

ATTACHMENT A
SOURCE SELECTION PLAN

Department Contact Information

Department: Environmental Services

Department Contact Information (Name, Title, Phone Number):

Donna Perala, Supervising Environmental Services Specialist, 975-2511

Scope of Work

Project Title: Recycle Plus Request For Proposals

Project Background:

Norcal Waste Systems of San Jose provides single-family dwelling (SFD) garbage and recycling services for Service District A (approximately 90,000 households) and Service District C (approximately 66,000 households) and Yard Trimmings and Residential Street Sweeping for Service District C (approximately 66,000 households). The first term of this agreement expires on June 30, 2007. On December 9, 2005, Norcal informed the City that Norcal would decline any extension offer made by the City for garbage and recycling services and therefore a new service provider will have to be secured through the Request for Proposal (RFP) process to begin services on July 1, 2007. On January 6, 2006, Norcal declined the extension of the Yard Trimmings and Residential Street Sweeping contract in Service District C. This contract will also expire on June 30, 2007, and a new service provider will have to be secured to begin services on July 1, 2007 for a six year contractual period ending June 30, 2013.

Estimated Dollar Value:

SFD garbage and recycling services - \$20,000,000 (annually)

Yard trimmings and residential street sweeping services - \$5,000,000 (annually)

Description of Project (include need and objectives of the project):

New contractors are required for residential garbage and recycling services in Districts A and C, and yard trimmings and street sweeping services in District C. Districts and household counts are outlined in the background above. Current service will expire on June 30, 2007. Service providers are required to provide weekly collection of garbage, recycling and yard trimmings, and once-monthly street sweeping services. They are also required to perform on-demand services such as cart exchanges, cart repairs, bulky goods collection, and neighborhood clean-up services.

Procurement Method		
Request for Proposal		
Evaluation Criteria		
Weighting for the following criteria are recommended as follows:		
Evaluation Criteria	Description of the Evaluation Criteria	Weight of the Evaluation Criteria
Cost	Cost detail for all Services provided	25%
Approach and Technical Solution	Evaluation of Proposers' approach to the RFP requirements and specifications and proposed solution including transition from current contractor, operation, processing, solid waste diversion, and commitment to equal employment, working conditions, labor relations, environmental stewardship, employee and public safety.	25%
Experience and Performance	Evaluation of experience of proposed management team assigned to this contract, evaluation of experience and performance providing services to agencies similar in size and services to identified collection districts, including review of pending and levied penalties, fines, and administrative charges and past and present lawsuits; and references from programs similar in size and services.	25%
Customer Service	Evaluation of approach to implement customer service programs, public education, continuity and timeliness of service, performance measures, and measurements of outreach effectiveness.	10%
Financial Capacity	Evaluation of financial statements and independent financial reviews.	5%
Local Business Preference	Business with a legitimate business presence in Santa Clara County in accordance with the City's ordinance titled "Contracting Preferences for Local and Small Businesses."	5%
Small Business Preference	Local Business that has thirty-five or fewer employees in accordance with the City's ordinance titled "Contracting Preferences for Local and Small Businesses."	5%

Evaluation Method

List evaluation steps:

1. Separate evaluation of technical and pricing proposals. The technical evaluation will include Oral Interviews.
2. Best and Final Offer, if necessary

Mile Stones

Project Completion Date: Contractors must be ready to start servicing San Jose residents on July 1, 2007

Estimated Implementation Period: 12 months

Action

Date

Issuance of Solicitation:	Feb. 8, 2005
Solicitation Pre-Conference (if applicable):	Feb. 22, 2005
Closure of Question and Answer Period:	March 8, 2005
RFP Submission:	March 22, 2005
Award Recommendation to Council:	June 6, 2005
Approval of Execution of Contract to Council:	June 20, 2005

Vendor Outreach

Detail advertising strategy:

To provide for enhanced outreach to the vendor community, on January 3, 2006, the City directly notified the top 20 national solid waste firms, and the top 10 California based firms, as identified by Waste Age magazine in 2004. In addition, direct notifications were mailed to all commercial haulers franchised in San Jose and all 134 firms and individuals who expressed interest in the 2000 Recycle Plus RFP after nationwide advertising.

January 17, 2006

Subject: Acceptance of Interim Status Report for and Request for Approval to Release the Recycle Plus RFP

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Staffing Allocation

Functional areas of staff members participating in the development of specifications/requirements (include consultants and uncompensated outside parties):
IWM and ESD staff and R3 Consultants

Functional areas of staff members participating in the evaluation process based on availability of staff and outside members at the beginning of the assignment (include consultants and uncompensated outside parties):

ESD, IWM Staff (functional subject matter experts in the field of residential solid waste): Three (3) members

City Staff (outside of ESD-IWM): Two (2) members

External raters (a least one subject matter expert from another local agency): Two (2) members

Special assistance – read certain sections & discuss questions with technical evaluation team:
R3 Consulting, Recycle Plus Customer Service, Planning Building and Code Enforcement, Department of Transportation, Finance, Information Technology, the Office of Equality Assurance, and the City Attorney's Office.

Executive Governance Committee: composed of senior staff from Environmental Services, Public Works, Transportation and the City Manager's Office

The undersigned agree on the content of the Source Selection Plan, including but not limited to the Statement of Work, the Evaluation Criteria and Method, and the Mile Stones, and will ensure that adequate resources are allocated for the successful completion of this project.



Department Director
Name: John Stufflebean
Date:



Chief Purchasing Officer
Walter C. Rossmann, C.P.M.
Date:

Technical Evaluation Committee - Recycle Plus RFP

City of Santa Clara	Ric Mauck , Director of Streets and Automotive Services
County of Santa Clara	Clifton Chew , Management Analyst, Integrated Waste Management Division
City of San Jose	
PBCE	Michael Hannon , Deputy Director of Code Enforcement
Transportation	Tom Ferguson , Maintenance Manager
Environmental Services	Jo Zientek , Acting Deputy Director of IWM
	Donna Perala , Residential Services Manager
	Debbie Basher , Environmental Services Specialist – Residential IWM