

ADDENDUM 1

April 17, 2024

City Project: Zero Waste

The following modifications are hereby made to the Request for Proposal for the city project Zero Waste. There are a total of four (4) Pages in the addendum, which includes the Addendum Notification.

1. Addendum Notifications

Attached is the "Addendum Notification No. 1 Acknowledgement Form" for this project. Please sign and include that sheet in your bid to be considered responsive.

2. Received Questions and City Responses

- Question 1. Is there a full list of commercial facilities in the city?
Answer 1. Yes, there is a business license list.
- Question 2. Is there an indication of how many, and what type of commercial facilities in the city intend to volunteer to pursue TRUE?
Answer 2. No. However, for the purpose of bidding costs, bidders should assume 5 facilities.
- Question 3. Are special events also included within this scope of work to pursue TRUE certification for events? (or just commercial facilities)
Answer 3. Special events are not included in this scope of work.
- Question 4. Given the six-month term (with optional 3-month extensions), is the intent to only work with businesses who are already meeting the minimum TRUE requirements? Or is the intent to also support those who would like to pursue certification but do not know what to do.
Answer 4. The intent is to work with businesses just starting with TRUE zero waste certification.
- Question 5. Are the waste audits, as specified in request scope of services, intended to be provided to meet the credit requirements of TRUE (so the waste audit will be conducted for commercial facilities who have met all prerequisites and will be pursuing certification)?
Answer 5. This is an initial waste audit to conduct a gaps analysis to determine the amount of work that needs to be completed for TRUE Certification. This information can be used in the TRUE Planning Tool and the TRUE Diversion Tracking Tool to determine where the client is presently at in their zero waste journey.
- Question 6. Does the city's franchised hauler, Burrtec, already provide waste reporting (trash, recycle, organics) data to their commercial customers? If not, is this something that can be run for multiple commercial accounts (as applicable for this SOW)

serviced by Burrtec for purposes of TRUE data reporting, as required for TRUE documentation?

Answer 6. The hauler can provide basic information such as what bins are provided to the business, bins size and how often they are picked up. Costs for the waste pick up services can be obtained from the business. Determining more specific information such as weights and contamination levels are part of the scope of work.

Question 7. Will the franchised hauler, Burrtec, be able to provide documentation for destination and end markets for waste (trash, recycle, organics) removed from applicable commercial facilities, as required for TRUE documentation for select credits?

Answer 7. No.

Question 8. Can we assume that each commercial facility that intends to pursue TRUE will be responsible for the certification and registration fees due to GBCI, and they will pay direct to GBCI?

Answer 8. Yes, costs for certification and registration for TRUE are outside the of the scope of work and these costs should not be considered in responses.

Question 9. Can we assume that costs or investments for any initiatives or programs a commercial facility must implement at their respective site related to TRUE will be the responsibility of that facility? (outside of the services included within the scope of work of the RFP)

Answer 9. Yes, these costs are outside the scope of work.

Question 10. Can we assume that each commercial facility that intends to pursue TRUE will have a designated point of contact responsible for coordinating activities and gathering information specific to their respective site?

Answer 10. Yes.

Question 11. Can the minimum length of the agreement be extended?

Please note: a 12-month average diversion rate of 90% or greater is required for TRUE. This means a site must reach and stay at 90% diversion for many months. Therefore, the work would likely not be completed within 6 months and the 2, 3-month extensions would be required. In our experience, it typically takes more than 1 year for a facility to reach and maintain a compliant diversion rate long enough to meet TRUE requirements.

Answer 11. No. For the purposes of cost assessment bidders should consider the cost to support 5 facilities for six months. Optional extensions are built into the RFP and the most efficient way to extend the time of agreement to make further progress toward certification.

Question 12. How will zero waste and TRUE support services be promoted to businesses in the city?

- Answer 12. The City is considering several options working through both the economic department and Marketing department. Options include website, chamber of commerce and Burrtec bill inserts.
- Question 13. Does the city already know of certain businesses in the community interested in having support to achieve zero waste and TRUE?
- Answer 13. No.
- Question 14. Has the city done any similar programs (for example, with green building certifications)? If so, where can respondents find information about it?
- Answer 14. No.
- Question 15. Are any site visits required or expected to the businesses or to the city?
- Answer 15. Yes. It is expected that the consultant will provide site visits to the business as necessary to support the business progression toward True Certification. One primary purpose of the consultant is to alleviate some of the cost and time for facility staff to work on certification.
- Question 16. Is there an approved budget for this RFP for consulting services? If so, what was the amount approved?
- Answer 16. No, a budget has not been approved.
- Question 17. Will the City support businesses in pursuing TRUE precertification instead of certification?
- Answer 17. At this time the City is supporting a consultant to move businesses toward certification not precertification.
- Question 18. How will the city measure the success of this effort/program?
- Answer 18. Success metrics will change as this project progresses. The first set of metrics includes feedback from commercial facilities about the zero waste program and the total number of facilities that volunteer for the program. Next indicators include facility understanding of the program, baseline facility data quality and advancements of credits toward certification. If these are successful, the goal is to extend the program to support facilities through certification and the number of facilities that reach certification will be a successful indicator. Other overall indicators of success include education and awareness of zero waste and the benefits of becoming a zero waste facility.

By: Sara Toyoda 4/17/2024
Sara Toyoda, Environmental Programs Coordinator Date

ADDENDUM 1 ACKNOWLEDGEMENT FORM

April 17, 2024

CITY PROJECT NUMBER: Zero Waste

In order to confirm eligibility for the bidding process, **please submit this signed sheet with your bid package delivered to:**

TO: Stoyoda@indio.org

Cc: Jraya@indio.org

Subject: City Project Number: Zero Waste

Received Addendum Number 1 and Acknowledged by:

Company Name: _____

Name: _____
(Please Print)

Signature: _____ Date: _____

Please call 760-625-1815 if you have any questions.

