



**REQUEST FOR PROPOSAL**  
**HAZARDOUS WASTE MANAGEMENT SERVICES**  
**PROJECT NO. SEB-23-005**

Issued by:

City of Stockton

Public Works Department

Waste & Recycling Division

22 E Weber Avenue, Room 301

Stockton, CA 95202

Date Issued:	June 28, 2023
Mandatory Job Walk:	July 6, 2023
Written Questions Due:	July 12, 2023
Proposals Due:	<b>Monday</b> July <b>31</b> , 2023, 3:00 P.M.

## LATE SUBMITTALS WILL NOT BE ACCEPTED

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- Attachment A Submittal Checklist
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#### Requests for Proposals

Hazardous Waste Management Services

Project No. SEB-23-005

**SECTION 1. INTRODUCTION**

Submittal Deadline Date & Time: **July 31, 2023, at 3:00 p.m.**

Submittal Mailing Address: **22 East Weber Avenue, Room 301  
Stockton, CA 95202**

The City of Stockton ("City") has issued this Request for Proposal (RFP) to solicit proposals from qualified hazardous waste management companies to provide hazardous waste management services for the City of Stockton. The proposed term of the contract is three (3) years, with option for one two-year extension pending City approval.

**Anticipated Timeline for RFP Award Process**

RFP Issued	June 28, 2023
Mandatory Job Walk	July 6, 2023
Deadline for submittal of written questions	July 12, 2023
Responses to questions delivered	July 18, 2023
Proposals due	July 31, 2023
Proposal Evaluations	Week of July 31, 2023
Negotiation of Contract	August 2023
City Council for approval	September 2023

All proposals must be received by **July 31, 2023, at 3:00 p.m.** **Proposals delivered after this date and time will not be considered.** Postmarks will not be accepted as proof of receipt. Dates listed above are tentative.

**SECTION 2. SCOPE OF SERVICES****2-A. Introduction.**

The City of Stockton is seeking a qualified company to provide the following hazardous waste management functions:

1. Package, transport, and dispose of routinely generated hazardous waste from City operated facilities:

City of Stockton Corporation Yard  
1465 S. Lincoln Street, Stockton, CA. 95206  
CAD981678709

City of Stockton Municipal Utilities  
2500 Navy Drive, Stockton, CA. 95206

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**Requests for Proposals**

Hazardous Waste Management Services  
Project No. SEB-23-005

CAL000039581

City of Stockton Delta Water Treatment Plant  
11373 N. Lower Sacramento Road, Lodi, CA. 95242  
CAL000382120

2. Package, transport, and dispose of hazardous waste from various other City department locations, as needed or requested.
3. Package, transport, and dispose of hazardous waste generated from abatement project sites and clean-up activity sites involving abandoned and unidentified waste.
4. Provide emergency response services for hazardous material spills or discharges in the public right-of-way or on City-owned property.
5. Assist with obtaining EPA ID numbers as necessary.
6. Provide training on proper storage, labeling, and handling of on-site hazardous wastes for various departments, as needed or requested.
7. Supply containers, approved by the City, for hazardous waste accumulation at City operated locations.

Proposer must respond to an appointment request within five working days and schedule the appointment within ten working days of the request.

Proposer will provide the City with a report of products and services provided.

Proposer will demonstrate adherence to the City's Environmentally Preferable Procurement Policy regarding products and services offered.

The Proposer shall tour the City's Corporation Yard and Municipal Utilities locations. See Attachment J, Stockton Location Map, for project location.

A mandatory single job walk will be conducted on Thursday, July 6, 2023, beginning at 8:30 a.m. at the City's Corporation Yard and is anticipated to conclude by 9:30 a.m. at the City's Municipal Utilities Department.

**2-B. Current Services and Waste Types.**

Hazardous waste disposal services are currently provided, on an as needed basis, by various companies. The City would like to enter a comprehensive contract with a qualified hazardous waste company to consolidate these services. The types and volumes of waste typically generated by City

operations are shown in the table below. The quantities shown below indicate expected annual volumes and type of container. All listed facility wastes are included in these totals.

Facility	Waste Description	Quantity	Units	Container
Public Works/Corp Yard	Debris w/Chromium (Brake Shavings)	140	Pounds	Drum
Public Works/Corp Yard	Non-RCRA Asphalt Emulsion containing Diesel	6000	Pounds	Drum
Public Works/Corp Yard	Non-RCRA Oily Debris/Solids	2000	Pounds	Drum
Public Works/Corp Yard	Universal Waste Halogen Lamps	31	Pounds	Box
Public Works/Corp Yard	Universal Waste Compact Fluorescent Lamps	40	Pounds	Box/Drum
Public Works/Corp Yard	Universal Waste Fluorescent Lamps	800	Pounds	Box/Drum
Public Works/Corp Yard	Universal Waste Mercury Containing Articles/Equipment	1	Pounds	Drum
Public Works/Corp Yard	Universal Waste Batteries - Lead Acid	65	Pounds	Drum
Public Works/Corp Yard	Universal Waste Batteries - Nickel Cadmium	150	Pounds	Drum
Public Works/Corp Yard	Non-RCRA Antifreeze/Coolant	750	Gallons	Tank/Vac Truck
Public Works/Corp Yard	Non-RCRA Parts Wash Water	320	Gallons	Drum
Public Works/Corp Yard	Non-RCRA Drained/Used Oil Filters	1000	Pounds	Drum
Public Works/Corp Yard	Non-RCRA non-PCB Light Ballasts	125	Pounds	Drum
Public Works/Corp Yard	Non-RCRA Oil Sludge and Water	1450	Pounds	Drum
Public Works/Corp Yard	Non-RCRA Latex Paint	150	Pounds	Drum
Public Works/Corp Yard	Non-RCRA Grease	700	Pounds	Drum
Public Works/Corp Yard	Flammable Paint	150	Pounds	Drum
Public Works/Corp Yard	Non-RCRA Empty Drums	40	Pounds	Drum
Public Works/Corp Yard	Hydrochloric Acid Solution	100	Pounds	Drum
Municipal Utilities	Non-RCRA Oily Debris	400	Pounds	Drum
Delta Water Treatment Plant	Non-RCRA Ammonium Hydroxide Solution	300	Pounds	Drum
Delta Water Treatment Plant	Non-RCRA Oily Debris/Solids	150	Pounds	Drum

## 2-C. Environmental, Health and Safety Compliance.

The Company is responsible for ensuring that its employees are adequately trained to comply with all environmental, health, and safety regulations. All staff provided by the Company shall possess training appropriate for the expected work, including current 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Training, as required by Title 8 of the California Code of Regulations, Section 5192. They should also receive annual eight-hour refresher training to maintain their proficiency. Furthermore, Company staff must obtain additional training, such as HM 181 (HM126), SB 198, respiratory protection, etc., as mandated by relevant state and federal laws.

Company shall have a written Injury and Illness Prevention Plan, Respiratory Protection Plan, and other additional written plans as required for on-site job functions. Training documentation and written plans shall be provided to the City of Stockton, CUPA, DTSC, Cal/OSHA and other state and local regulators upon request.

The Company will exercise utmost precaution for the protection of Company and City of Stockton staff, the public, site personnel, and property. The Company will install adequate safety guards and protective devices for

all their equipment and machinery. All care will be employed to ensure that work proceeds under the highest standards of safety and prudence, and in compliance with all applicable laws.

**2-D. Personal Protective Equipment.**

The Company understands that the scope of work requires its provision and use of personal protective equipment (PPE) including, but not limited to, Tyvek suits, gloves, booties, aprons, sleeve protectors, and respirator cartridges. It is mandatory that all operations personnel wear appropriate safety equipment. In addition to the PPE listed above, the Company will provide their Chemists and Technicians with:

- a) Safety eye wear,
- b) Boots or shoes with steel toe and shank, and
- c) Respirator, when required.

**2-E. Vehicle and Driver Permits and Registrations.**

The Company will provide hazardous waste transportation and will ensure that all vehicles transporting hazardous wastes are properly registered, and that hazardous waste drivers have all required state and federal licenses. Copies of drivers' licenses must be provided to City of Stockton upon request. Company must notify City of Stockton if any of these permits or licenses become, or are in danger of becoming, expired, revoked, or suspended.

Company shall obtain all required federal, state and local permits for the responsibilities of the Company.

The Company will be responsible for preparing manifests and collecting, transporting, and disposing of hazardous wastes from City facilities.

**2-F. Supplies and Equipment.**

The Company will be responsible for using, at the waste removal appointments, the appropriate supplies, materials, equipment, vehicles, and drivers as specified by federal and state laws/regulations for the management of hazardous wastes.

The Company shall furnish supplies and equipment necessary for the safe and legal unloading, segregating, packaging, transport, and disposal of hazardous wastes. These supplies include, but are not limited to, those items listed in Attachment E as may be amended by Company and City of Stockton. The City may require that all waste billed at a per pound rate be

weighed at the site of collection and that actual weight be listed on all manifests and bills of lading (BOLs) and included on all required reports.

**2-G. On-site Hazardous Waste Management.**

The Company will provide a site supervisor, chemists, and/or Environmental Technicians who are appropriately trained for the required scope of work. The Company's Chemists will be primarily responsible for ensuring completion of the following tasks:

- Testing and identification of unknown wastes and determination of the proper DOT hazard classes;
- Segregating waste into compatible categories for bulking and/or lab packs;
- Bulking or otherwise consolidating wastes;
- Completing waste and drum inventories and providing quality assurance and quality control coordination to ensure acceptance of hazardous wastes by Treatment, Storage and Disposal Facilities (TSDFs); and labeling all drums containing hazardous wastes.

**2-H. Manifests.**

The Company will prepare hazardous waste manifests and other relevant shipping, or waste tracking, documents in compliance with all applicable regulations. Manifests will be clear and legible. The Company will submit the TSDF-signed copy of the manifest to the DTSC within thirty (30) days of the collection appointment. The City will not be responsible for payment of additional costs because of shipping document errors. All wastes charged at a per pound weight may, per request of the Solid Waste Manager, be actual weights as provided by scale or other measuring device possessing current certification as appropriate and necessary. Those actual weights will be shown on the relevant shipping document.

Company shall provide a Waste Tracking Report or similar document to track all wastes taken from City of Stockton facilities through all TSDFs to receipt at the final destination. Such Waste Tracking Reports shall be provided monthly. Certificates of Recycling, Disposal, Treatment or Destruction shall be sent to the City of Stockton once the waste has been recycled, treated, destroyed, or landfilled. Report shall include all manifests, bills of lading, and any other pertinent documents.

**2-I. Hazardous Waste Recycling, Treatment, and Disposal.**

The Company will arrange for the ultimate disposition of wastes according to the following hierarchy as possible: reuse, recycling, fuels blending, treatment/neutralization, incineration, stabilization/solidify/landfill, and, lastly, direct hazardous waste landfilling.

The Company must submit documentation, such as Certificates of Disposal, as proof of treatment, recycling or disposal to the City of Stockton following the ultimate disposition of all wastes (including those wastes shipped on BOLs).

Company shall be responsible for conducting routine audits of the TSDFs that accept City wastes. The results of these audits are to be submitted to the City no later than ninety (90) days following completion of said audit.

The Company will provide all data needed to prepare the review.

**2-J. City of Stockton Program Responsibilities.**

- 1. Appointments.** Solid Waste and Recycling staff will coordinate City department hazardous waste collection requests with the Company. Public Works staff will coordinate Corporation Yard collections with the Company. Municipal Utilities Department (MUD) staff will coordinate collections from MUD sites with the Company.
- 2. Staffing.** The City will provide a site contact for each appointment.
- 3. Environmental Protection Agency Identification Numbers.** The City may assist with obtaining necessary EPA ID numbers from Cal/EPA for the operation of collection programs as needed.
- 4. Manifests.** The City representative will review all manifests for completeness and accuracy at the time of service. A designated and authorized City representative will sign the manifests or provide authorization for Company to sign on behalf of the City of Stockton. Company will provide copies or duplicates of manifests upon City's request.



**SECTION 3. SUBMITTAL REQUIREMENTS****3-A. General Requirements and Conditions.**

Proposals must comply fully with the requirements detailed in this document. Incomplete proposals, proposals containing errors or inconsistencies in the cost proposal, proper quantity of copies, or other process or content errors or deficiencies, may constitute cause for rejection.

The City of Stockton reserves the right to reject any or all proposals, to issue addenda to the RFP, to modify the RFP, to cancel the RFP, to waive any irregularities in the proposals, and to award or contract for all or part of the services identified in the RFP. The City of Stockton is not following a formal bid process and reserves the right to select a Proposer and negotiate an agreement based on all factors involved in the written proposal without further discussion or interview.

The City of Stockton further reserves the right to negotiate with any Company as necessary to serve the best interests of the City of Stockton and negotiate the final contract with the most responsive Company. No reimbursement will be made for any cost incurred by the Proposer before contract approval and City of Stockton authorization. If the RFP is cancelled, a written notice will be provided within two (2) working days of the City of Stockton's decision to withdraw the RFP to companies known to have received a copy.

All proposals will become the property of the City of Stockton and will not be returned to the Proposer. The City of Stockton reserves the right to use any or all ideas presented in any proposal submitted in response to an RFP without charge or limitation. The selection or rejection of a proposal does not affect these rights.

All proposals submitted in response to this request shall be deemed public records. If a Company desires to claim portions of its proposal exempt from disclosure, the Company shall clearly identify those portions with the word "Confidential" printed on the lower right-hand corner of the page. The City of Stockton will consider a Company's request for exemption from disclosure; however, the City of Stockton will decide based upon applicable laws. An assertion by a Company that the entire proposal, or a large portion of such, is exempt from disclosure will not be honored.

The proposal and all attachments must be complete and free of ambiguities, alterations, and erasures. In the event of conflict between words and numerals, the words shall prevail.

The City of Stockton may request clarification or additional information from Proposers at any point prior to the award of contract. The City of Stockton reserves the right to negotiate the actual Agreement details after the Company has been selected.

Submission of a proposal shall constitute acknowledgement and acceptance of all the terms and conditions contained in this RFP. The firm(s) selected will be required to enter a written contract with the City of Stockton.

All proposals received in response to the RFP shall remain valid for ninety (90) days from the submittal deadline. In cases where there is a conflict between information contained in a proposal and this RFP, this RFP shall prevail.

Proposals will be ranked in accordance with the specifications on the Evaluation Criteria Form in Section 4. A review panel will rate proposals.

Proposals are to be straightforward, clear, concise, and specific to the information requested. Responses are to be in the sequence set forth in this Section of this RFP and are to be numbered or labeled accordingly. For proposals to be considered complete, Proposers must provide all information requested on the forms provided. Required supporting documentation should be included as attachments and should be appropriately identified.

The following must be included in the proposal for it to be complete. Please follow this format and number or label the sections of the proposal accordingly.

**3-B. Required Proposal Content.**

**3-B1. Cover Letter**

A letter signed by an officer or agent who is duly authorized to bind the company shall:

1. Include a statement to the effect that the proposal constitutes a firm offer for at least ninety (90) days from the last day designated for receipt of proposals.
2. Contain the Proposer's unconditional acceptance of the performance obligations set forth in the RFP.
3. Describe the Proposer's approach to service and understanding of the work to be done.

4. Warrant that the Proposer and all proposed subcontractors have the necessary permits, processes, capacity, and knowledge to accept and legally handle the wastes listed in the Disposal Matrix of the proposal.
5. Include the name, title, address, and telephone number of the individual who will serve as liaison during the period of the proposal evaluation.

**3-B2. Certified Financial Audit**

Submit with the original proposal one complete, audited financial statement for a one-year period prepared by an independent Certified Public Accountant or another equivalent statement source, or personal financial statement. The statement shall be no more than twelve (12) months old at the time of submission and be prepared in conformity with generally accepted accounting principles. The above financial statement may be provided for parent company(ies) if not available for the primary Company.

**3-B3. Security Instrument**

Proposals shall identify the security instrument the proposer is in the position to provide pursuant to Section 2, Paragraph 2 of the Sample Agreement which can be found in Attachment I – Instructions to Vendors (Exhibit G).

**3-B4. Insurance**

See Attachment I - Instructions to Vendors, Section 18, “Insurance”.

**3-B5. Description of Tracking**

City of Stockton will withhold payment of all invoices until the Documentation Packet including manifests signed by a representative of the designated TSDf is received by the City of Stockton. Additionally, City of Stockton will withhold 25% of the disposal cost portion of the invoice until all Certificate of Destruction or other proof of proper waste management for all waste, including waste shipped on BOLs is provided. Describe or otherwise identify the timing and manner, and provide examples, of the way in which Proposer will confirm the final disposition of each waste type and disposal category, i.e., a Waste Tracking Report.

Provide examples, include legible copies of all manifests, bills of lading, or other shipping/transportation documents from a recent

(within the last 6 months) Large Quantity Generator (LQG) or Very Small Quantity Generator (VSQG) hazardous waste collection. Please indicate on each document if the quantities (i.e., weight, gallons, etc.) are actual (weighed) or estimated.

**3-B6. Environmentally Preferable Purchasing Policy**

The City has adopted an Environmentally Preferable Purchasing (EPP) Policy. EPP refers to the procurement of goods and services that lessen or reduce negative effects on human health and the environment when compared with competing goods and services that serve the same purpose. This comparison takes into consideration such things as: raw materials acquisition; production, manufacturing; packaging; distribution; reuse; disposal; energy efficiency; performance; safety and cost.

A primary goal of this policy is to encourage companies/suppliers and departments to consider products and services that help minimize environmental impacts with price, performance and aesthetic considerations being equal. Companies/suppliers are encouraged to offer products and services that meet legitimate “green” standards, e.g., products that possess independent third-party certifications such as Energy Star, Green Seal, EcoLogo, EPEAT or FEMP (Federal Energy Management Program) standards. The City also encourages offers of products made with minimal virgin materials and maximum use of recycled materials – again, price and performance essentially being equal.

Notwithstanding the above, Companies/Suppliers agree to supply the City with environmentally preferable products and services where possible and feasible in compliance with these specifications and provide services that help minimize negative environmental impacts. Companies/suppliers are also requested to provide “green” information related to their response to this solicitation.

**3-B7. Project Team**

**a. Companies**

For Proposer and each subcontractor, waste management facility, and any other person or entity that will in any manner handle the wastes or otherwise conduct any services described in this RFP (herein referred to as "subcontractors"), list the following information:

- Exact name and address of person/company;
- Tasks to be conducted or services provided;
- Experience related to hazardous waste management, especially any previous work related to serving municipal government facilities and/or departments;
- How many years the company has been in business under the present name and length of affiliation with Proposer;
- The name, title, phone number, and email of the primary contact;
- Number of years primary contact person has been with the company; and
- Years of experience staff has in providing this type of service.

**b. Identify Key Personnel of Both Proposer and Subcontractors**

Describe their relevant technical experience and professional background. Provide evidence of appropriate training for all personnel to be used under this contract.

Company Warranties. The Company shall warrant that it has sufficient and requisite experience, personnel, education, licenses and permits, equipment, and knowledge to collect, transport, and dispose of all hazardous waste that City departments generate safely and lawfully.

Company shall warrant that it understands the currently known hazards which are present to persons, property, and the environment in the transportation, storage, and treatment/disposal of the wastes at City Departments.

Company shall warrant that Company-owned or -approved storage treatment/disposal facilities are currently, and at time of receipt of City of Stockton's waste, licensed and permitted. If the storage/treatment facility loses its permitted status hereafter, during the term of the Agreement, Company shall promptly notify the City of Stockton of such loss and work in good faith with the City of Stockton to secure appropriate disposal capacity.

**c. Licenses**

The Proposer and any potential subcontractors must hold current licenses and registrations, be permitted to handle, transport, and receive the specified waste from the City, and be in good standing with the regulatory community. Provide copies of relevant licenses, registrations and permits for Proposer and all proposed subcontractors.

**d. Ownership**

Define company's ownership; list officers and principal stockholders; provide a managerial flow chart under which events will be operated; identify the type of organizational entity (corporation tasks, sole proprietorship, partnership, joint venture, subcontractors, etc.) and include the primary or parent company and subcontractors Federal Employer I.D. Numbers.

**3-B8. References**

For the Proposer and each of the proposed subcontractors, provide a chronological list of at least five (5) current and former clients, including any governmental agencies you have serviced since 2020. Do not include industrial accounts. Reference information is to include:

- Company or agency name
- Contact person, title
- Complete contact and company addresses
- Company and contacts e-mail addresses
- Telephone number(s)
- Type of business or agency
- Brief description of work performed, and time frame(s) employed

For the Proposer and each of the proposed subcontractors, include copies of all notices of violations, administrative orders, or other enforcement actions taken by any regulatory agencies during the past three (3) years. Also, provide copies of any letters of commendation or other awards of recognition.

**3-B9. Waste Handling Methods**

1. Describe the procedures that shall be followed for classifying, handling, packaging, and storage of hazardous wastes. Describe the containers the Proposer and each of the proposed subcontractors

will provide to store, pack, and transport the hazardous materials. The proposer will supply containers approved by the City for hazardous waste storage.

Provide information on how material received in improper or unsafe containers shall be handled. Specifically address how hazardous material shall be segregated to assure that incompatible material types are not mixed or stored together. Describe any procedures to segregate material that shall be recycled from material that must be disposed; provide a list of materials that will be recycled. Describe what shall be done with empty containers and drums not acceptable for shipment.

2. List any packaging methods or container sizes excluded from your operations. If your operations do not utilize a particular packaging method or container size, do not provide minimum volumes for this category.
3. Identify any firm, subcontractors, and/or facility where material would be sent for recycling, treatment, destruction, or disposal. Describe any procedures for tracking container contents and whether packing sheets are required for specific waste streams.
4. Provide a detailed list of on-site equipment and supplies that will be made available by the Proposer. The list should include all processing, fire prevention, safety, personal protective equipment, other equipment, and number of employees and personnel types as the Proposer deems suitable or necessary for each pickup and location.

Proposals that do not adequately describe waste handling methods or do not provide pricing for acceptable material management options set forth in this RFP shall be considered incomplete and may be rejected.

### **3-B10. Disposal Methods**

1. Describe procedures that shall be used for determining the most appropriate disposal method for hazardous materials and for ensuring that hazardous materials are only taken to EPA approved disposal facilities.

2. Provide copies of contracts or letters of agreement with EPA approved disposal facilities for all types of hazardous materials that can be expected to be received at the Facility. Provide address, EPA identification number, and telephone number of each primary, secondary, tertiary, and final disposal facility. Provide name and telephone number for each State regulatory agency that oversees activities at these facilities.
3. For all facilities that will handle waste collected from the City, provide a detailed regulatory compliance history presenting information on any violations or enforcement actions within the past five (5) years. Provide a detailed description of all fines, when and where the violation occurred, what the violation was for, and what was done to correct the violation; include any pending violations. Provide this information for all facilities, as well as any intermediary transfer facilities which will handle waste collected from the City, through final treatment or disposal, including all Treatment, Storage, and Disposal Facilities (TSDFs) and transporters used by Proposer. Failure to complete this information may be cause for rejection of proposal. For each proposed TSDF, complete Attachment F: Disposal Site Qualifications.

No other facilities may be utilized by the company during the Contract without express, written consent of the City.

4. For each material stream, identify a complete history of the material management method from collection to ultimate disposal. Identify all methods of disposal that will be utilized for each waste stream and the percentage of that waste stream given that treatment method (for example, if it is proposed to recycle latex paint, but the process only allows for recycling of 80% of the paint, indicate the disposal method for the remaining 20%).
5. If treatment is identified as a disposal method, describe the ultimate outlet for the material. Proposal shall be rejected if the material history is not clearly and completely identified.

### **3-B11. OSHA**

List your firm's 2022 or most recent Occupational Safety and Health Administration (OSHA) Recordable Case Rate. This should be listed for the firm as well as the local/regional division/office responsible for managing this project. This will be compared with NAICS code: 562 for waste management and remediation services. Incidence



rates can be found on the U.S. Bureau of Labor Statistics website listed here <http://www.bls.gov/iif/oshwc/osh/os/ostb4343.pdf>

### **3-B12. Cost Proposal**

Proposer is to submit one hard copy of a detailed Cost Proposal in a separate, sealed envelope. Compensation to the Proposer for hazardous waste services rendered under the contract resulting from this RFP will be based on: 1) cost for time and materials (actual labor, equipment and supplies used) and transportation, and 2) disposal costs. Any cost reductions realized by the Proposer shall be identified and passed on to the City of Stockton.

For ease of completion of the cost proposal, Attachments A, B, C, D, E, F, G, H, I, and J have been supplied. These are generic forms to be used to establish standard rates. When filling out the attachments provided, please provide as much detail as necessary and include all related costs. Complete all sections of each attachment and CLEARLY LABEL EACH CATEGORY. Quoted prices must be listed on a per unit basis, as specified, including but not limited to, cost per drum, per foot/unit/case, per day, or per hour.

### **3-C. Contractor Compliance.**

Company will comply with all applicable federal, state, and local laws and regulations. Such laws include, but are not limited to, the following: Title VII of the Civil Rights Act of 1964 as amended; Americans with Disabilities Act of 1990; The Rehabilitation Act of 1973 (Sections 503 and 504); California Fair Employment and Housing Act (Government Code sections 12900 et seq.); and California Labor Code sections 1101, 1102, and 1102.1. Company will not discriminate against any subcontractor, employee, or applicant for employment because of age, race, color, national origin, ancestry, religion, sex/gender, sexual orientation, mental disability, physical disability, medical condition, political beliefs, organizational affiliations, or marital status in the recruitment, selection for training including apprenticeship, hiring, employment, utilization, promotion, layoff, rates of pay or other forms of compensation. Nor will the Company discriminate in provision of services provided under this contract because of age, race, color, national origin, ancestry, religion, sex/gender, sexual orientation, mental disability, physical disability, medical condition, political beliefs, organizational affiliations, or marital status. See Attachment I Instructions to Vendors.

**3-D. Format and Number of Copies**

**One original and four (4) copies** of the proposal should be firmly sealed in an envelope or box clearly marked on the outside “**HAZARDOUS WASTE MANAGEMENT SERVICES**”. The proposals shall be printed on 8.5 inch by 11-inch paper with font size no smaller than 12 points. Any oversize documents shall be folded to size and secured in the proposal. All pages of the proposal shall be numbered consecutively, and sections clearly identified.

Only one set of the certified financial audit and the attachments or exhibits making up the **Cost Proposal** are required to be submitted with the original proposal. **The Cost Proposal must be provided in hard copy in a separately sealed envelope.**

An electronic copy of the proposal should be emailed to:

- Marlo Duncan at [Marlo.Duncan@stocktonca.gov](mailto:Marlo.Duncan@stocktonca.gov), and
- Nguyet Pham at [Nguyet.Pham@stocktonca.gov](mailto:Nguyet.Pham@stocktonca.gov).

This electronic submittal should not include the cost proposal.

Proposals will be accepted in person or by mail:

MARLO DUNCAN  
CITY OF STOCKTON  
22 E WEBER AVENUE, ROOM 301  
STOCKTON, CA 95202

**SECTION 4. EVALUATION CRITERIA**

The City reserves the right to waive minor informalities in proposals, to reject any and all cost proposals, to evaluate alternative methods or proposals, and to award this Agreement to the respondent whose proposal is deemed to be in the best interest of the City, irrespective of individual or aggregate quantitative tallies. Each proposal received will be evaluated based on the following criteria.

PROPOSER NAME: \_\_\_\_\_

**MINIMUM STANDARDS FOR PROPOSAL CONSIDERATION:**

<b>Financial Stability</b>	YES	NO
<ul style="list-style-type: none"> <li>Evaluation of audited financial statements. Demonstrated record and capability of consistent and accurate financial reporting.</li> </ul>		
<b>Proposal Requirements Met</b>	YES	NO
<ul style="list-style-type: none"> <li>Proposal contains all required information as specified in RFP.</li> </ul>		
<b>Required Permits Current and in Good Standing</b>	YES	NO
<ul style="list-style-type: none"> <li>Waste haulers and hauling subcontractors: DTSC hazardous waste hauling certification, DMV hazardous waste hauling registration, etc.</li> <li>Waste Management Facilities: Part B permit or variance, air, NPDES, POTW industrial discharge permits, others as applicable.</li> </ul>		

**SELECTION CRITERIA FOR ELIGIBLE PROPOSALS:**

<b>References, Experience, Reputation, Compliance</b>	<b>(30%)</b>
<ul style="list-style-type: none"> <li>Experience in managing Conditionally Exempt Small Quantity Generator (CESQG) and Large Quantity Generator hazardous waste programs within California state regulations and guidelines.</li> </ul>	
<b>Waste Management Services</b>	<b>(40%)</b>
<ul style="list-style-type: none"> <li>Breadth of service, number of waste streams Company can handle</li> <li>Proposed methods of disposal</li> <li>Ability to remove all wastes from site at end of appointment or project</li> <li>Ability to ensure waste is packed to TSDF specifications</li> <li>Ability to conduct CESQG and LQG waste removal</li> <li>Ability to respond within five working days to an appointment request and schedule the appointment within ten working days of the request.</li> </ul>	
<b>Costs</b>	<b>(30%)</b>

**GRAND TOTAL:** **100%**

**Requests for Proposals**

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If you would like to include information about additional services your company provides, please describe in this section.

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