

**SAN DIEGO CONVENTION CENTER CORPORATION**  
**REQUEST FOR PROPOSALS**  
**FOR**  
**WASTE REMOVAL, RECYCLING, AND DISPOSAL SERVICES**  
**RFP #26-1066**

**Issue Date:** September 30, 2025

**Pre-Bid Question Deadline:** October 13, 2025, at 5:00 p.m. local time

**Response to Pre-Bid Questions:** October 17, 2025, at 5:00 p.m. local time

**Bid Deadline:** October 24, 2025, at 5:00 p.m. local time  
San Diego Convention Center Corporation  
**Send bids to:** [alyssa.farnsworth@visitsandiego.com](mailto:alyssa.farnsworth@visitsandiego.com).

**Bid Evaluation Period:** October 27, 2025 – November 3, 2025

**Shortlist Interviews:** November 12, 2025 – November 14, 2025

**Final Evaluation:** November 20, 2025

**Notice of Intent to Award:** November 21, 2025  
(contingent on approvals)

**Contract Commencement:** January 1, 2026

**Procurement Contact:** Alyssa Farnsworth, Procurement Analyst  
**E-Mail:** [alyssa.farnsworth@visitsandiego.com](mailto:alyssa.farnsworth@visitsandiego.com)  
**Phone:** Office (619) 525-5315, Cell (619) 838-9374

**Description:** The San Diego Convention Center Corporation (“Corporation”) is seeking proposals from qualified Contractors (“Contractor”) for waste removal, recycling, and disposal services. For full details of the scope of services, see Section 2 – Scope of Services. **Any addendum or exhibit that is issued for this RFP can be found at: <https://www.visitsandiego.com/procurement>.** Exhibits incorporated in this RFP:

- Exhibit A – Sample Contract
- Exhibit B – Bid Form (Line Items)
- Exhibit C – Site Map

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. E-mailed Bids are due prior to the Bid Deadline indicated above and must be delivered to [alyssa.farnsworth@visitsandiego.com](mailto:alyssa.farnsworth@visitsandiego.com). Late bids will not be accepted – NO EXCEPTIONS.

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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 **e-mail** to [alyssa.farnsworth@visitsandiego.com](mailto:alyssa.farnsworth@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 90 days.
5. **EXCEPTIONS:** Bidder shall clearly identify any proposed deviations from the Scope of Services 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. **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 of 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 contractor 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.

8. **NONRESPONSIVENESS:** 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. **BIDDER EVALUATION:** The Bid will be awarded to the most responsive, responsible Bidder meeting specifications with the highest evaluation score based upon the following criteria:
  - a. **Company Experience – 35%**
  - b. **Cost – 30%**
  - c. **Ability to Meet Corporation's Requirements – 25%**
  - d. **Shortlist Interview (if shortlisted) – 10%**
12. **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 Contractor 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.
13. **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, according in the judgment of the Corporation, might hinder or prevent the prompt completion of additional work if needed.
14. **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.
15. **SUBCONTRACTORS:** The successful Bidder must identify all subcontractor(s) regardless of the dollar amount

or percentage and the services they will provide. The successful Bidder is responsible for all payments and liabilities of all subcontractor(s). Corporation reserves the right to approve or reject any proposed subcontractor. If the Corporation rejects any proposed subcontractor, the successful Bidder shall be responsible to assume the proposed subcontractor's responsibilities. The successful Bidder may propose another subcontractor if it does not jeopardize the effectiveness or efficiency of the contract. Nothing contained in the RFP or in the contract shall create or be construed as creating any contractual relationship between subcontractor and the Corporation. The Contract will not be assignable to any other business entity without the Corporation's approval.

- 16. INSURANCE REQUIREMENTS:** At all times during the term of the contract, the Contractor shall maintain, at their sole expense, insurance coverage for the Contractor, 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	\$2,000,000.00
B. Each Employee-disease	\$2,000,000.00
C. Policy Aggregate-disease	\$2,000,000.00
3. Commercial General Liability	
A. Per Occurrence	\$2,000,000.00
4. Business Auto Liability	\$2,000,000.00

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.

- 17. 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.
- 18. PUBLIC DISCLOSURE:** Bids are subject to public disclosure after the deadline for submission in accordance with applicable law.
- 19. 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.
- 20. CHANGE ORDERS:** In the event Corporation determines to change the Scope of Services to either delete or add work to be performed by Contractor or the materials to be provided for the Scope of Services, Contractor shall prepare a change order. Corporation shall have the right to approve or disapprove the change order. Change orders submitted by Contractor shall not exceed a markup percentage of Ten Percent (10%).
- 21. COOPERATIVE CONTRACT PRICING:** Corporation qualifies for local government cooperative contract pricing. Contractor shall indicate in its bid if cooperative contract pricing is being used.
- 22. LIVING WAGE:** Contractor shall comply with the City of San Diego Living Wage Ordinance (San Diego Municipal Code Article 2, Division 42, §§22.4201 through 22.4245). For additional information, please visit: [Living Wage Program | City of San Diego Official Website](#).

## Section 2 – Scope of Services

**1.0 GENERAL:** Contractor shall provide all necessary labor, supervision, equipment, transportation, insurance, and incidentals required for the proper operation, removal and disposal of waste materials (“Services”) from the Center. Contractor shall ensure the Services are performed in a clean, safe and timely manner. All Services shall be performed as described herein and in accordance with industry standards.

**1.1** The term of the awarded contract shall be in effect for a period of three (3) years from January (“Initial Term”). Prior to expiration of the Initial Term, the Contract may be extended by mutual agreement for two (2) additional one (1) year terms (each an “Extension Term”).

**2.0 CORPORATION EQUIPMENT:** Corporation owns and has in place at the Center the following list of equipment. Contractor shall have the right to use the equipment in connection with providing the Services for Corporation.

Quantity	Equipment Description
1	(Packer #6)-Marathon RJ250SC 25-yard container/compactor with attached load hopper, detached hydraulic power pack, and control panel (food compost).
7	(Packers #1, 2, 3, 4, 5, 7 & 8)-Marathon RJ250SC 30-yard containers/compactor with attached load hoppers, detached hydraulic power packs, and control panels (compacted solid waste & mixed recyclables).
6	Toter-Universal lifters with control panels.
2	Toter Model 3063 portable battery powered lifters.

**3.0 MAINTENANCE OF EQUIPMENT:** Contractor shall inspect overall conditions of compactors, hydraulic power packs, and lifts on a bi-annual basis, as recommended by the manufacturer, including but not limited to: Inspect hydraulic lines and hoses for excessive wear, inspect door seals, lubricate ram guide tracks, inspect ram guide shoes, inspect and lubricate hinges and locks, check hydraulic pressure systems and relief valves, check hydraulic oil levels in the power pack, check for hydraulic leaks, inspect pressure switches and gauges, inspect lift hardware and lift mechanical systems, and lubricate lift mechanism. Contractor shall provide a report for each piece of equipment. Contractor shall provide Corporation with a comprehensive maintenance report after completion of each bi-annual visit. The report shall contain the current status of equipment and recommended repair items for the equipment described in Section 2 – Scope of Services, Paragraph 2.0. Contractor shall provide an estimate after each inspection for the items needing repair or replacement. Contractor shall only use trained and qualified mechanics and skilled maintenance people under Contractor’s direction. Corporation will respond to the report and make a determination for repair and or replacement of items as applicable. Contractor will exercise all reasonable care to maintain the solid waste equipment in a safe and proper condition. Maintenance activities shall be scheduled by Corporation’s designated representative, contingent on event activity.

**3.1** If required during an emergency, Contractor or designee shall provide repair services for Corporation owned equipment as described in Section 2 – Scope of Services, Paragraph 2.0. Contractor or designee will commence repairs on the equipment within forty-eight (48) hours at Contractor's out-of-scope repair rate and must be authorized by Corporation’s Facility Director or his/her designee.

**4.0 CLEANING AND UPKEEP OF EQUIPMENT:** Basic cleaning and upkeep of collection containers inside the Center will be the sole responsibility of Corporation. Contractor shall be solely responsible for cleaning, upkeep, and exchange of all collection containers in the Center dock area. Corporation will assist and cooperate with Contractor in carrying out Contractor’s responsibility under this paragraph.

**4.1** Contractor shall steam clean compaction units and clean the hydraulic ram chamber units as directed by Corporation to maintain a high level of sanitation. The steam cleaning shall include the hopper section, the seal areas of the container door, the exterior of the compactor, and the refuge compaction compartment. Contractor shall clean the hydraulic ram chamber units as directed by Corporation. The cleaning of the hydraulic ram chamber units shall consist of the opening of the front access doors, removal of all accumulated waste in the hydraulic chamber, followed by steam cleaning of the chamber.

Contractor shall complete cleaning services within seventy-two (72) hours. After completion of cleaning services for compaction units and hydraulic ram chamber units, the equipment must be free of dirt, dust, and trash. If Corporation receives equipment back not meeting Corporation's cleaning requirements, Contractor shall immediately re-service the equipment at no additional cost to Corporation.

**5.0 WASTE REMOVAL:** Corporation generates six (6) separate waste streams. For historical reference, the following waste streams generate the approximate annual tonnage and pulls listed below:

Waste Stream	Total Tonnage	Total Pulls	Container
Compacted solid waste	665	102	Packers # 1,2 3, 4, 5, &7
Compostable food	229	44	Packer #6
Wood pallets/clean wood	73	91	25-yard roll-off
Carpet and carpet pad	136	45	40-yard roll-off
Single stream recycling	115	22	Packer #8
Construction/exhibit or waste	362	116	40-yard roll-off

**5.1** Contractor shall accept and transport all six (6) waste streams:

- Contractor shall deliver compacted solid waste to a permitted landfill and/or a permitted trash to energy incineration facility.
- Contractor shall divert compostable food from any landfill and deliver stream to a certified food composting facility.
- Contractor shall divert wood pallets and clean wood from any landfill and deliver stream to a composting and/or shredding/chipping green waste recycling facility.
- Contractor shall divert carpet and carpet pad from any landfill and deliver stream to a certified carpet/carpet pad recycling facility, or a Material Sorting and Recycling Facility (MRF) that accepts carpet and carpet pad.
- Contractor shall divert single stream recycling from any landfill and deliver stream to a permitted MRF. Single stream recycling stream is comprised of glass bottles, plastics #1-7, clean aluminum foil and pans, Styrofoam containers, aseptic carton containers and steel/tin cans.
- Contractor shall divert construction/exhibit debris from any landfill and deliver stream to a permitted Construction, Demolition, and Inert (CDI) Recycling Facility. Bulk construction/exhibit debris consists of abandoned shipping containers, abandoned exhibit fixtures/structures, and construction debris.
- Contractor shall deliver bulk waste to a permitted landfill. Bulk waste debris consists of large material which cannot be sent to a CDI Facility.

**5.2** Contractor shall not exceed a maximum waste pickup and turnaround time of twenty-four (24) hours after receiving e-mail notification from Corporation with the exception as described in Section 2 – Scope of Services, Paragraph 5.3. Reasonable delays due to third party vehicle accidents causing significant traffic delays that prevent Contractor from meeting stated timeframe will be accepted by Corporation. The above-mentioned timeframe is not inclusive of the required periodic cleaning of the containers.

**5.3** Corporation will occasionally host events with considerable amounts of waste generated. Contractor shall provide on-call or on-site driver(s) with tractor(s) to service the waste streams. Turnaround time shall be completed within four (4) hours after receiving e-mail notification during normal business hours of applicable Contractor, landfill, and recycling facility. Corporation shall coordinate with Contractor a minimum of thirty (30) days in advance of when this specialized service is required.

**5.4** Contractor shall supply at its own expense the following to Corporation for on-site collection and depository of waste streams for the duration of this Contract: One (1) 40-yard open top roll-off container for construction/exhibit debris or bulk waste. One (1) 25-yard open top roll-off container for wood/pallets and clean wood. One (1) 40-yard open top roll-off container for carpet and carpet pad.

**5.5** Contractor shall provide additional 40-yard open top roll-off containers to be placed on the loading dock, or in the exhibit halls for bulk construction/exhibit debris and/or carpet and carpet pad, on an as-needed basis. Contractor shall provide the bins within one (1) day after being notified by Corporation. Corporation will attempt to notify Contractor well in advance of the one (1) day notice, but on occasion unforeseen circumstances are present where Corporation is unable to provide such notice (e.g. material being abandoned in the exhibit halls).

**5.6** Corporation will occasionally host events in which the licensee requires that the event is zero waste. When these events occur, Contractor shall remove and deliver all compacted solid waste to a licensed and permitted trash to energy incineration facility. Corporation will notify Contractor a minimum of thirty (30) days in advance of such specialty hauling and disposal services.

**6.0 PICKUP, HANDLING, AND SCHEDULE:** Contractor shall dispose of removed waste and recyclables in legally permitted and sanctioned landfills, trash to energy incineration, or recycling recovery center(s) chosen by Contractor. Contractor's removal and handling of any waste streams shall comply with all legally required standards and necessary safety precautions.

**6.1** Contractor shall provide the Services on an on-call basis. Contractor shall be available to provide the Services on a daily basis, including holidays and weekends.

**6.2** Corporation's available service hours are from 6:00 a.m. to 5:00 p.m. local time, or at times required by Corporation in emergency situations. Contractor shall provide services on holidays and weekends as requested by Corporation. Corporation shall provide Contractor with no less than two (2) weeks written notice when holiday work is required.

**6.3** Where applicable, all Services performed by Contractor shall be carried out at times acceptable to Corporation and said Services shall be scheduled by Contractor according to the use of Corporation facilities so as to minimize interference to scheduled events. All of Contractor's schedules are subject to the final approval and/or change of Corporation. Contractor shall notify Corporation in advance of compactor and container pick-up.

**6.4** In the event of labor relation problems between Contractor and another party or between Corporation and another party, Contractor shall be solely responsible for arranging for and carrying out the removal of critical waste from the Center.

**6.5** Tonnage receipts from the landfill, trash to energy or recycling processing center(s) shall be included with monthly billing. Invoices will not be paid unless accompanied by receipts so that tonnage can be verified.

**7.0 WASTE AUDIT REPORT:** Contractor shall perform a waste audit and provide a written report on up to three (3) selected compactors for Corporation annually.

**8.0 MONTHLY SERVICE REPORT:** In Excel format, Contractor shall provide monthly service reports to Corporation. Monthly service reports shall include:

- Container ID and Container Type
- Disposal Site Name and Address
- Haul Date
- Arrival Time
- Waste Type
- Tonnage per Container or Compactor
- Total Tonnage for Month
- Ticket/Service Number
- Post Collection Site Name and Address

**9.0 INSPECTION AND SUPERVISION:** Contractor shall regularly supervise and inspect all pick up points established by Corporation at the Center to ensure full and complete compliance with Contract. Corporation may at any time require Center pick up points and equipment be inspected by Contractor and Corporation designee.

**9.1** Should Corporation determine Contractor's standards of service and operation of equipment not be acceptable, Corporation may immediately demand Contractor to improve and/or correct the specified problem(s) detailed by Corporation. Contractor's failure to correct specified problem(s) in the manner and time detailed by Corporation shall be an immediate breach of contract by Contractor, and Corporation may immediately terminate, at its sole discretion, part or all of contract.

**10.0 COOPERATION WITH CORPORATION:** In the ingress and egress of Contractor's employees, or when Contractor brings into, stores or removes materials and/or equipment in, Contractor shall comply with all requests, rules, policies, and demands of Corporation, and Contractor shall carry out any and all of the Services covered by contract in a manner and fashion completely satisfactory to Corporation. Contractor shall cooperate with all Corporation staff to prevent the entrance of those people whose entrance is forbidden, or undesirable. Contractor will observe all rules and regulations in force at the Center. Contractor will make best efforts to avoid or minimize bringing into Center unnecessary dust, mud, or accumulated debris as well as not interfering with the convenience, sanitation, or routine of the facilities. Contractor will make best efforts to prevent the loss of damage to person(s) and/or property at the facilities, and in all cases to the full satisfaction of Corporation, repair/replace any and all damage caused by Contractor or its officers, agents, employees, Contractors, guests, licensees, or invitees.

**11.0 COMPLIANCE WITH LAWS:** Contractor must obtain from San Diego County Solid Waste Compliance Office all licenses and permits, including all necessary collector permits and transport permits, required by San Diego County to service the Center. Contractor is required to maintain a City of San Diego Business License. All such licenses and permits will be kept current throughout the Term of the Agreement. Contractor must



immediately notify Corporation in writing of Contractor's inability to obtain or maintain such licenses or permits. Failure to do so may be grounds for immediate termination of contract by Corporation. Contractor shall be liable for any damages incurred by Corporation in seeking replacement services should Corporation deem it necessary to terminate contract due to Contractor's failure to obtain or maintain all required licenses and/or permits, or for Contractor's failure to comply with any local, state, or federal law, regulation, or rule.

**12.0 REMEDIES FOR NON-PERFORMANCE:** In the event of deficiencies in performance, Corporation will provide Contractor with written notice of such deficiencies, which may include quality inspection reports prepared by Corporation personnel. These reports will be issued in a timely manner and, when possible, prior to the imposition of any liquidated damages. Corporation may impose the following remedies:

- For any services not performed as scheduled, Corporation may deduct from Contractor's subsequent invoice an amount determined by Corporation, not to exceed \$250.00 per occurrence.
- Repeated instances of non-performance, as determined at the sole discretion of Corporation, shall constitute grounds for contractor default notice. Corporation may terminate the contract without requiring Contractor's consent upon default notice to the Contractor.

*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 INFORMATION:

Legal Business Name	_____
Other Entity Name(s) (if applicable)	_____
License Number (if applicable)	_____
Primary Contact Name	_____
Primary Contact Position	_____
Primary Contact Phone Number	_____
Primary Contact E-mail	_____

#### PRICING PROPOSAL:

Please use Exhibit B – Bid Form (Line Items) in Excel format and attach with Bid Form. Fill in all orange boxes with unit costs. There is no need to adjust the totals or subtotals as the formulas are already set in all other boxes. Cost is inclusive of all materials, equipment, labor, trip charges, applicable taxes, and all overhead costs.

#### OUT-OF-SCOPE CAPABILITIES AND PRICING: (attach with Bid Form)

Briefly describe all composting capabilities, trash to energy capabilities, additional services, and out-of-scope repairs offered by your company that are not listed in Section 2 – Scope of Services. Include costs associated with any additional services and out-of-scope repairs offered.

#### PROMPT PAYMENT DISCOUNT:

The price(s) proposed in Exhibit B – Bid Form (Line Items) can be discounted by \_\_\_\_\_%, if payment is made within \_\_\_\_\_ days. Note: Unless Prompt Payment Discount is specified above, a Net 30 will be considered.

#### COMPANY RESUME: (attach with Bid Form)

Submit a company resume that includes:

- Statement of Experience – Briefly describe the background and capabilities of your company.
- Proposed Personnel – Provide names, titles, resumes and experience of the individual(s) who will be assigned to the account.
- Submit company OSHA Form 300A and Experience Modification Rate (EMR) from 2022, 2023, and 2024.
- Service and Holiday Hours – Provide standard service hours and holiday hours of your company.
- Customer Service Policy – Provide process for resolving complaints, disputes, and service issues.
- Comparable Accounts – Provide four (4) comparable accounts similar in size and complexity. Include: Account name, account address, client contact information, contract award value, contract completion value, details of services provided and explain differing contract and completion values (if applicable).

#### ABILITY TO MEET CORPORATION'S REQUIREMENTS: (attach with Bid Form)

The awarded Bidder shall be subject to all requirements in this RFP, and the terms and conditions provided in Exhibit A – Sample Contract. Submit any proposed redlines to Exhibit A – Sample Contract and list any exclusions or clarifications to the requirements of this RFP in a separate attachment. In the absence of redlines or exclusions, Corporation assumes Contractor complies with all RFP and Contract requirements.

**TO: CORPORATION**

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, scope of services, conditions, specifications, 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, Scope of Services, 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: \_\_\_\_\_

E-mail: \_\_\_\_\_

### 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: \_\_\_\_\_