



GAIL FARBER, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE

REFER TO FILE:

AS-0

August 21, 2014

REQUEST FOR PROPOSALS – ADDENDUM 1 AS-NEEDED SMART BUSINESS RECYCLING PROGRAM (2014-AN008)

Thank you for attending our mandatory Proposers' Conference for As-Needed Smart Business Recycling Program (2014-AN008) held on Thursday, August 14, 2014.

Important: Please note that Form PW-2, Schedule of Prices, has been deleted in its entirety and it has been replaced with Form PW-2.1, enclosed. Please use Form PW 2.1 when submitting your proposal.

Please be reminded that the deadline to submit your proposals is **Wednesday, August 27, 2014, at 5:30 p.m.**

A. Addendum

The following revisions have been made to the RFP. Deleted language is ~~struck out~~:

1. As stated above, Form PW-2, Schedule of Prices, has been deleted in its entirety, and it has been replaced with Form PW-2.1. Please use Form PW-2.1 when submitting your proposal in order to be in compliance with the RFP.
2. Exhibit A, Scope of Work, Task 6, Pilot Food Waste Diversion Program, on page A.10, has been revised as shown below:
 - a. Pilot Food Waste Diversion Program: Contractor shall assist in implementation of a pilot food waste diversion program for managing and diverting food waste generated at businesses. ~~Examples of diversion include arranging for delivery to food banks, composting, and/or bioconversion.~~

B. Clarification

The following answers are in response to the request for information and clarification submitted by attendees of the Proposers' Conference. Questions presented in this addendum represent the questions asked by the Proposer in the form and context submitted.

1. **Question:** How is contractor to address the potential liabilities faced as a result of making arrangements for the transportation of food waste between businesses and food banks, composting, and/or bioconversion facilities?

Response: The contractor is responsible for identifying and providing recommendations to businesses on how to implement a food waste diversion program in a format approved by the Contract Manager. The contractor shall not be responsible for making arrangements for the transportation and/or delivery of food waste to food banks, composting, and/or bioconversion. Also, please see part A.2 of this addendum.

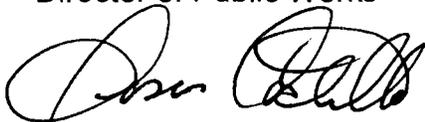
2. **Question:** How is contractor to account for the costs associated with the printing and mailing of surveys (Section D.1.b) and other outreach materials (Section D.3)?

Response: Form PW-2, Schedule of Prices, has been deleted, and the new Form PW-2.1 includes Task 3.a.1-6 to address this concern. Please consider this change when submitting your proposal.

If you have questions concerning the above information, please contact Mr. Edwin Manoukian at (626) 458-4057, Monday through Thursday, 7 a.m. to 5 p.m.

Very truly yours,

GAIL FARBER
Director of Public Works



GHAYANE ZAKARIAN, Chief
Administrative Services Division

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SCHEDULE OF PRICES

FOR

SMART BUSINESS RECYCLING PROGRAM (2013-AN006)

The undersigned Proposer offers to perform the work described in the Request for Proposals (RFP) for the following prices. The Proposer's rates shall include all administrative costs, supervision, labor, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the RFP. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be. Notwithstanding the amounts of compensation quoted in the Schedule of Prices, Public Works and the Contractor may agree in writing that specified tasks or deliverables may be compensated at a lower rate than the amount quoted, as a result of savings realized in the performance of the work. Should the Contractor perform any task for a lower price than originally agreed, or should any task be curtailed, resulting in a surplus in the funds encumbered for the work, Public Works may direct the application of any surplus to increase the quality or quantity of any other tasks provided for in the Schedule of Prices, Form PW-2. However, such reallocation of funds is permitted only with the written approval of Public Works.

Task	Description	Unit	Unit Price	Quantity	Amount (Initial 2-year Term)
1.	Site Visits				
a.	Business Recycling Consultants	hr		2,000	
2.	Waste Characterization Studies				
	Waste Load	ea		20	
3.	Outreach, Promotion, and Education				
a.	Outreach Development and Production	hr		500	
a.1	Printing and Mailing Brochures	batch of 5,000		5	
a.2	Printing and Mailing Flyers	batch of 5,000		5	
a.3	Printing and Mailing Postcards	batch of 5,000		5	
a.4	Printing Posters (18" x 24")	batch of 1,000		5	
a.5	Printing Posters (27" x 39")	batch of 1,000		5	
a.6	Printing and Postage of Surveys	batch 500		6	
b.	Promotional Items				
b.1	Thumb Drive (4GB)	batch of 100		10	
b.2	Pens	batch of 100		10	
b.3	Key Chains	batch of 100		10	

Task	Description	Unit	Unit Price	Quantity	Amount (Initial 2-year Term)
b.4	Tote Bags	batch of 100		10	
b.5	Document Case/holders	batch of 100		10	
b.6	Travel Mugs	batch of 100		10	
b.7	Reusable Water Bottles	batch of 100		10	
c.	Presentations	hr		240	
4.	Recycling Bins				
a.	In-Unit Recycling Baskets	batch of 500		50	
b.	Business Recycling Bins	batch of 500		20	
c.	Delivery	hr		200	
5.	Support Activities				
a.	Recycling Awards	hr		32	
a.	Plaques	ea		24	
a.	Gift Baskets	ea		24	
b.	Performance Measures	hr		240	
c.	Monthly Report and Meeting	ea		24	
6.	Pilot Food Waste Diversion Program				
a.	Pilot Food Waste Diversion Program	hr		500	
b.	Food Waste Containers	batch of 100		10	
c.1	Biodegradable/Compostable Liners	batch of 100		10	
c.2	Low Density Plastic Liners	batch of 100		10	
d.	Delivery	hr		100	
7.	Storage (250 sq. ft.)	quarterly		8	
TOTAL PROPOSED PRICE FOR THE INITIAL TWO-YEAR TERM				Total:	

Write out: _____

TOTAL AMOUNT

LEGAL NAME OF PROPOSER		
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL		
TITLE OF AUTHORIZED PERSON		
DATE	STATE CONTRACTOR'S LICENSE NUMBER	LICENSE TYPE
PROPOSER'S ADDRESS:		
PHONE	FACSIMILE	E-MAIL

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