that enable its member agencies to comply with State laws, such as meeting or exceeding the State-mandated goals of reducing and recycling solid waste. The Authority provides these services through a Post-Collection Agreement currently held with Republic Services. Authority staff is responsible for enforcing the provisions of the Post Collection Agreement, including the recycling and processing of all solid waste collected in the Authority service area; rate setting; household hazardous waste services; and outreach to residents, businesses, and schools.

A seven-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's jurisdiction encompasses an area of about 74 square miles and is located in Western Contra Costa County. The population of the region is approximately 250,000 living in approximately 75,000 households. The Authority has entered into a 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 EDIBLE FOOD RECOVERY IN RECYCLEMORE JURISDICTION

SB 1383 defined certain food producing businesses as Tier 1 and Tier 2 generators and require them to donate their excess edible food by specific dates. SB 1383's goal is to recover 20 percent of edible food that would otherwise be sent to landfills, statewide, by 2025.

Tier 1 and Tier 2 generators are defined by SB 1383 as follows:

Tier 1 Commercial Edible Food Generator

- Supermarket retail store with gross annual sales of a minimum of \$2,000,000.
- Grocery stores with a total facility size equal to or greater than 10,000 square feet.
- Food service provider that provides food services to institutional, governmental, commercial, or industrial locations under regular contract.
- Food distributors that distribute food to entities.

- Wholesale food vendors that receive, ship, store and/or prepare for distribution to a retailer, distributor, or other destination.

Tier 2 Commercial Edible Food Generator

- Restaurants with 250 or more seats, for a total facility size equal to or greater than 5,000 square feet.
- Hotels with an on-site food facility and 200 or more rooms.
- Health facilities with an on-site food facility and 100 or more beds.
- Large venues
- Large events
- State agencies with a cafeteria of 250 or more seats or a total cafeteria size equal to or greater than 5,000 square feet.
- Local education agencies with an on-site food facility.

RecycleMore has 70 Tier 1 generators and 21 Tier 2 generators within the jurisdiction.

SB 1383 directs the following:

- Jurisdictions must establish food recovery programs and strengthen their existing food recovery networks.
- Food donors must arrange to recover the maximum amount of their edible food that would otherwise go to landfills.
- Food recovery organizations and services that participate in SB 1383 must maintain records.

RecycleMore is in contract with Contra Costa County Health Department to perform inspections at all Tier 1 generator businesses and is entering into contract to include Tier 2 generator restaurants in the inspections.

RecycleMore is in the process of subscribing to Careit, a software program that will provide a profile to all generators and food recovery organizations (FROs) within the jurisdiction and allow for donations to be posted and claimed within Careit's mobile application. The software will also track recovered edible food waste data and generate donation contracts between generators and FROs.

INTENT OF REQUESTED SERVICES

The (Authority) is the primary agency responsible for ensuring the West County region's compliance with SB 1383, particularly the edible food recovery requirements mandated.

The Authority is seeking responses from well qualified and experienced contractors who have knowledge of edible food recovery networks and operations, and experience with providing

outreach and assistance to businesses to assist RecycleMore with edible food recovery outreach to Tier 1 and Tier 2 generators.

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 rekaa@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 via email to Reka Abraham, Recycling and HHW Program Manager, rekaa@recyclemore.com, by February 28, 2024. Questions received after this time period may or may not be answered.

Responses to all questions will be emailed directly by March 6, 2024.

SCOPE OF WORK

The Contractor will provide outreach to all the Tier 1 and Tier 2 Commercial Edible Food Generators within the jurisdiction to teach the businesses how to use Careit software and will work closely with generators that are non-compliant with SB 1383 donation requirements to maximize their edible food waste donations. The Contractor may work together with the Contra Costa Health Inspectors for generators that are struggling with their edible food waste-related regulatory requirements. Contractor shall provide the tasks outlined herein. The Authority reserves the right to modify these tasks as appropriate.

TASK 1 – CAREIT SOFTWARE

1.1 - Participate in trainings with Careit staff on how to use the Careit software.

TASK 2 – OUTREACH

- 2.1 - Provide outreach to all Tier 2 health facilities, local education agencies and large venues to ensure they understand their requirements under SB 1383. Help generators develop donation programs.
- 2.2 – Provide outreach to all Tier 1 generators to help them set up their Careit profile and learn how to post donations.
- 2.3 – Provide outreach to all Tier 2 generators to help them set up their Careit profile and learn how to post donations.

- 2.4 - Provide follow up outreach to Tier 1 and Tier 2 generators who request help from RecycleMore or are flagged as requiring help from their partner Food Recovery Organizations, or the Contra Costa County Health Inspectors.

TASK 3 – COMPLIANCE

3.1 – As needed, attend follow up inspections with Contra Costa County Health Inspectors to generators that failed the initial inspection.

3.2 - Assist RecycleMore staff with compliance visits to generators that do not pass follow-up inspections from the Contra Costa County Health Inspectors.

PROJECT SCHEDULE

Below is the tentative overall schedule for the proposal selection process. The Authority reserves the right to modify this schedule as appropriate.

MILESTONE	TARGET DATE
RFP Issued	February 21, 2024
Questions deadline	February 28, 2024
Answers provided	March 6, 2024
Proposals due	March 20, 2024
RecycleMore conducts interviews with proposers	March 25 - April 4, 2024
Board approval of award of selected Contractor	April 11, 2024
Agreement signed and Contractor ready to begin work	April 15, 2024
Kickoff meeting	April 18, 2024
Task 1 – Careit software training	April 2024
Task 2 – Outreach	May – December 2024
Task 3 – Compliance (as needed)	Throughout 2025
End of contract	December 31, 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 the 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. 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

Include a 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 presentation describing the Work Plan to the RecycleMore Board of Directors at a public Board Meeting.

SUBMISSION OF PROPOSAL

Proposal submissions shall be submitted to the Authority electronically to Reka Abraham at rekaa@recyclemore.com by 5:00pm on March 20, 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: Reka Abraham – Program Manager

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 the 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 telephone 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.

TERM OF AGREEMENT

The term of the Agreement is anticipated to be for a period of approximately twenty (20) 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 of 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 Form of Agreement contained in the RFP and is prepared to agree to the terms and conditions stated therein.

____The undersigned has carefully reviewed the Form 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: _____