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## 1 **SECTION 4 GENERAL INSTRUCTIONS TO PROPOSERS**

2 This Section of the RFP is intended to serve as a guide for preparing and submitting the  
3 Proposal. The required forms are included as Section 8 of this RFP. The City reserves the right  
4 to reject any proposal that does not comply with these instructions.

### 5 **4.1 GENERAL INSTRUCTIONS TO PROPOSERS**

#### 6 **4.1.1 HOW TO OBTAIN THIS RFP**

7 This RFP may be downloaded from the DemandStar job posting system located at  
8 [www.demandstar.com](http://www.demandstar.com). You must register by calling DemandStar customer support at (800)  
9 771-1712 and telling the support representative that you are registering for City of San José  
10 procurements, and such registration is free.

11 All addenda and notices related to this procurement will be posted by the City on DemandStar.  
12 In the event that this RFP is obtained through any means other than DemandStar, the City will  
13 not be responsible for the completeness, accuracy, or timeliness of the final RFP document.

14 Web Site: DemandStar.com  
15 Demandstar Phone (800) 711-1712  
16 Demandstar Bid  
17 Identifier # RFP-05-06-09-2005/GP

#### 18 **4.1.2 QUESTIONS REGARDING RFP**

19 Questions pertaining to this RFP must be submitted in writing to the purchasing contact listed  
20 below. When submitting questions, be specific, citing the section/number where possible.  
21 Questions must be submitted in writing by 5:00 p.m. Pacific Standard Time ("PST") on  
22 March 17, 2006. On March 24 2006, the City will provide a written response in the form of an  
23 Addendum to all material questions received by the 5:00 p.m. PST March 17, 2006 deadline.  
24 Communication to the City should be in writing by fax, e-mail, or mail to:

25 Contact: Greg Pustelnik  
26 Mail: Recycle Plus–RFP 2006  
27 RFP No. 05-06-09  
28 City of San José  
29 Finance Department/Purchasing Division  
30 200 East Santa Clara Street, 13<sup>th</sup> Floor  
31 San José, Ca 95113  
32 Fax: (408) 292-6480  
33 E-mail: [greg.pustelnik@sanjoseca.gov](mailto:greg.pustelnik@sanjoseca.gov)

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34 Responses to written inquiries will be made available to all Proposers. Any supplements,  
35 amendments, or Addenda to this RFP will be made in writing and will be issued by the City  
36 through the DemandStar system.

37 **4.1.3 OBJECTIONS TO THIS RFP**

38 Any objections as to the structure, content or distribution of this RFP (except the Agreements)  
39 must be submitted in writing to the purchasing contact by the deadline listed in Section 4.2.17.  
40 Objections must be as specific as possible, and identify the RFP section number and title, as  
41 well as a description and rationale for the objection.

42 **4.1.4 LATE PROPOSALS**

43 Late proposals shall be rejected and returned to the Proposer. This deadline is absolute and  
44 proposals received after the due date and time shall not be considered. Proposers must select  
45 a method of delivery that ensures proposals will be delivered to the correct location by the due  
46 date and time.

47 **4.1.5 LOCAL AND SMALL BUSINESS PREFERENCE**

48 It is the policy of the City of San José to encourage local and small business activity. Effective  
49 June 18, 2004, the City adopted San José Municipal Code 4.06, which established a Local and  
50 Small Business Preference Policy for the procurement of supplies, materials, equipment,  
51 general services and consulting services. In order for your company to be eligible for local  
52 and/or small business preference, you must complete Form K, Request for Contracting  
53 Preference for Local and Small Businesses. If you fail to complete this form and submit it with  
54 your proposal, your company will be denied consideration for local/small business preference.  
55 This information cannot be submitted later.

56 **4.1.6 CITY BUSINESS TAX**

57 The Proposer(s) shall be required to comply with the San José Municipal Code ("SJMC")  
58 Chapter 4.76 with respect to payment of the City Business Tax prior to any commencement of  
59 work. Contact Finance Department/Treasury at (408) 535-7055 to determine the applicable tax  
60 costs.

61 **4.2 PROPOSAL SUBMISSION**

62 **4.2.1 EXPENSES OF PROPOSAL PREPARATION**

63 All responses to this RFP shall be prepared at the cost and expense of the Proposer making the  
64 response to the RFP, with the express understanding that there shall be no claims whatsoever  
65 for reimbursement to any Proposer from the City for the cost or expense of such preparation for  
66 any reason including the cancellation of the RFP.

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67           **4.2.2 PROPOSAL SUBMISSION DATE**

68   The Proposal submission date and time is 2:00 p.m. Pacific Daylight Time (“PDT”) on  
69   April 3, 2006. Any proposal received after 2:00 p.m. PDT on such date will be rejected and  
70   returned to sender unopened, at the sender’s expense.

71   A Proposer may, without prejudice, withdraw a proposal after it has been deposited with the City,  
72   provided written notice is given to Greg Pustelnik at the City of San José Purchasing Division,  
73   and provided such notice of withdrawal is received by the Purchasing Division prior to the  
74   closing time set for receiving proposals. Once submitted, proposals may not be corrected or  
75   modified prior to the time of opening.

76           **4.2.3 NUMBER OF PROPOSALS**

77                   **4.2.3.1 TECHNICAL PROPOSAL**

78   One (1) bound original and twenty (20) double-sided copies in 3-ring binders marked “**Recycle**  
79   **Plus—RFP 2006 Technical Proposal**” shall be submitted in printed format. In addition, one (1)  
80   electronic copy of the Technical Proposal in MS Word format shall also be submitted. Technical  
81   Proposals should be firmly sealed in packaging that is clearly marked on the outside “**RFP 05-**  
82   **06-09, RECYCLE PLUS PROPOSAL—TECHNICAL PROPOSAL.**”

83                   **4.2.3.2 COST PROPOSAL**

84   One (1) bound original and two (2) double-sided copies in 3-ring binders marked “**Recycle**  
85   **Plus—RFP 2006 Cost Proposal**” shall be submitted in printed format. In addition, one (1)  
86   electronic copy of the Cost Proposal in MS Excel format shall also be submitted. Cost  
87   Proposals should be firmly sealed in packaging that is clearly marked on the outside “**RFP 05-**  
88   **06-09, RECYCLE PLUS PROPOSAL—COST PROPOSAL.**”

89   The sealed Technical Proposal and the sealed Cost Proposal must be mailed or delivered in  
90   separate boxes to:

91                   Recycle Plus–RFP 2006  
92                   RFP No. 05-06-09  
93                   Attn. Greg Pustelnik  
94                   City of San José  
95                   Finance Department/Purchasing Division  
96                   200 East Santa Clara Street 13<sup>th</sup> Floor  
97                   San José, CA 95113

98           **4.2.4 RESERVATION OF RIGHTS**

99   The City reserves and holds at its discretion the following rights and options:

- 100                   ▪ Issue addenda to the Request for Proposals, including extending or otherwise  
101                   revising the timeline for submittals;

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- 102           ▪ Cancel the Request for Proposals;
  - 103           ▪ Request clarification and/or additional information from the Proposer at any point
  - 104           in the procurement process;
  - 105           ▪ Execute an Agreement or Agreements with one or more Proposers, on the sole
  - 106           basis of the original proposal or any additions to proposal submissions;
  - 107           ▪ Reject any or all Proposals, waive irregularities in any Proposal, accept or reject
  - 108           all or any part of any Proposal, waive any requirements of the Request for
  - 109           Proposals, as may be deemed to be in the best interest of the City;
  - 110           ▪ Reissue the RFP; and/or
  - 111           ▪ Modify the RFP through published Addenda.

#### 112           **4.2.5    ALL PROPOSALS ARE PUBLIC RECORDS**

113 All correspondence with the City including responses to this RFP will become the exclusive  
114 property of the City and will become public records under the California Public Records Act (Cal.  
115 Government Code section 6250 et seq.) All documents that you send to the City will be subject  
116 to disclosure if requested by a member of the public. There are a very limited number of narrow  
117 exceptions to this disclosure requirement.

118 Therefore, any proposal which contains language purporting to render all or significant portions  
119 of their proposal “Confidential”, “Trade Secret” or “Proprietary”, or fails to provide the exemption  
120 information required as described below will automatically be considered a public record in its  
121 entirety and shall be disclosed to the requesting party without further consideration or notice.

122 Do not mark your entire proposal as “confidential”.

123 The City will not disclose any part of any proposal before it announces a recommendation for  
124 award, on the ground that there is a substantial public interest in not disclosing proposals during  
125 the evaluation process. After the announcement of a recommended award, all proposals  
126 received in response to this RFP will be subject to public disclosure. If you believe that there  
127 are portion(s) of your proposal which are exempt from disclosure under the Public Records Act,  
128 you must mark it as such and state the specific provision in the Public Records Act which  
129 provides the exemption as well as the factual basis for claiming the exemption. For example, if  
130 you submit trade secret information, you must plainly mark the information as “Trade Secret”  
131 and refer to the appropriate section of the Public records Act which provides the exemption as  
132 well as the factual basis for claiming the exemption.

133 Although the California Public Records Act recognizes that certain confidential trade secret  
134 information may be protected from disclosure, the City of San José may not be in a position to  
135 establish that the information that a Proposer submits is a trade secret. If a request is made for  
136 information marked “Confidential”, “Trade Secret” or “Proprietary”, the City will provide

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137 Proposers who submitted the information with reasonable notice to seek protection from  
138 disclosure by a court of competent jurisdiction.

139 **4.2.6 RETURN OF PROPOSALS**

140 Proposals will not be returned and may be retained by the City for official record purposes and  
141 may be subject to the California Public Records Act.

142 **4.2.7 CONSEQUENCE OF SUBMISSION OF PROPOSAL**

143 The submission of a proposal shall not be deemed an agreement between the Proposer and the  
144 City. Specifically, the following provisions apply:

- 145       ▪ The City shall not be obligated to respond to any proposal submitted nor be  
146       bound in any manner by the submission of a proposal;
- 147       ▪ Acceptance of a proposal by the City obligates the Proposer to enter into an  
148       Agreement with the City for the Services as proposed by the Proposer and  
149       selected by the City; and
- 150       ▪ The Agreement shall not be binding or valid against the City unless and until it is  
151       executed by the City and the selected Proposer, and the Proposer's performance  
152       bond has been accepted by the City.

153 **4.2.8 EXAMINATION OF PROPOSAL MATERIALS**

154 The submission of a proposal shall be deemed a representation and warranty by the Proposer  
155 that the Proposer has investigated all aspects of the RFP, that the Proposer is aware of the  
156 applicable facts pertaining to the RFP process, its procedures and requirements, and that the  
157 Proposer has read and understands the RFP. **No request for modification of the provisions  
158 of a proposal shall be considered after its submission on the grounds that the Proposer  
159 was not fully informed as to any fact or condition.** Statistical data that may be contained in  
160 the RFP or any addenda thereto is for informational purpose only.

161 **4.2.9 INTERPRETATION**

162 No person is authorized to give oral interpretations of, or make oral changes to, the RFP  
163 documents. Therefore, oral statements will not be binding and should not be relied upon.  
164 Should discrepancies or omissions be found in this RFP or should there be a need to clarify the  
165 RFP, such clarification will be provided in a form of an addendum. Any interpretation of, or  
166 changes to, the RFP documents will be made in the form of a written addendum to the RFP  
167 document and will be furnished by the City to all Proposers who have attended the mandatory  
168 pre-proposal conference. Only those interpretations of, or changes to, the RFP document that  
169 are made in writing and furnished to the Proposers by the City may be relied upon.

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170           **4.2.10   VERBAL AGREEMENTS**

171   No verbal agreement or conversation with any officer, agent, or employee of the City, either  
172   before or after execution of the Agreement, shall affect or modify any of the terms or obligations  
173   contained in the Agreement. Any such verbal agreement or conversation shall be considered  
174   unofficial information and not binding upon the City or the Contractor.

175           **4.2.11   ADDENDA**

176   It is the Proposer's responsibility to ensure that any Addenda to a Proposal are downloaded  
177   from DemandStar or otherwise obtained. Failure to respond to any Addenda issued may render  
178   a Proposal invalid and result in its rejection.

179           **4.2.12   CLARIFICATIONS**

180   Proposers are notified to examine thoroughly the instructions, specifications and the service  
181   requirements as set forth in this RFP. If there is any doubt or uncertainty as to the meaning of  
182   the same, Proposers may ask for any explanation or clarification before submitting their  
183   Proposal. All requests for explanation or clarification must be presented to the City in written  
184   form.

185           **4.2.13   PROPOSAL BOND**

186   Proposers shall remit with their proposal a bond executed by a surety company licensed to do  
187   business in the State of California; or a certified check or a cashier's check payable without  
188   recourse to the City of San José in an amount whose sum is equal to **One-Hundred Thousand**  
189   **Dollars (\$100,000)**. The proposal bond must contain the following language:

190   **"Now, therefore, if the City shall accept the Proposal of the Principal and the Principal**  
191   **shall enter into an Agreement with the City in accordance with the terms of such**  
192   **Proposal and give such Bond or Bonds as may be specified in the RFP documents with**  
193   **good and sufficient surety acceptable to the City, then this obligation shall be null and**  
194   **void, otherwise Surety shall pay over to the City immediately the full penal sum of this**  
195   **Proposal Bond."**

196   **"The Surety, for value received, stipulates and agrees that the obligations of the Surety**  
197   **shall not be impaired or affected in any way by any extension of the time within which the**  
198   **City may accept the Proposal of the Principal and the Surety waives notice of any such**  
199   **extension."**

200   A proposal will not be considered unless accompanied by said proposal bond, certified check or  
201   cashier's check. Such deposit shall be a guarantee that the Proposer, if awarded the  
202   Agreement, will furnish a performance bond and other required information. If the Proposer  
203   fails, refuses, or neglects to furnish the required performance bond and information, the City

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204 may retain the deposit or cash the certified check or enforce the proposal bond as  
205 compensation for liquidated damages for the Proposer's breach.

206 Proposal bonds will be returned to all unsuccessful Proposers no later than thirty (30) days after  
207 the signing of Agreements with successful Proposers. The City will return proposal bonds of  
208 successful Proposers no later than (30) thirty days after the execution of the Agreement.

209 **4.2.14 PERFORMANCE BOND**

210 A performance bond is required from the successful Proposer within ten (10) calendar days from  
211 the date the City Council approves this Agreement. The performance bond must be in a form as  
212 set forth in Exhibit 4 to the Agreement and in an initial amount equal to twenty-five percent  
213 (25%) of the City's estimate of the Proposer's annual gross revenue for the first year of the  
214 Agreement.

215 The performance bond shall be executed by a surety company licensed to do business in the  
216 State of California; having an "A-" or better rating by A. M. Best or Standard and Poors; and  
217 included on the list of surety companies approved by the Treasurer of the United States.

218 **4.2.15 MANDATORY PRE-PROPOSAL CONFERENCE**

219 A mandatory Pre-Proposal Conference will be held at 9:30 a.m. PST, on  
220 Thursday, March 3, 2006, in the City of San José Council Chambers, located at 200 East Santa  
221 Clara Street, San Jose, CA 95113.

222 **NOTE: Attendance at the Pre-Proposal Conference is Mandatory.**

223 Proposers whose designated representative(s) do not attend the Pre-Proposal Conference will  
224 not be allowed to continue in this RFP process, and their proposals, if submitted, shall be  
225 disqualified. Designated representatives must work directly for the company submitting the  
226 proposal. If a joint proposal is to be submitted, a representative from each firm with a  
227 substantial interest (representing more than thirty three (33) percent of the total interest) must  
228 attend the Pre-Proposal Conference.

229 **4.2.16 JOINT PROPOSALS**

230 Under a joint proposal, all companies who are signatories to the Agreement must accept  
231 responsibility and will be held accountable for meeting the requirements as set forth in the  
232 Agreement. Under a subcontractor submittal, the primary signatory of the Agreement (not the  
233 subcontracted company) assumes full responsibility and accountability for the requirements as  
234 set for the in the Agreement, including the performance of its Subcontractor.

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235 **4.2.17 SCHEDULE**

236 The anticipated schedule for the procurement process is as follows:

237	<b>Activity</b>	<b>Date</b>
238	RFP Release .....	February 15, 2006
239	Mandatory Pre-Proposal Conference.....	March 3, 2006
240	Addendum #1 Issued (Answers to Pre-Proposal Questions).....	March 10, 2006
241	Final Date for Submittal of Written Questions Prior to	
242	Proposal Due Date.....	March 17, 2006
243	Addendum #2 Issued (Answers to Final Questions) .....	March 24, 2006
244	Proposals Due.....	April 3, 2006
245	Recommendations Published .....	May 26, 2006
246	City Council Approval of Agreements .....	June 20, 2006
247	Execution of Agreements(s) .....	June 30, 2006
248	Begin Operations .....	July 1, 2007

249 **4.2.18 PROHIBITION OF GIFTS**

250 City of San Jose and its related entities officials are subject to several legal and policy limitations  
251 regarding receipt of gifts from persons, firms, or corporations either engaged in business with  
252 the City and its related entities, or proposing to do business with the City and its related entities.  
253 To avoid even the appearance of impropriety, Proposers should not offer any gifts or souvenirs,  
254 even of minimal value, to City officers or employees. The Proposer shall be subject to the City's  
255 prohibition. Said prohibition is found in Chapter 12.08 of the SJMC. Proposer agrees not to offer  
256 any City officer or designated employee any gift prohibited by said Chapter.

257 The offer or giving of any gift prohibited by Chapter 12.08 of the SJMC shall constitute a  
258 material breach of the Agreement by the successful Proposer. In addition to other remedies the  
259 City may have by law or equity, City may terminate Agreement for such breach.

260 **4.2.19 NON-DISCRIMINATION/NON-PREFERENTIAL TREATMENT**

261 The successful Proposer agrees that there shall be no discrimination against, or segregation of,  
262 any person, on account of race, sex, color, age, religion, sexual orientation, actual or perceived  
263 gender identity, disability, ethnicity, national origin, marital status, or family status, in connection  
264 with or related to the performance of San Jose contracts.

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265           **4.2.20    CONDITIONS IF WORK IS SUBCONTRACTED**

266    The selected Contractor is the principal and is fully responsible for contracting and  
267    communicating the work to be performed and for channeling other information between the City  
268    and the subcontractor(s).

269    The selected Contractor shall assume full responsibility including insurance and bonding  
270    requirements for the quality and quantity of all work performed, whether it is undertaken by  
271    Contractor's own organization or subcontracted to another party.

272    If a subcontractor's involvement requires the use of a licensed, patented, or proprietary process,  
273    the contractor of the process shall be responsible for assuring that the subcontractor has been  
274    properly authorized to use the process or for providing another process that is comparable to  
275    that which is required.

276           **4.2.21    LICENSING**

277    The Contractor shall procure all permits and licenses, pay all charges and fees, and give all  
278    notices necessary and incident to the due and lawful prosecution of the work. A City Business  
279    License must be obtained.

280           **4.2.22    QUANTITIES**

281    The estimated quantities provided by the City are not guaranteed. These quantities are listed for  
282    information purposes only. The quantities may vary depending on the demands of the City. Any  
283    variations from these estimated quantities shall not entitle the Proposer to an adjustment in the  
284    unit price or to any additional compensation.

285    **4.3    INSTRUCTIONS FOR PREPARING THE PROPOSAL**

286           **4.3.1    PROPOSAL FORMAT**

287    Proposals shall be printed on both sides of 8 1/2 x 11 inch RECYCLED (minimum of 30% post  
288    consumer waste) white paper.

289    All pages are to be sequentially numbered, and show the total number of pages (i.e., Page 1 of  
290    40), and a Table of Contents shall be provided. If a form is provided and there is insufficient  
291    space for a response on a form, the response may be continued on a blank page immediately  
292    following the form. The additional pages are to be numbered the same as the form with the  
293    addition of the letter "a" "b" "c" etc. If a form is provided and additional forms are needed the  
294    form may be copied. The copied pages are to be numbered the same as the form with the  
295    addition of the letter "a" "b" "c" etc.

296    Responses must be complete and unequivocal. In instances where a response is not required,  
297    or is not applicable or material to the proposal, a response such as "no response required" or  
298    "not applicable" is acceptable.

299 **4.4 ORGANIZATION OF THE PROPOSAL**

300 In order to expedite the evaluation process, each Proposal shall be organized in accordance  
 301 with this Section as outlined in Table 4-1. Instructions for preparing each Section of the  
 302 proposal shown in the outline are given in the following subsections. Proposals that do not  
 303 follow the specified format outlined below, or fail to provide the required documentation, may  
 304 receive lower scores. In the event of any conflict between any of the Proposal documents,  
 305 resolution thereof shall be in the City’s sole discretion.

306 The Proposers shall provide the information as requested and as applicable to the proposed  
 307 services. A single set of general information can be submitted for multiple service type and or  
 308 multiple Service District proposals, so long as all the requirements are included and clearly  
 309 distinguishable. Headings and section numbering utilized in the proposal shall be the same as  
 310 those identified in Table 4-1. Proposals shall include the following information in the format  
 311 indicated.

SECTION	<b>TABLE 4-1 OUTLINE FOR TECHNICAL PROPOSAL</b>
1	COVER LETTER, TABLE OF CONTENTS, EXECUTIVE SUMMARY, SIGNED ADDENDA, PROPOSAL BOND
2	GENERAL PROPOSER INFORMATION
3	STATEMENT OF OPERATIONAL QUALIFICATIONS
4	STATEMENT OF FINANCIAL QUALIFICATIONS
5	RISKS AND CONTRACTUAL OBLIGATIONS
6	LITIGATION HISTORY
7	EXCEPTIONS TO RFP SPECIFICATIONS
8	STATEMENT OF PROCESSING CAPACITY
9	PROPOSED WORK PLANS
10	REQUIRED AND SUPPLEMENTAL FORMS
11	APPENDIX
Cost Proposal	COST PROPOSAL (SUBMIT SEPARATELY SEALED)

312 The following provides a general description of the proposal requirements as outlined in  
 313 Table 4-1.

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314                   **4.4.1 COVER LETTER, TABLE OF CONTENTS, EXECUTIVE SUMMARY, SIGNED ADDENDA,**  
315                   **PROPOSAL BOND (TECHNICAL PROPOSAL SECTION 1)**

316 All proposals must be accompanied by a cover letter not exceeding the equivalent of four (4)  
317 single sided pages and should provide as follows:

318                   **4.4.1.1 COVER LETTER**

- 319                   ▪ Name, address, telephone number, and fax number of the  
320                   individual authorized to contractually bind the Proposer and be  
321                   signed by the authorized individual.
- 322                   ▪ Name, address, telephone number, and fax number of Proposer's  
323                   key contact person and/or project manager.
- 324                   ▪ Description of the type of organization (e.g. corporation,  
325                   partnership, joint venture teams and subcontractors) submitting  
326                   proposals.
- 327                   ▪ Name of the entity that will execute the Agreement, in the event it  
328                   is awarded.
- 329                   ▪ A written statement warranting that the requirements of the  
330                   Agreement, as described in this RFP document, its enclosures,  
331                   and all addenda, by listing all addenda and dates received, have  
332                   been thoroughly reviewed and the Proposer has conducted all due  
333                   diligence necessary to confirm material facts upon which the  
334                   proposal is based.
- 335                   ▪ A written statement acknowledging the validity of the proposal  
336                   contents including proposed rates, compensation, and pricing for a  
337                   period of one hundred eighty (180) days.
- 338                   ▪ A list of the service types by Service Districts being proposed on.

339                   **4.4.1.2 TABLE OF CONTENTS.**

340                   **4.4.1.3 EXECUTIVE SUMMARY.** The executive summary should not exceed the  
341                   equivalent of six (6) single-sided pages and should highlight the major  
342                   elements of the Proposer's qualifications and proposal. All information  
343                   should be provided in a concise manner.

344                   **4.4.1.4 SIGNED ADDENDA.**

345                   **4.4.1.5 PROPOSAL BOND.**

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346           **4.4.2    GENERAL PROPOSER INFORMATION (TECHNICAL PROPOSAL SECTION 2)**

347                   **4.4.2.1   DESCRIPTION OF THE COMPANY(IES)**

348   Proposers shall provide a comprehensive description of proposing company(ies) and any  
349   subcontractors, including but not limited to, the following:

- 350           ▪   Proposers shall supply details of ownership of their companies and any  
351           subcontractors. The following information explaining the type of organization that  
352           describes the Proposer's company and any subcontractors must be listed:
  - 353                   ○   If the company is a corporation, list the state of incorporation, the names and  
354                   addresses of all officers and agents, the names and addresses of  
355                   stockholders owning more than 5% of any class of stock in the corporation,  
356                   and creditors who are owed a debt equal to 5% or more of the company's  
357                   total assets.
  - 358                   ○   If the company is a partnership, list the names and addresses of all partners.
  - 359                   ○   If the company is a joint venture, list the names and addresses of all  
360                   participants. If any participant is a corporation or partnership, provide  
361                   information requested above for a corporation or partnership as appropriate.
  - 362                   ○   List of any of the proposed subcontractors and/or affiliated companies used in  
363                   the normal course of business, including those involved in recycling of glass,  
364                   metal, paper, plastic, yard trimmings, etc.
  - 365                   ○   Description of any ownership or operating agreements, contractual  
366                   agreements or relationships with owners or operators of landfills, transfer  
367                   stations, material recovery facilities, solid waste, recyclables and yard  
368                   trimmings collection companies, or street sweeping companies operating in  
369                   the Northern California area (all California jurisdictions north of the City of  
370                   San Luis Obispo).
- 371           ▪   A statement that the general experience and qualifications as submitted in the  
372           proposal are current, correct and complete.
- 373           ▪   Proposers shall provide an organization chart, job duties and responsibilities of key  
374           staff that will be responsible for the completion of the proposed work, segregated to  
375           indicate responsibilities by service type. This shall include all subcontractors  
376           included in Proposer's proposal.
- 377           ▪   Proposer shall supply evidence that the Proposer and its subcontractors are licensed  
378           to do business in the State of California and have paid the City Business Tax as  
379           required by Chapter 4.76 of the SJMC, or a sworn statement that it will take all  
380           necessary actions to become so licensed or to comply with SJMC Chapter 4.76, prior  
381           to commencement of services if its proposal is accepted.

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382                   **4.4.2.2 CONFLICTS OF INTEREST**

383 Proposer warrants that no gratuities (in the form of entertainment, gifts, or otherwise) were  
384 offered or given by Proposer, or any agent or representative of the Proposer, to any officer or  
385 employee past or current, of the City or to any of the City's consultants in order to secure the  
386 Agreement or favorable treatment concerning the proposal process. The proposing firm  
387 (Proposer) affirms and agrees that Proposer will disclose and describe any relationship or  
388 arrangement with the City or any of its officers, or employees (past or current) or with any of the  
389 City's consultants, its officers or employees (past or current) that could be deemed inconsistent  
390 with conflict of interest statutes, including the Political Reform Act of 1974 (California  
391 Government Code § 81000 et seq., as amended), Chapters 12.08 and 12.10 of the SJMC, and  
392 Article 4 of Chapter 1 of Division 4 of Title 1 of the California Government Code (commencing  
393 with § 1090).

394                   **4.4.3 STATEMENT OF OPERATIONAL QUALIFICATIONS (TECHNICAL PROPOSAL SECTION**  
395                   **3)**

396                   **4.4.3.1 EXPERIENCE AND GENERAL QUALIFICATIONS**

397 Proposer shall provide information demonstrating that it has the necessary experience to  
398 implement and provide the services requested in this RFP. A description of the relevant  
399 qualifications and experience of the firm and key personnel shall also be provided. **This shall**  
400 **apply to all subcontractors included in Proposer's proposal.** The following information must  
401 be included and must be segregated by the service types being proposed:

- 402                   ▪ Describe the relevant experience of the company(ies) for the last fifteen (15) years.
- 403                   ▪ Describe services that the Proposer has implemented in other communities that are  
404 similar to those being proposed for the City. This must include the work approach,  
405 program results and client contacts.
- 406                   ▪ Identify the manager and responsible office personnel, location of office, and  
407 telephone number where operation will be administered.
- 408                   ▪ List relevant technical experience of key personnel and a description of their  
409 backgrounds in Street Sweeping, collection, and Processing of Solid Waste,  
410 Recyclable Materials, and Yard Trimmings and/or marketing of recyclable products,  
411 including Yard Trimmings.
- 412                   ▪ Identify any special services or performance not identified above but related to this  
413 process, including the agency and type of performance.
- 414                   ▪ References for the ten (10) largest public agencies presently being directly served by  
415 the Proposer with similar services to those being proposed on in this proposal,  
416 including the name of the supervising public official, address and telephone number.  
417 If the Proposer is not presently serving ten (10) public agencies they should provide

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418 the requested information for all public agencies presently being served. The City  
419 intends to contact appropriate agencies for reference.

420 **4.4.4 STATEMENT OF FINANCIAL QUALIFICATIONS (TECHNICAL PROPOSAL SECTION 4)**

421 **4.4.4.1 FINANCIAL QUALIFICATION SUBMITTAL**

422 The Proposer must provide copies of audited financial statements for the entity that is proposed  
423 to sign the Agreement, for the most recent three fiscal years. Audited financial statements  
424 should include: balance sheet, income statement, statement of changes, footnotes, and  
425 subsidiary schedules. In the event that a proposer does not have audited financial statements,  
426 three years of business tax returns, with supporting schedules, may be provided on an  
427 exception basis. However, tax returns are not an alternative to providing audited financial  
428 statements; if the proposer has audited financial statements, those must be provided.

- 429     ▪ If the entity that will sign the Agreement has a parent company or is proposing a joint  
430     venture, the parent company or joint venture company(ies) must also provide audited  
431     financial statements for the most recent three fiscal years. The parent company  
432     must provide a statement indicating its intent and means to provide financial  
433     assurance of performance.
- 434     ▪ If the entity that will sign the Agreement has been in existence less than three years,  
435     the Proposer must provide sufficient financial data to substantiate, to the satisfaction  
436     of the City, the Proposer's financial capability and viability of the entity.
- 437     ▪ In addition to the audited financial statements, the Proposer must provide a  
438     statement from the Chief Financial Officer indicating that there has been no material  
439     change in the financial circumstances of the proposing entity (or its parent company  
440     or owners if they are providing financial assurance of performance) since the date of  
441     the last audited financial statements.
- 442     ▪ Financing of the services and equipment will be the sole responsibility of the  
443     successful Proposer. Proposer must demonstrate that it can provide the required  
444     financing from either 1) internally generated funds or 2) commitments from external  
445     sources.

446 The City reserves the right to require submission by Proposer, at no cost to the City, of an  
447 opinion by a Certified Public Accountant with regard to the financial status of such Proposer,  
448 including ownership of, or interest in, equipment and facilities prior to award of an Agreement.

449 As is set forth in Section 4.2.5 of this RFP, the City will make best efforts, but make no  
450 representation that it will be able to maintain total confidentiality of Proposer's financial  
451 information. A Proposer that submits financial information that it asks to have treated as  
452 confidential should submit a statement justifying the request, cross reference it in the proposal

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453 and label it as a separate attachment, clearly identifying it as confidential. At all times, the City  
454 will comply with the provisions of the California Public Records Act.

455 **4.4.5 RISKS AND CONTRACTUAL OBLIGATIONS (TECHNICAL PROPOSAL SECTION 5)**

456 The City requires that certain risks and contractual obligations be borne by the Proposer and be  
457 addressed in the proposal. Proposer should address each of the risks and obligations below to  
458 1) assure the City that the Proposer understands the risks and obligations they will bear, and  
459 2) establish the extent of the obligation that the Proposer will assume based upon the category  
460 of service to be delivered by the Proposer:

- 461
  - Compliance with City solid waste management policies.
    - 462 ○ Describe in detail how the Proposer will assist the City in meeting the laws
    - 463 and regulations relating to compliance with the California Integrated Waste
    - 464 Management Act.
    - 465 ○ Specify the type and extent of indemnification/CERCLA type protection the
    - 466 Proposer can provide to the City.
  - 467 ▪ Management of Hazardous Wastes and Universal Wastes inadvertently collected.
  - 468 ▪ Environmental review and compliance, and permitting processes.
    - 469 ○ Fluctuations in quantity, composition, marketability, and prices of recyclables
    - 470 and yard trimmings if applicable to the category that the Proposer has applied
    - 471 for.
  - 472 ▪ Worker safety and OSHA (both Federal and California) requirements.
  - 473 ▪ Other applicable federal and state environmental regulations.

474 **4.4.6 LITIGATION HISTORY (TECHNICAL PROPOSAL SECTION 6)**

475 The Proposer must provide a history for the last five (5) years of all claims settlements,  
476 arbitrations, litigation proceedings, and civil actions involving \$100,000 or more, and all criminal  
477 actions in which the company, its parent company, subsidiaries, all partners, or principals were  
478 involved. For each case, the Proposer must provide the following:

- 479
  - The name of the claim, arbitration, litigation or action,
  - 480 ▪ The amount at issue or the criminal charges alleged, and
  - 481 ▪ The resolution of the case.

482 The Proposer must also provide details of any current or threatened legal actions in California  
483 against the Proposer or its parent company, subsidiaries, all partners, principals, or joint venture  
484 company(ies) by a governmental entity contracting with the Proposer or its parent company for  
485 services relating to solid waste management, or against such a government entity by the

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486 Proposer or its parent company or joint venture company(ies). For each action, the Proposer  
487 must provide the following:

- 488       ▪ The name of the action,
- 489       ▪ The court in which the action is pending,
- 490       ▪ The action number, and
- 491       ▪ The amount at issue.

492 The Proposer shall provide a list of all enforcement actions taken against it during the last five  
493 (5) years by any regulatory agency such as, but not limited to, the United States Environmental  
494 Protection Agency, the Bay Area Air Quality Management District or a Local Enforcement  
495 Agency under the California Integrated Waste Management Act. The list shall include the name  
496 of the regulatory agency and the date of the enforcement action.

497 The Proposer shall inform the City if it has had a permit, franchise, license, entitlements or  
498 business licenses that have been revoked or suspended in the last five (5) years.

499 The Proposer must list any liquidated damages, administrative fines, charges, or assessments  
500 that total \$50,000 or greater in any one calendar year during the last five (5) years that have  
501 been paid by the Proposer to a public agency as a result of solid waste management services  
502 provided by Proposer. The list shall include the name of the public agency, the date and amount  
503 of the liquidated damages, administrative fines, charges, or assessments, and the reason the  
504 public agency assessed the liquidated damages, administrative fines, charges, or assessments.

505 The Proposer must list any claims against a bid, proposal, or performance bond and the results  
506 and failure to receive a bid, proposal, or performance bond, or any contractual defaults or  
507 termination in the last fifteen (15) years.

#### 508           **4.4.7   EXCEPTIONS TO RFP SPECIFICATIONS (TECHNICAL PROPOSAL SECTION 7)**

509 Exceptions to the RFP Specifications and the Agreements (Sections 6 and 7 of this RFP) will be  
510 considered during evaluations. The City reserves the right to consider any proposed exceptions  
511 during its evaluation. Significant exceptions to the Agreements may adversely impact the  
512 Proposers evaluation score.

513 Any exceptions taken to specifications in this RFP and/or the Agreements must be included in  
514 Form B, provided in Section 8 of these RFP documents; exceptions must have suggested  
515 changes and the related cost change in the event the exception is accepted by the City.

516 Proposers should note that the City will not consider or negotiate exceptions to the Agreement  
517 that are not submitted in writing in accordance with the requirements of this Section 4.4.7.

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518           **4.4.8    STATEMENT OF PROCESSING CAPACITY (TECHNICAL PROPOSAL SECTION 8)**

519    Proposers proposing to provide SFD Recycling Services and/or YT & RSS Services shall also  
520    include as part of the Proposal, a contract, agreement, or a letter of commitment for Processing  
521    of Recyclable Materials, and Processing of Yard Trimmings in the event the Proposer will  
522    subcontract those activities. Proposer shall complete Forms C, and D, which are provided in  
523    Section 8 of this RFP document, and shall provide all information as listed in Section 4.4.3,  
524    4.4.4, 4.4.5, and 4.4.6 of this Section 4.

525           **4.4.9    PROPOSED WORK PLANS (TECHNICAL PROPOSAL SECTION 9)**

526    The Proposer shall provide detailed work plans for providing applicable Services **for each**  
527    **service type and Service District being proposed on.** The Proposer's work plans as  
528    required below will be attached as Exhibits in the approved Agreements. The work plans must  
529    address and include those items as specified below. Proposers must complete Forms C, D, and  
530    E as provided in Section 8 of this RFP document.

531    In completing the work plans as described below, Proposers may complete Forms F, G, and H  
532    as provided in Section 8 of this RFP document, to provide addition information.

533    Based on the applicable Service requirements specified in the Agreements located in Sections  
534    6A, 6B, and 7 respectively of these RFP documents, Proposer must prepare work plans that are  
535    specific to the proposed service type(s) and Service District(s) of the City. The City will place  
536    significant emphasis on Proposer's proposed work plans during the evaluation process.  
537    Proposers shall include the following work plans for the services types proposed:

538           **4.4.9.1    TRANSITION PLAN**

- 539    A detailed transition plan specifying implementation schedules and tasks, such as the following:
- 540           ▪ Equipment and facility acquisition plan (operating yard, processing facility(ies), office,  
541            etc.),
  - 542           ▪ How the Proposer will begin collection and/or Street Sweeping services,
  - 543           ▪ Customer service program,
  - 544           ▪ Public education and outreach program, and
  - 545           ▪ If Proposer is proposing on both SFD Solid Waste Services and SFD Recycling  
546            Services, Proposer must describe any change or improvement that combining these  
547            services will provide.

548    **In developing the transition plan Proposers should consider that the City strongly seeks**  
549    **to reduce disruption to customers during the transition period, and requires the**  
550    **maintenance of the current collection day boundaries.**

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551                    **4.4.9.2 DIVERSION PLAN (SFD RECYCLING SERVICES AND YT & RSS SERVICES**  
552                    **AGREEMENTS)**

553                    A detailed diversion plan and schedule showing specific programs and tasks, milestones, and  
554                    time frames for meeting the diversion requirements, as specified in this RFP. This **must** include  
555                    the estimated tonnages for Recyclable Materials Delivered, Processed, and Sold, and the  
556                    estimated residual tonnages for each calendar year of the Agreement beginning with calendar  
557                    year 2008. Proposers **must** provide diversion estimates, which must not be less than the  
558                    minimum diversion required in the Agreement, and **must** be tied to specific collection methods  
559                    and public education programs. Failure to provide the estimated diversion tonnages and  
560                    diversion estimates may be grounds for disqualification.

561                    If Proposer is proposing on both SFD Solid Waste Services and SFD Recycling Services,  
562                    Proposer must describe any change or improvement that combining these services will provide  
563                    (i.e., higher diversion).

564                    **4.4.9.3 PUBLIC EDUCATION AND OUTREACH PLAN**

565                    A detailed public education and outreach plan that specifies the methods and public education  
566                    materials that will be used for program start-up, and throughout the Agreement term. (Minimum  
567                    specifications are provided in Exhibits 11 located in Sections 6 and 7).

568                    If Proposer is proposing on both SFD Solid Waste Services and SFD Recycling Services,  
569                    Proposer must describe any change or improvement that combining these services will provide  
570                    (i.e., higher participation, lower contamination, etc.).

571                    **4.4.9.4 CUSTOMER SERVICE PLAN**

572                    A detailed customer service plan that specifies customer service operations.

573                    If Proposer is proposing on both SFD Solid Waste Services and SFD Recycling Services,  
574                    Proposer must describe any change or improvement that combining these services provide (one  
575                    call center, fewer total CSRs, etc.).

576                    **4.4.9.5 COLLECTION OPERATIONS PLAN**

577                    A detailed collection operations plan that presents the specific collection programs that will be  
578                    implemented. This shall include, at a minimum, the following:

- 579                    ▪ Vehicle and container maintenance program, including response/replacement/  
580                    repair time for vehicles on route.
- 581                    ▪ Total number of vehicles by type with reserve vehicles identified.
- 582                    ▪ Staffing requirements, including physical examinations and substance abuse testing  
583                    requirements.
- 584                    ▪ Office and operations yard location.

- 
- 585       ▪ Arrangements for materials disposal and/or marketing procedures, including the  
586       name and location of facilities, the method for disposal or processing, and the tip or  
587       processing fees.
  - 588       ▪ Overlap of equipment, staff, offices, cleaning and maintenance facilities, etc.
  - 589       ▪ The number of vehicle passes per account.
  - 590       ▪ The method of collection and/or street sweeping.
  - 591       ▪ Protocol for handling Hazardous Waste and Universal Waste.
  - 592       ▪ The financing method that will be used to purchase collection vehicles and  
593       containers, and the proposed amortization or depreciation schedule, including  
594       Proposer's cost of money.
  - 595       ▪ Health and safety management procedures.
  - 596       ▪ Additional material that the Proposer feels is required to ensure a smooth transition  
597       and superior program performance.

598 If Proposer is proposing on both SFD Solid Waste Services and SFD Recycling Services,  
599 Proposer must describe any change or improvement that combining these services will provide  
600 (i.e. number of routes, drivers, vehicle passes, etc.).

601                   **4.4.9.6 PROCESSING OPERATIONS PLAN (SFD RECYCLING SERVICES AND YT &**  
602                   **RSS SERVICE AGREEMENTS)**

603 A detailed MRF and/or Yard Trimmings processing operations plan that presents the specific  
604 processing programs that will be implemented for the City. This shall, at a minimum, include:

- 605       ▪ All items listed in Forms C and D in Section 8.
- 606       ▪ Facility description including at a minimum the following:
  - 607           ○ Description of processing operations, including the type, age and inventory of  
608           equipment used to process recyclables (number of sorting stations, air  
609           classifiers, eddy currents, shaker screens, bailers, storage bunkers, etc).
  - 610           ○ Description of composting operations (if applicable).
  - 611           ○ Materials flow description and diagram for delivery, Processing, storage,  
612           shipping, and transfer.
  - 613           ○ Traffic flow and description of incoming collection vehicles and outbound  
614           shipping of Processed materials and Residue (weighing incoming and  
615           outbound loads, tip floor management, etc.).
  - 616           ○ Residue plan.
  - 617           ○ Personnel listing by position and number of each.

- 
- 618           ▪ Discussion of whether Proposer will commingle any Recyclable Materials delivered,  
619           Processed, or Sold pursuant to this Agreement at Proposer's Materials Recovery  
620           Facility with any recyclable materials or solid waste **NOT** collected pursuant to this  
621           Agreement.
- 622           ▪ Proposer must provide a "Materials Recovery Facility Delivery and Processing  
623           Protocol" for Recyclable Materials or Solid Waste delivered, Processed, or Sold at  
624           the Proposer's Materials Recovery Facility that clearly specifies at a minimum, the  
625           following:
- 626               ○ A listing of all jurisdictions, or other City Service Districts that have recyclable  
627               materials or solid waste delivered, processed or sold at the Materials  
628               Recovery Facility;
- 629               ○ A description of scale house and tip-floor management practices;
- 630               ○ How Proposer will monitor, track, and report Recyclable Materials or Solid  
631               Waste collected pursuant to this Agreement from other recyclable materials  
632               or solid waste;
- 633               ○ The methodology and schedule (i.e., once per quarter) for conducting  
634               characterization studies of Recyclables Materials delivered, Processed, and  
635               Sold, and Residue;
- 636               ○ The method for segregating, Recyclable Materials or Solid Waste collected  
637               pursuant to this Agreement from other recyclable materials or solid waste;  
638               and
- 639               ○ The methodology for determining contamination, and rejected  
640               loads/materials.
- 641           **NOTE: PROPOSER WILL NOT BE ALLOWED TO COMMINGLE**  
642           **RECYCLABLE MATERIALS COLLECTED PURSUANT TO THIS**  
643           **AGREEMENT WITH ANY OTHER MATERIALS AT THE CITY**  
644           **APPROVED MATERIALS RECOVERY FACILITY UNLESS**  
645           **PROPOSER HAS A CITY APPROVED MATERIALS RECOVERY**  
646           **FACILITY DELIVERY AND PROCESSING PROTOCOL.**
- 647           ▪ Monthly reporting requirements over those specified in Exhibits 10 located in  
648           Sections 6 and 7.
- 649           ▪ Sales and Marketing plan.
- 650           ▪ Quality control plan.
- 651           ▪ Contingency plan which includes alternative storage and processing arrangements in  
652           the event that the processing facility is not operational by July 1, 2007, or thereafter,

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653 or is unable to process materials for any reason at the Contractor's approved  
654 Materials Recovery Facility, or Yard Trimmings Processing Facility.

655 If Proposer is proposing on both SFD Solid Waste Services and SFD Recycling Services,  
656 Proposer must describe any change or improvement that combining these services provide (i.e.,  
657 higher diversion, lower contamination, etc.).

658 **4.4.9.7 COLLECTION EQUIPMENT PLAN**

659 The Proposer shall provide a discussion on the type of vehicle(s) to be used (automated or  
660 semi-automated, front loader, side loader, rear loader, split-body, etc.), Proposer's experience of  
661 other comparable programs with this type of vehicle, whether the vehicles will be leased or  
662 owned, the methods which will be used and sequence of steps required to load and unload  
663 collected/swept materials, the compatibility of the vehicle design with the design of the facility to  
664 which the collected/swept materials will be taken, the number of crew members required per  
665 vehicle and their responsibilities, the number of vehicles required for the program, the capacity  
666 of the vehicles, the advantages and disadvantages of the type of vehicle chosen (particularly  
667 with regard to efficiency, productivity and ease of operator use), and the scheduled maintenance  
668 and cleaning of the vehicles. The Proposer shall also provide the cost of vehicles. For each  
669 used vehicle that Proposers will use, Proposers must include the age, mileage, and the date the  
670 vehicle was rebuilt.

671 The Proposer shall include a discussion on the type of carts to be used for replacement of  
672 existing carts and to provide for new customers, how Proposer will repair or replace damaged,  
673 lost, or stolen carts, and how Proposer will maintain an inventory of replacement carts.

674 If a Proposer proposes to add the collection of additional Recyclable Materials, the Proposer  
675 shall provide a discussion on the impact such addition will have on its proposed system. The  
676 discussion shall be specific with regard to required equipment changes, etc.

677 The Proposer shall provide an equipment inventory or list of equipment to be ordered. This  
678 inventory should include a detailed listing of the Proposer's and Proposer's subcontractor's  
679 equipment and all accessories by type, model, year of manufacture, and anticipated remaining  
680 useful life, as of the date of the inventory. Delivery guarantees by manufacturers shall be  
681 included in the Proposal for all new equipment to be acquired to accomplish the Agreement.

682 If Proposer is proposing on both SFD Solid Waste Services and SFD Recycling Services,  
683 Proposer must describe any change or improvement that combining these services provide (i.e.,  
684 different type of collection vehicles, lower cost for carts and vehicles due to volume discounts,  
685 etc.).

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686 **4.4.9.8 EMPLOYEE AND LABOR RELATIONS PLAN**

687 The proposer shall provide a detailed Employee and Labor Relations plan to include the  
688 following:

- 689       ▪ History as an employer;
- 690       ▪ Working conditions commitments;
- 691       ▪ Assurances of its commitments to labor peace; and
- 692       ▪ Information regarding how the Proposer will protect against labor discord during the  
693 term of the contracts.

694 **4.4.10 REQUIRED AND SUPPLEMENTAL FORMS (TECHNICAL PROPOSAL SECTION 10)**

695 Proposers are required to complete in full Forms B, C, D, and E in Section 8. Proposers may  
696 complete Forms F, G and H as supplemental information to the required work plans as  
697 described in Section 4.4.9 of this RFP.

698 Proposers must also compete and submit the following documents with as part of the Technical  
699 Proposal:

- |     |        |   |
|-----|--------|---|
| 700 | Form I | Proposer Form located in Section 8 Forms.                             |
| 701 | Form J | Proposer Questionnaire located in Section 8.                          |
| 702 | Form K | Local and Small Business Preference located in Section 8. This form   |
| 703 |        | must be provided if the Proposer is requesting consideration. If this |
| 704 |        | form is not included with your Proposal, consideration for local and  |
| 705 |        | small business preference shall not be granted. This form may not be  |
| 706 |        | submitted at a later date.  |

707 **4.4.11 APPENDIX (TECHNICAL PROPOSAL SECTION 11)**

708 The Proposer may provide any additional information that is applicable to this proposal and  
709 include such information in an appendix.

710 **4.4.12 COST PROPOSAL (SEPARATELY SEALED AS COST PROPOSAL)**

711 Proposers must complete Cost Forms A-1 through A-7 in Section 8 as a separately sealed  
712 submittal in accordance with Section 4.2.3 of this RFP.

713 The Proposer's Cost Form Signature is presented as Form A-1 and the cost proposal forms are  
714 presented as Forms A-2, A-3, A-4, A-5, A-6 and the supplemental cost form is presented as  
715 Form A-7. The proposer's signature form, Form A-1, must be completed, signed and returned,  
716 and the cost proposal forms must be completed and returned. Proposers must complete all  
717 pages of Cost Forms A-1 through A-7 for the Service Types and Service Districts they are  
718 proposing on.

719 The RFP documents contain information regarding service units, services, and Curb Miles within  
720 the Service Districts as of December 16, 2005. This is the most current information available  
721 and should be utilized in completing the cost proposal forms. Proposers submitting proposals  
722 do so with the understanding that while the City does not anticipate that there will be any  
723 material difference in the information regarding the service units, services, and the Curb Miles  
724 presented in this RFP document and the service units, services, and Curb Mile data that will be  
725 effective on July 1, 2007, the City does anticipate that there will be some minor changes in that  
726 information.

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