

**Form L**  
**EMPLOYEE WORK ENVIRONMENT QUESTIONNAIRE**

**SECTION 1 CONTRACTOR INFORMATION**

Contractor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Title: \_\_\_\_\_

**SECTION II EMPLOYEE HEALTH BENEFITS**

Does your company provide a health insurance plan or program for employees?

**NO**, we do not provide a health insurance plan or program for employees.

**YES**, we do provide a health insurance plan or program for employees.

If the answer is no, does your company provide benefits in lieu of a health insurance plan?  
(Be specific. Describe.)

If the answer to Question 1 above is yes, please answer the following questions:

2a. Please list the health insurance plan(s) or program(s) offered to your employees (use additional sheets if necessary)

2b. What is the contribution by the employee per pay period to this plan?

\$ \_\_\_\_\_ for single coverage, no dependents

\$ \_\_\_\_\_ for family coverage, with dependents

Pay period is (circle one):    weekly            bi-weekly            semi-monthly  
monthly

2c. What is the contribution by the company, per employee, per pay period, to this plan?

\$ \_\_\_\_\_ for single coverage, no dependents

\$ \_\_\_\_\_ for family coverage, with dependents

2d. How long must the employee be employed by your company before they are eligible for health insurance coverage?

\_\_\_\_\_ days/month/year

2e. What job classifications of your employees are covered by the insurance program outlined above? (Use additional sheets if necessary.)

- 2f. Does your health insurance coverage pertain to part-time and full-time employees?
- Yes      No
- If no, please explain.

**SECTION III EMPLOYEE BASIC BENEFITS**

1. Indicate the basic benefits your workers receive.

Years of Service	# of Vacation Days	# of Sick Days	# of Personal Days
After 1 year			
After 5 years			
After 10 years			
Other (explain)			

2. Indicate the paid holidays your workers receive by placing check mark to the left of each.

<input type="checkbox"/>	New Year's Day	<input type="checkbox"/>	Independence Day	<input type="checkbox"/>	Christmas
<input type="checkbox"/>	Martin Luther King Jr. Day	<input type="checkbox"/>	Labor Day	<input type="checkbox"/>	Floating Holiday
<input type="checkbox"/>	Washington's Birthday	<input type="checkbox"/>	Veterans' Day	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Memorial Day	<input type="checkbox"/>	Thanksgiving Day	<input type="checkbox"/>	Other:

3. Do you allow for unpaid leave?  Yes, please explain policy.  No

**SECTION IV EMPLOYEE COMPLAINT PROCEDURE**

Does your company have an employee complaint resolution procedure?

**YES**, a copy of our company's employee complaint resolution procedure is attached.

**NO**, our company does not have an employee complaint resolution procedure.

**SECTION V COMPLIANCE WITH STATE AND FEDERAL WORKPLACE STANDARDS**

Have any of the following State or Federal Regulatory agencies obtained final orders or final judgments finding a violation by your company of State or Federal law relating to the treatment of your employees? If your answer is yes to any of the questions below, please provide the date of entry of the final judgment or order, the agency which obtained the order, and a brief description of the nature of the violation on a separate sheet of paper.

- a. California Department of Fair Employment and Housing Department (DFEH).

**NO**, our company has not had any final judgment or administrative order.

**YES**, our company has had final judgment(s) or administrative order(s).

b. California Department of Industrial Relations (Cal OSHA).

**NO**, our company has not had any final judgment(s) or administrative order(s)

**YES**, our company has had final judgment(s) or administrative order(s).

c. California Department of Industrial Relations (Minimum Wage, hours or working conditions) Labor Board

**NO**, our company has not had any final judgment(s) or administrative order(s).

**YES**, our company has had final judgment(s) or administrative order(s).

#### **SECTION V WARRANTY AND REPRESENTATION**

By submitting this, proposer warrants and represents that if proposer is successful, the above listed benefits and complaint procedure will be maintained for the term of the agreement, and proposer declares that, to the best of its ability, it intends to ensure that essential services and labor for which it has been contracted will be provided efficiently and without interruption.

<b>Form A-2</b>		
<b>COST PROPOSAL FOR SFD SOLID WASTE SERVICES</b>		
<p>The following cost proposal form is for SFD Solid Waste Services. All service rates proposed on this form shall be fixed through June 30, 2008 and should reflect service requirements as specified in the SFD Solid Waste Services Agreement. Proposers may propose on any or all Service Districts.</p>		
	<b>Monthly Rates Per SFD Solid Waste Service Unit</b>	
	<b>District A</b>	<b>District C</b>
<b>A. BASE SERVICE RATES</b>		
1. SFD Solid Waste Service	\$ /Unit/Mo	\$ /Unit/Mo
<b>B. ADDITIONAL SERVICE RATES</b>		
1. Subscription On-Premise Collection of SFD Solid Waste Service on Base Service Rate <sup>1</sup>	\$ /Unit/Mo	\$ /Unit/Mo
2. Cart Exchanges in Excess of Once per Year	\$ /Occurrence	\$ /Occurrence
3. Tagged Garbage Bag Collection	\$ /Bag	\$ /Bag
4. Collection of Contaminated Recyclable Materials	\$ Cart	\$ /Cart
<b>C. MULTI-DISTRICT DISCOUNT</b> (applies to all service rates) <sup>2</sup>	<b>Percent Discount</b> _____ %	
<b>NOTES TO FORM A-2:</b>		
<p><sup>1</sup>This rate will be added to SFD Solid Waste Service line A.1 of the Base Service Rate.</p> <p><sup>2</sup>The Multi-District Discount represents the percentage amount by which all service rates set forth in Sections A and B of this Form A-2 will be decreased in the event the Proposer is awarded SFD Solid Waste Services in District A <b>and</b> District C. This percentage discount is separate from the Multi-Service Type Discount on Form A-5. Proposers may propose any percentage discount including 0% but must complete Line C of this form if they are proposing on SFD Solid Waste Services in more than one Service District.</p>		

<b>Form A-3</b>		
<b>COST PROPOSAL FOR SFD RECYCLING SERVICES</b>		
<p>The following cost proposal form is for SFD Recycling Services. All service rates proposed on this form shall be fixed through June 30, 2008 and should reflect service requirements as specified in the SFD Recycling Services Agreement. Proposers may propose on any or all Service Districts.</p>		
	Monthly Rates Per SFD Recycling Service Unit	
	District A	District C
<b>A. BASE SERVICE RATES</b>		
1. SFD Recycling Collection Service	\$ /Unit/Mo	\$ /Unit/Mo
2. SFD Used Oil Collection Service	\$ /Unit/Mo	\$ /Unit/Mo
<b>3. TOTAL BASE SERVICE RATE (Nos. 1. – 2.)</b>	\$ /Unit/Mo	\$ /Unit/Mo
<b>B. ADDITIONAL SERVICE RATES</b>		
1. Subscription On-Premise Collection Service on Base Service Rate <sup>1</sup>	\$ /Unit/Mo	\$ /Unit/Mo
2. Cart Exchanges in Excess of Once per Year	\$ /Occurrence	\$ /Occurrence
3. Large Item Collection (Increments of up to 3 Items)	\$ /Collection	\$ /Collection
<b>C. MULTI-DISTRICT DISCOUNT</b> (applies to all service rates) <sup>2</sup>	<b>Percent Discount</b> _____%	
<p><b>NOTES TO FORM A-3:</b></p> <p><sup>1</sup>This rate will be added to SFD Recycling Service Base Service Rate (Line A.3.).</p> <p><sup>2</sup>The Multi-District Discount represents the percentage amount by which all service rates set forth in Sections A and B of this Form A-3 will be decreased in the event the Proposer is awarded SFD Recycling Services in District A <b>and</b> District C. This percentage discount is separate from the Multi-Service Type Discount on Form A-5. Proposers may propose any percentage discount including 0% but must complete Line C of this form if they are proposing on SFD Recycling Services in more than one Service District.</p>		

<b>Form A-4</b>		
<b>COST PROPOSAL FOR COMBINED SFD SOLID WASTE AND SFD RECYCLING SERVICES</b>		
<p>The following cost proposal form is for combined SFD Solid Waste and SFD Recycling Services. All service rates proposed on this form shall be fixed through June 30, 2008 and should reflect service requirements as specified in the Solid Waste and Recycling Services Agreements. Proposers may propose on any or all Service Districts.</p>		
	<b>Monthly Rates Per combined SFD Solid Waste and Recycling Service Unit</b>	
	<b>District A</b>	<b>District C</b>
<b>A. SFD COMBINED SERVICES</b>		
1. SFD Solid Waste Service	\$ /Unit/Mo	\$ /Unit/Mo
2. SFD Recycling Collection Service	\$ /Unit/Mo	\$ /Unit/Mo
3. SFD Used Oil Collection Service	\$ /Unit/Mo	\$ /Unit/Mo
<b>4. TOTAL BASE SERVICE RATE (Nos. 1. – 3.)</b>	\$ /Unit/Mo	\$ /Unit/Mo
<b>B. ADDITIONAL SERVICE RATES</b>		
1. Subscription On-Premise Collection Service on Base Service Rates <sup>1</sup>	\$ /Unit/Mo	\$ /Unit/Mo
2. Cart Exchanges in Excess of Once per Year	\$ /Occurrence	\$ /Occurrence
3. Large Item Collection (Increments of up to 3 Items)	\$ /Collection	\$ /Collection
4. Tagged Garbage Bag Collection	\$ /Bag	\$ /Bag
5. Collection of Contaminated Recyclable Materials	\$ /Cart	\$ /Cart
<b>C. MULTI-DISTRICT DISCOUNT (applies to all service rates)<sup>2</sup></b>	<b>Percent Discount</b> _____ %	

<b>Form A-4</b> <b>COST PROPOSAL FOR COMBINED SFD SOLID WASTE AND SFD RECYCLING SERVICES</b>		
The following cost proposal form is for combined SFD Solid Waste and SFD Recycling Services. All service rates proposed on this form shall be fixed through June 30, 2008 and should reflect service requirements as specified in the Solid Waste and Recycling Services Agreements. Proposers may propose on any or all Service Districts.		
	<b>Monthly Rates Per combined SFD Solid Waste and Recycling Service Unit</b>	
	<b>District A</b>	<b>District C</b>
<b>NOTES TO FORM A-4:</b>  <sup>1</sup> This rate will be added to the Base Service Rate (Line A.4.).  <sup>2</sup> The Multi-District Discount represents the percentage amount by which all service rates set forth in Sections A and B of this Form A-4 will be decreased in the event the Proposer is awarded combined SFD Solid Waste and Recycling Services in District A <b>and</b> District C. This percentage discount is separate from the Multi-Service Type Discount on Form A-5. Proposers may propose any percentage discount including 0% but must complete Line C of this form if they are proposing on Combined SFD Solid Waste and SFD Recycling Services in more than one Service District.		

**Form A-5  
 COST PROPOSAL FOR YARD TRIMMINGS  
 AND RESIDENTIAL STREET SWEEPING SERVICES**

The following cost proposal form is for Yard Trimmings and Residential Street Sweeping Services. All service rates proposed on this form shall be fixed through June 30, 2008, and should reflect service requirements as specified in the appropriate Agreement.

	<b>District C</b>
<b>A. BASE SERVICE RATES</b>	
1. SFD On-Street Yard Trimmings Collection	\$ /Unit/Mo
2. Cart Yard Trimmings Collection	\$ /Cart/Mo
3. MFD On-Street Yard Trimmings Collection	\$ /Complex/Mo
4. Large Civic Collection & Pruning	\$ /Ton
5. Monthly Street Sweeping	\$ /Curb/Mile/Mo
<b>B. ADDITIONAL SERVICE RATES</b>	
1. SFD Subscription On-Premise Cart Collection <sup>1</sup>	\$ /Cart/Mo
2. Cart Exchanges in Excess of Once per Year	\$ /Occurrence
3. Delivery of Home Composting Bins	\$ /Bin Delivered
4. Emergency Street Sweeping up to 4 hrs.	\$ /Sweeper
5. Emergency Street Sweeping over 4 hrs.	\$ /Sweeper/Hr
6. Posting & Removal of Temporary Signs for Enhanced Sweep.	\$ /Curb Mile
7. Posting & Removal of Temporary Signs for Tow Enforced Sweep	\$ /Curb Mile
<b>C. OPTION FOR MANDATORY CART COLLECTION</b>	
1. SFD Mandatory Cart Trimmings Collection	\$ /Unit/Mo
2. MFD On-Street Yard Trimmings Collection	\$ /Complex/Mo
3. Large Civic Collection & Pruning	\$ /Ton
4. Monthly Street Sweeping	\$ /Curb/Mile/Mo
<b>D. OPTION FOR INCREASED STREET SWEEPING</b>	
1. Twice per Month Street Sweeping	\$ /Curb/Mile/Mo

**Form A-5**  
**COST PROPOSAL FOR YARD TRIMMINGS**  
**AND RESIDENTIAL STREET SWEEPING SERVICES**

The following cost proposal form is for Yard Trimmings and Residential Street Sweeping Services. All service rates proposed on this form shall be fixed through June 30, 2008, and should reflect service requirements as specified in the appropriate Agreement.

<b>E. MULTI-SERVICE TYPE RATE DISCOUNT</b>	<b>Percent Discount</b>
1. Multi-Service Type Discount (applies to all service rates) <sup>1</sup>	_____ %

**NOTES TO FORM A-5:**

<sup>1</sup>The Multi-Service Type Discount represents the percentage amount by which all service rates set forth in Sections A, B, C, and D of this Form A-5 **and** lines A and B of Forms A-2, A-3, and A-4, and all rates on Form A-6 will be decreased in the event the Proposer is awarded YT & RSS Services **and one of the following**:

- 1) SFD Solid Waste Services in District A, District C or Districts A and C.
- 2) SFD Recycling Services in District A, District C or Districts A and C.
- 3) Combined SFD Solid Waste Services and SFD Recycling Services in District A, District C or Districts A and C.

This percentage discount is separate from the Multi-District Discount. Proposers may propose any percentage discount including 0% but must complete Line E.1. of this form if they are proposing on more than one Service Type.

**Form A-6  
 EMERGENCY SERVICE RATES**

The following cost proposal form is to be utilized by the Proposer to provide the CITY with the hourly service rates to be charged for the provision of emergency services as set forth in the Collection Services Agreement.

		Page	of	Pages
Labor Position or Equipment Type	Make & Model	Hourly Rate		
<b>MULTI-DISTRICT DISCOUNT</b> (applies to all Emergency Service rates) <sup>1</sup>		<b>Percent Discount</b> _____ %		

<sup>1</sup>The Multi-District Discount represents the percentage amount by which all Emergency Service rates set forth on of this Form A-6 will be decreased in the event the Proposer is awarded SFD Solid Waste Services in District A **and** District C, SFD Recycling Services in District A **and** District C, or combined SFD Solid Waste and Recycling Services in District A **and** District C. This percentage discount is separate from the Multi-Service Type Discount on Form A-5. Proposers may propose any percentage discount including 0% but must complete the discount this form if they are proposing on services in more than one Service District.

**Form A-7  
 SUPPLEMENTAL COSTS**

City requires that the Proposer provide additional cost information related to certain costs Proposer has included in its Service Rate structure for those Collection Services for which it has completed a Cost Proposal Form (Form A-2, A-3, A-4, A-5, or A-6).

**1. PUBLIC EDUCATION AND OUTREACH PROGRAM COST**

The Proposer's total annual public education and outreach program costs, including education during the transition period that has been included in the Service Rates proposed by the Proposer are \_\_\_\_\_. (Please specify for each Service District).

	Service District	
	A	C
SFD Solid Waste Services	\$	\$
SFD Recycling Services	\$	\$
SFD Solid Waste & SFD Recycling Services	\$	\$
YT & RSS Services		\$

**2. CUSTOMER SERVICE PROGRAM COST**

The Proposer's total annual customer service program costs, including customer services costs during the transition period that has been included in the Service Rates proposed by the Proposer are \_\_\_\_\_. (Please specify for each Service District).

	Service District	
	A	C
SFD Solid Waste Services	\$	\$
SFD Recycling Services	\$	\$
SFD Solid Waste & SFD Recycling Services	\$	\$
YT & RSS Services		\$

**Form A-7  
 SUPPLEMENTAL COSTS**

City requires that the Proposer provide additional cost information related to certain costs Proposer has included in its Service Rate structure for those Collection Services for which it has completed a Cost Proposal Form (Form A-2, A-3, A-4, A-5, or A-6).

**3. TRANSITION PROGRAM COST**

The Contractor's total costs for transition services that have been included in the Service Rates proposed by the Proposer are \_\_\_\_\_. (Please specify for each Service District).

	Service District	
	A	C
SFD Solid Waste Services	\$	\$
SFD Recycling Services	\$	\$
SFD Solid Waste & SFD Recycling Services	\$	\$
YT & RSS Services		\$

**4. PER MILE COST TO TRANSPORT COST SFD SOLID WASTE AND SWEEP WASTE MATERIALS**

The Contractor's per mile cost to transport collected materials to the City's designated Disposal Facility that has been included in the Service Rates proposed by the Proposer by Service District is as set forth below.

	Service District	
	A	C
SFD Solid Waste	\$	\$
Sweep Waste		\$