

Town of Windsor
Request for Proposals for Residential and Commercial Garbage, Recyclable Material and Organic
Waste Collection Services

Addendum No. 1

September 28, 2016

From: TOWN OF WINDSOR

To: COMPANIES THAT ATTENDED THE MANDATORY PRE-PROPOSAL CONFERENCE

ADDENDUM NO. 1: Request for Residential and Commercial Garbage, Recyclable Material and Organic Waste Collection Services

Notice is hereby given that this Addendum No. 1 is provided to the companies represented at the Mandatory Pre-Proposal Conference held on September 14, 2016, and that the clarifications, additions and/or deletions contained in this Addendum shall be made part of the Request for Proposals (RFP) for the above-referenced project, and shall be subject to all applicable requirements there-under, as if originally shown and/or specified.

Companies in Attendance at Mandatory Pre-Proposal Conference

Notice is hereby given that the following companies were represented at the Mandatory Pre-Proposal Conference held on September 14, 2016:

- C&S Waste Solutions;
- California Waste Solutions;
- Garden City Sanitation;
- Green Waste Recovery;
- Industrial Carting;
- Marin Sanitary Service;
- Waste Management, Inc.; and
- Windsor Refuse and Recycling, Inc.

Questions received to this date are addressed in the following pages.

All applicants are required sign this page of this Addendum No. 1, and shall submit a signed copy of this page with their proposal.

Thank you for your participation,

Kristina Owens
Town of Windsor

ADDENDUM NO. 1

DATED: September 28, 2016

COMPANY / AGENCY NAME: _____

COMPANY ADDRESS: _____

REPRESENTATIVE'S NAME: _____

SIGNATURE: _____

DATE: _____

Questions Received September 12, 2016:

1. Can you please provide updated collection route information? What is posted on the website is not entirely accurate. Also, is the Town able to provide commercial collection route information as well as residential?

Response: The Town has provided the available information as provided by the current hauler.

2. The RFP specifies toilet, solid waste and recycling services for special events, but is not clear on the number of service days. The prior agreement specifies 40 special events, but there is no detail as to which events.

Response: Please see revised Exhibit 7 (attached) for a list of the events where Town-Sponsored Event Services are to be provided.

3. I see service requirements for the following events; are you able to fill in any additional blanks? Please confirm the 13 summer Nights Concerts account for 13 of the 40 events, the number of days toilets are in place during the holiday celebration, and if toilets are utilized during the month long Charlie Brown Christmas Tree display. It would be helpful if it were clarified that an "event" is each day of service, or otherwise define if the Town views it differently.

July 3rd Fireworks -
Toilets/Trash/Recycle

Cinco de Mayo - Toilets/Trash/Recycle

Summer Nights Series (13) -
Toilets/Trash/Recycle

Holiday Celebration -
Toilets/Trash/Recycle

Earth Day - Toilets/Trash/Recycle

Charlie Brown Christmas - Debris
Boxes

Response: Please see revised Exhibit 7 (attached) for a list of the events where Town-Sponsored Event Services are to be provided.

4. Is service requested by the Town for the Sunday Farmer's Market?

Response: Please see revised Exhibit 7 (attached) for a list of the events where Town-Sponsored Event Services are to be provided.

5. Can you please provide both the commercial and residential data to us electronically, and if not, will you be able to provide it to the successful bidder upon award of contract?

Response: The Town will provide the available customer service data to the hauler that is awarded the Collection Services Agreement, but will not provide it at this time.

Clarifications from Pre-Proposal Meeting:

1. On Page 27 of the RFP, footnote #8, the following text will be changed: "Service Recipients will have the option of requesting and receiving ~~new or refurbished~~ **different sized** Carts at the start of the new Collection Service Agreement at no cost to the Service Recipient".
2. Diversion requirements are only to include materials collected under this Collection Services Agreement (i.e. C&D Materials collected under a non-exclusive agreement shall not be included in the diversion measurement in this agreement).
3. The Town has not assigned a weighting to the evaluation criteria.
4. Revised Exhibit 4 is attached.
5. Revised Exhibit 7 is attached.

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Exhibit 4 Town of Windsor, CA TOWN SERVICE UNITS	
The following are the facilities that shall receive free Collection Services.	
Facility/Building/Agency/Park	Estimated Service Level
1. Town of Windsor	
Windsor Regional Library 9291 Old Redwood Hwy, Building 100	1-3 yard 1x/week garbage 1-3 yard 1x/week recycle 1-95 gallon 1x/week recycle
Huerta Gym 9291 Old Redwood Hwy Building 200	1-4 yard 2x/week garbage 1-4 yard 1x/week recycle
Police Department 9291 Old Redwood Hwy, Building 300	1-3 yard 2x/week garbage 1-3 yard 1x/week recycle
Administrative Offices, 9291 Old Redwood Hwy, Building 300	1-95 gallon 1x/week garbage 1-95 gallon 1x/week recycle 1-95 gallon 1x/week organic
Town Hall 9291 Old Redwood Hwy, Building 400	1-2 yard 1x/week garbage 2-3 yard 1x/week recycle 1-95 gallon 1x/week garbage 1-95 gallon 1x/week recycle
9291 Old Redwood Hwy, Building 500	Shared with Building 400 2-95 gallon 1x/week recycle
Public Works Department/ Windsor Corporation Yard 8400 Windsor Road	1-4 yard 2x/week garbage 3-3 yard 2x/week garbage 1-4 yard 1x/week recycle 1-2 yard 1x/week recycle
1240 Mitchell Lane	1-20 yard 1x/week cement 1-20 yard 1x/week dirt
Windsor River Road	8-32 gallon 3x/week garbage
Downtown Business District	17-32 gallon 3x/week garbage

Exhibit 4 Town of Windsor, CA TOWN SERVICE UNITS	
Facility/Building/Agency/Park	Estimated Service Level
Community Center 901 Adele Drive	1-6 yard 1x/week garbage 1-95 gallon + 2-68 gallon 1x/week recycle 1-95 gallon 1x/week organic
Senior Center 9231 Foxwood Drive	1-2 yard 1x/week garbage 2-95 gallon 1x/week recycle
Robbins Park 100 Billington Lane	5 acres
Lakewood Meadows Park 9150 Brooks Road South	4.5 acres
Michael Hall Park 431 Jane Drive	5 acres
Pleasant Oak Park 302 Sugar Maple Lane	8.5 acres
Sutton Park 1030 Robbie Way	2 acres
Los Robles Park 10860 Rio Ruso Drive	2.5 acres
Esposti Park 6000 Old Redwood Hwy	10 acres
Keiser Park 700 Windsor River Road	27 acres 2-4 yard 1x/week garbage
Hiram Lewis Park 9680 Brooks Road South	16 acres
Pueblo Viejo Park 45 Third Street	0.3 acres

Exhibit 4 Town of Windsor, CA TOWN SERVICE UNITS	
Facility/Building/Agency/Park	Estimated Service Level
Acorn Park 7543 12 th Hole Drive	0.3 acres
R. T. Mitchell Park 7501 12 Hole Drive	1 acre
Windsor Town Green 701 McClelland Drive	4.5 acres 18-32 gallon 3x/week garbage
Vintage Oaks Park 1201 Mitchell Lane	3.9 acres
Wilson Ranch Soccer Park 7955 Cameron Drive	10 acres 1-4 yard 1x/week garbage
Starr Creek Park 481 Decanter Circle	4.23 acres
Quail Run Park 7765 Foppiano Way	0.5 acres
2. Windsor Fire District Facilities (if retained at Town's option)	
8200 Old Redwood Hwy	1-2 yard 1x/week garbage 1-2 yard 1x/week recycle
8400 Windsor Road	1-2 yard 1x/week garbage 1-2 yard 1x/week recycle

Exhibit 4 Town of Windsor, CA TOWN SERVICE UNITS			
Facility/Building/Agency/Park	Estimated Service Level		
3. Windsor Unified Public School District (if retained at Town's option)			
School	Garbage Bins/Carts	Recycling Bins/Carts	Organics Bins/Carts
Mattie Washburn 75 Pleasant Avenue	2-3 yard 5x/week	2-4 yard 1x/week	
Windsor Creek 8955 Conde Lane	2-6 yard 3x/week	2-4 yard 1x/week	
Brooks Elementary 750 Natalie Drive	1-6 yard 5x/week	2-4 yard 1x/week	
Cali Calmecac Charter School 9491 Starr Road	1-6 yard 3x/week	2-4 yard 1x/week	
Windsor Middle School 9500 Brooks Road South	1-4 yard 3x/week 1-6 yard 3x/week	1-2 yard 1x/week 2-6 yard 1x/week	
Windsor High School 8695 Windsor Road	1-3 yard 5x/week 3-4 yard 5x/week 1-6 yard 5x/week	2-4 yard 1x/week	
School Corp Yard 10755 Old Redwood Hwy	1-6 yard 1x/week	1-6 yard 1x/week	
4. Town Temporary Roll-off Containers			
Corporation Yard 8400 Windsor Road	2-30 yard 2x/week organics	1-20 yard 2x/week cement	1-30 yard 2x/week metal
	1-20 yard 2x/week wood	1-20 yard 2x/week garbage	
5. Town Enforcement Clean-up Service			
Various locations throughout the Town			

Exhibit 4 Town of Windsor, CA TOWN SERVICE UNITS	
Facility/Building/Agency/Park	Estimated Service Level
6. Bulky Wood Chips Delivered to Town	
Various locations throughout the Town	
7. Delivery and use of Portable Toilets	
Various locations throughout the Town	
8. Holiday Tree Drop Off	
Two (2) locations designated by the Town	
9. Large Item Collection	
Town buildings designated by the Town	
10. Town Green/Downtown Area	
Various Locations	

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TOWN SPONSORED EVENTS - GARBAGE, RECYCLING AND OTHER SERVICES

Event	Current Equipment - Porta Potty	Current Equipment - Carts and Bins	Proposed Equipment - Porta Potty	Proposed Equipment - Carts and Bins	Number of Event Days	Service Dates	Service Day
1 Huerta Gym 9291 Old Redwood Highway		4 Recycle Carts / 4 Garbage Carts (total allotment grows and reduces over year per above)		4 Recycle Carts / 4 Garbage Carts (total allotment grows and reduces over year per above)		Calendar Year	Weekly
2 Farmers Market Windsor Town Green 701 McClelland Drive	2 Standard, 1 ADA, 2 Hand Washing		2 Standard, 1 ADA, 2 Hand Washing		36	4/15-12/19	Weekly
3 Earthday Windsor Town Green 701 McClelland Drive	8 Standard, 2 ADA, 2 Hand Washing	8 Recycle Carts* / 8 Garbage Carts*	8 Standard, 2 ADA, 2 Hand Washing	8 Recycle Carts* / 8 Garbage Carts*	1	4/22-5/6	Between the 2 events
4 Cinco de Mayo Windsor Town Green 701 McClelland Drive	<i>same as Earthday - stay in place</i>	<i>same as Earthday - stay in place</i>	<i>same as Earthday - stay in place</i>	<i>same as Earthday - stay in place</i>	1	4/22-5/6	Pre pick-up
5 Summer Nights on Green Concerts Windsor Town Green 701 McClelland Drive	16 Standard, 2 ADA, 2 Hand Washing	16 Recycle Carts* / 16 Garbage Carts*	16 Standard, 2 ADA, 2 Hand Washing	16 Recycle Carts* / 16 Garbage Carts*	13	6/7-9/2	Friday
6 Kids Movies Series Windsor Town Green 701 McClelland Drive	<i>same as Summer Nights - stay in place</i>	<i>same as Summer Nights - stay in place</i>	<i>same as Summer Nights - stay in place</i>	<i>same as Summer Nights - stay in place</i>	8	6/7-9/2	Wednesday
7 July 3rd Keiser Park 700 Windsor River Road	16 Standard, 2 ADA, 2 Hand Washing (of 52 total units - some private rental)	2 x 40 yard Debris Boxes* 20 Recycle Carts* / 20 Garbage Carts*	48 Standard, 4 ADA, 6 Hand Washing	2 x 40 yard Debris Boxes* 40 Recycle Carts* / 40 Garbage Carts*	1	7/2-7/4 or 7/5	Pre pick-up
8 Holiday Celebration and Tree Lighting Windsor Town Green	9 Standard, 3 ADA, 3 Hand Washing	4 Recycle Carts* / 4 Garbage Carts*	9 Standard, 3 ADA, 3 Hand Washing	4 Recycle Carts* / 4 Garbage Carts*	1	11/30-12-2	Pre pick-up
9 Charlie Brown Holiday Tree Grove Windsor Town Green 701 McClelland Drive		2 x 40 yard Debris Boxes*		2 x 40 yard Debris Boxes*	1 Month	3 Days / First weekend in January	
10 Youth Sports Unit Windsor Community Center 901 Adele Drive	1 Standard		1 Standard		On-going	6/20-11/4	Weekly

*In addition to Huerta Gym

*In addition to Huerta Gym