

SAN DIEGO CONVENTION CENTER CORPORATION

REQUEST FOR PROPOSALS FOR WASTE CONTAINERS, LINERS AND SIGNAGE RFP # 23-1012

Issue Date: July 20, 2022

Pre-Bid Question Deadline: July 28, 2022 at 5:00 p.m. local time

Bid Deadline: August 8, 2022 at 5:00 p.m. local time
San Diego Convention Center Corporation
Procurement Department
Send bids to: shane.young@visitsandiego.com

Procurement Contact: Shane Young
Procurement Manager
Email: shane.young@visitsandiego.com
Phone: 619-782-4392

Description: The San Diego Convention Center Corporation (“Corporation”) is requesting proposals for Rubbermaid waste containers, liners and backboard signage. For full details of the product specifications, see Section 2 – Product Specifications.

Exhibits incorporated in this RFP:

- Exhibit A – Purchase Order Terms and Conditions

RFP exhibits and addenda can be found at: [RFP 23-1012 - Waste Containers, Liners and Signage - San Diego Convention Center \(visitsandiego.com\)](#)

Written questions regarding the substance of the RFP must be submitted via e-mail to the procurement contact listed above no later than the Pre-Bid Question Deadline indicated above. Emailed Bids are due prior to the Bid Deadline indicated above and must be delivered to shane.young@visitsandiego.com. Late bids will not be accepted – NO EXCEPTIONS.

PROCUREMENT REQUIREMENTS

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Section 1 – Instructions & General Conditions

1. **COMMUNICATIONS:** All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to the Request for Proposal (RFP) must be made only through the Procurement Contact noted on the cover of this RFP, or their designee. A violation of this provision is cause for the Corporation to reject a company's bid. No contact regarding this document with other Corporation employees is permitted, and may be grounds for disqualification.
2. **PRE-BID INFORMATION AND QUESTIONS:** Each bid that is timely received will be evaluated on its merit and for completeness of all requested information. In preparing bids, Bidders are advised to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by the Corporation. If a Bidder finds a discrepancy, error, or omission in the RFP package, or requires any written addendum thereto, the Bidder is requested to notify the Procurement Contact noted on the cover of this RFP, so that written clarification may be sent to all prospective Bidders. All questions must be submitted in writing to the Procurement Contact before the Pre-Bid Question Deadline indicated on the front of this document. All answers will be issued in the form of a written addendum.
3. **RFP MODIFICATIONS:** Clarifications, modifications, or amendments may be made to the RFP at any time prior to the Bid Deadline at the discretion of the Corporation. It is the Bidder's responsibility to periodically check the Corporation's website at <https://visitsandiego.com/work-with-us/vendors/current-opportunities> until the posted Bid Deadline to obtain any issued addenda.
4. **BID SUBMISSION:** Submit offer on the Bid Form provided. Bidders are required to complete the entire Bid Form and supplements (if applicable).
 - a. Bids must be submitted to the Procurement Department, San Diego Convention Center Corporation, by **email** to shane.young@visitsandiego.com, before the date and time indicated as the deadline. It is each Bidder's sole responsibility to ensure the Procurement Department receives the bid prior to the Bid Deadline.
 - b. Submission of a bid establishes a conclusive presumption that the Bidder is thoroughly familiar with the Request for Proposal (RFP) and that the Bidder understands and agrees to abide by each and all of the stipulations and requirements contained therein.
 - c. All costs incurred in the preparation and presentation of the bid is the Bidder's sole responsibility; no pre-bid costs will be reimbursed to any Bidder. All documentation submitted with the bid will become the property of the Corporation.
 - d. Bids must be held firm for a minimum of 60 days.
5. **EXCEPTIONS:** Bidder shall clearly identify any proposed deviations from the Product Specifications in the Request for Proposal. Each exception must be clearly defined and referenced to the proper paragraph in this RFP. The exception shall include, at a minimum, the Bidder's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the Bidder's bid, the Corporation will assume complete conformance with this specification and the successful Bidder will be required to perform accordingly. Bids not meeting all requirements may be rejected.
6. **DUPLICATE BIDS:** No more than one (1) bid from any Bidder, including its subsidiaries, affiliated companies, and franchises will be considered by the Corporation. In the event multiple bids are submitted in violation of this provision, the Corporation will have the right to determine which bid will be considered, or at its sole option, reject all such multiple bids.
7. **BIDDER EVALUATION:** The Bid shall be awarded to the most responsive, responsible Bidder meeting specifications with the highest evaluation score based upon the following requirements:
 - a. **Price - 100%**

- 8. REJECTION:** The Corporation reserves the right to reject any or all bids, or to accept or reject any bid in part, and to waive any minor informality or irregularity in bids received if it is determined by the Director, Procurement and Contracts that the best interest of the Corporation will be served by doing so. A Bidder's failure to provide any additional information requested by the Corporation prior to a vendor selection may result in rejection of the bid. The Corporation may reject any bid from any person, firm, or corporation in arrears or in default to the Corporation on any contract, debt, or other obligation, or if the Bidder is debarred by the Corporation from consideration for a contract award.

The Corporation reserves the right to reject all nonconforming, nonresponsive, unbalanced, or conditional Bids. Discrepancies in the multiplication of unit prices and unit prices themselves will be resolved in favor of unit price. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

- 9. PROCUREMENT POLICY:** Procurement for the Corporation will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the Corporation.
- 10. NON-DISCRIMINATION:** Corporation will not contract with any person or firm that discriminates against employees or applicants for employment because of any factor not related to job performance. The Bidder must comply with all federal, state, and local laws and policies that prohibit discrimination in employment contracts. The Bidder must include in its subcontracts provisions that prohibit subcontractors from discriminating in their employment practices.
- 11. CONTRACT AWARD:** The Corporation reserves the right to award by item, group of items, or total bid. The Bidder to whom the award is made will be notified at the earliest possible date. After a final award of the Contract by the Corporation, the vendor must execute and perform said Contract. If, for any reason, a contract is not executed with the selected Bidder within fourteen (14) days after receipt of Contract, then the Corporation may recommend the award to the next qualified Bidder.
- 12. DISQUALIFICATION OF BIDDERS:** Any one or more of the following causes may be considered for the disqualification of a Bidder as non-responsible and the rejection of the Bid:
- a. Evidence of collusion among Bidders;
 - b. Lack of competency as revealed by either financial, experience, or safety statements;
 - c. Lack of responsibility as shown by past work;
 - d. Uncompleted work under other contracts which in the judgment of the Corporation, might hinder or prevent the prompt completion of additional work if needed.
- 13. DISCUSSIONS:** Discussions may be conducted with responsible Bidders, in order to clarify and assure full understanding of, and conformance to, the solicitation requirements. Discussions may be conducted with Bidders who submit bids determined to be reasonably susceptible of being elected for award, but bids may be accepted without such discussions.
- Bidders shall be accorded fair and equal treatment with respect to any opportunity for discussions and revisions of bids. Such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. If during discussions there is a need for any substantial clarification of or change in the RFP, the RFP shall be amended to incorporate such clarification or change. The Bidder shall reduce any substantial oral clarification of a bid in writing.
- 14. INSURANCE REQUIREMENTS:** At all times during the term of the contract, the Vendor shall maintain, at their sole expense, insurance coverage for the vendor, its employees, officers and independent contractors, as follows:

TYPE OF INSURANCE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
1. Workers Compensation	Statutory
2. Employers Liability	
A. Each Accident	\$1,000,000.00
B. Each Employee-disease	\$1,000,000.00
C. Policy Aggregate-disease	\$1,000,000.00
3. Commercial General Liability	
A. Per Occurrence	\$1,000,000.00
4. Business Auto Liability	\$1,000,000.00

San Diego Convention Center Corporation, Inc., City of San Diego, San Diego Unified Port District, and the members, officers, directors, agents and employees of each of these three entities shall be named as additional insured.

- 15. DISCLOSURE OF CONTENTS:** All information provided in the bid shall be held in confidence and shall not be revealed or discussed with competitors or the general public, until after award of the contract except as provided by law or court decision.

Bidders must make no other distribution of the bids other than authorized by this RFP. A Bidder who shares cost information contained in its bid with other Corporation personnel or competing Bidder's personnel shall be subject to disqualification.

- 16. PUBLIC DISCLOSURE:** Bids are subject to public disclosure after the deadline for submission in accordance with applicable law.

- 17. CONTRACT COMMENCEMENT:** Commencement of a contract shall not begin prior to all necessary Corporation approvals, including Corporation's Board of Directors approval where required, and subsequent execution of the Corporation's Contract. Commencement of a contract without these approvals is solely at the Bidder's own risk and is likely to result in no payment for services performed or goods received.

- 18. COOPERATIVE CONTRACT PRICING:** Corporation qualifies for local government cooperative contract pricing. Vendor shall indicate if cooperative contract pricing is being used under Section 3 – Bid Form: Exclusions and Clarifications.

Section 2 - Product Specifications to Follow

Section 2 – Product Specifications

The San Diego Convention Center Corporation (“Corporation”) is requesting proposals for Rubbermaid Configure Series waste containers, liners and backboard signage. Waste containers and backboards will not require vinyl signage labels. All containers must be colored grey stenni gloss on the front side, and black on the sides and backs. All containers must come with a rigid plastic liner. Corporation is also requesting additional rigid plastic liners for containers. Products requested in this RFP include:

Item Description	Manufacturer	Part #	Quantity
15 Gallon Configure Container With Rigid Plastic Liner	Rubbermaid	2148863	224
15 Gallon Configure Backboard Signage	Rubbermaid	2107627	224
23 Gallon Configure Container With Rigid Plastic Liner	Rubbermaid	2148939	122
23 Gallon Configure Backboard Signage	Rubbermaid	2107663	122
33 Gallon Configure Container With Rigid Plastic Liner	Rubbermaid	2144291	33
33 Gallon Configure Backboard Signage	Rubbermaid	2107655	33
45 Gallon Configure Container With Rigid Plastic Liner	Rubbermaid	2143281	33
45 Gallon Configure Backboard Signage	Rubbermaid	2107662	33
15 Gallon Rigid Plastic Liner	Rubbermaid	1988900	50
23 Gallon Rigid Plastic Liner	Rubbermaid	1989341	25
33 Gallon Rigid Plastic Liner	Rubbermaid	1989342	15
45 Gallon Rigid Plastic Liner	Rubbermaid	1989343	15

DELIVERY: Delivery: F.O.B Destination to 111 West Harbor Drive, San Diego, CA 92101 (Dock 32). Delivery hours are from 7:30 a.m. – 4:00 p.m. local time, Monday - Friday.

SUBSTITUTIONS: No substitution products will be considered.

TERMS AND CONDITIONS: The awarded bidder shall be subject to the terms and conditions outlined in Exhibit A – Purchase Order Terms and Conditions.

Section 3 – Bid Form to Follow

Section 3 – Bid Form

Failure to complete this form in its entirety may result in your Bid being deemed non-responsive.

BIDDER:

Legal Business Name _____

Other Entity Name(s) (if applicable) _____

Primary Contact Name _____

Primary Contact Position _____

Primary Contact Phone Number _____

Primary Contact Email _____

BID:

Please fill in the highlighted sections below. Total Cost is inclusive of all materials, taxes and delivery charges.

Item Description	Manufacturer	Part #	Quantity	Lead Time (Weeks)	Unit Cost (Each)	Total Cost
15 Gallon Configure Container With Rigid Plastic Liner	Rubbermaid	2148863	224			
15 Gallon Configure Backboard Signage	Rubbermaid	2107627	224			
23 Gallon Configure Container With Rigid Plastic Liner	Rubbermaid	2148939	122			
23 Gallon Configure Backboard Signage	Rubbermaid	2107663	122			
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45 Gallon Configure Container With Rigid Plastic Liner	Rubbermaid	2143281	33			
45 Gallon Configure Backboard Signage	Rubbermaid	2107662	33			
15 Gallon Rigid Plastic Liner	Rubbermaid	1988900	50			
23 Gallon Rigid Plastic Liner	Rubbermaid	1989341	25			
33 Gallon Rigid Plastic Liner	Rubbermaid	1989342	15			
45 Gallon Rigid Plastic Liner	Rubbermaid	1989343	15			
Bid Total	N/A	N/A	N/A	N/A	N/A	

PROMPT PAYMENT DISCOUNT:

The price(s) proposed herein can be discounted by _____%, if payment is made within _____ days.

Note: Unless Prompt Payment Discount is specified above, a Net 30 will be considered.

EXCLUSIONS AND CLARIFICATIONS:

List any exclusions and/or clarifications (use additional sheets of paper as needed): _____

TO: CORPORATION

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, product specifications, conditions, and addenda in the Request for Proposal.

BIDDER QUALIFICATION STATEMENT:

The following statements of experience, personnel, and general qualifications of the Bidder are submitted with the assurance that the Corporation can rely on its accuracy and truthfulness.

ADDENDA:

The undersigned has read, understands and is fully cognizant of the Instruction, Product Specifications, Bid Form, all Exhibits thereto, and all contents of this document, together with any written addenda issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addenda: _____, _____, _____, _____ (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

COMPLIANCE:

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Bid Form, the Bidder represents that: 1) the Bidder is in compliance with any applicable ethics provisions of the Corporation's RFP, and 2) if awarded a contract to provide the goods or services required in the RFP, the Bidder will comply with the Corporation's standards outlined in this RFP.

NON-COLLUSION:

The undersigned, by submission of this Bid Form, hereby declares that this Bid is made without collusion with any other person, firm, or corporation.

INSURANCES:

The undersigned further agrees that if awarded the Contract, it will submit to the Corporation any required evidence of required insurance coverage within 14 business days after acceptance of this bid.

FROM:

Respondent's Name: _____

Title: _____

Signature: _____

Business Ownership Declaration

For Statistical Purpose Only. Required by the City of San Diego.

Company Information

Name: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

Ownership Classification

*Includes Individuals, Sole Proprietorships, Partnerships, LLC's and Corporations

Women owned Business (WBE – SWBE) – 51% ownership and active management

Minority Owned Business (MBE – SMBE) – 51% ownership and active management

Disadvantaged Business (DBE): a for-profit small business that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged as defined in Code of Federal Regulations Title 49 part 26. In the case of a corporation, 51 percent of the stock is owned by one or more such individuals; and, whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

Disabled Veteran Business Enterprise (DVBE)

Small Business Enterprise (SBE)

Small Local Business Enterprise (SLBE)

None Apply

Certifications

Yes No Ownership Classification has been certified by a city, federal, state or private agency.

Certifying Agency: _____ Certification Date: _____

Certifying Agency: _____ Certification Date: _____

Ethnicity

*Required – select one.

African American

Asian

Caucasian

Hispanic

Filipino

Native American

Pacific Islander

Other: _____