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CONSERVANCY

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April 29, 2022

The Yerba Buena Gardens Conservancy (“the Conservancy”) is accepting proposals for its **Waste Sorting Services**. We invite your firm to submit a proposal no later than **11:00 am on Wednesday, June 1, 2022**. A description of our organization, the services needed, and other pertinent information follows.

**Background of the Yerba Buena Gardens Conservancy**

The Conservancy is a 501(c)(3) civic nonprofit organization established in July 2019 to operate and manage Yerba Buena Gardens on behalf of the City and County of San Francisco.

Mission: Program, operate, maintain, and improve the publicly-owned open spaces, cultural facilities, and related components of San Francisco's Yerba Buena Gardens, working in conjunction with the Garden's nonprofit cultural organizations, commercial tenants and the City and County of San Francisco, for Civic and public benefit and enjoyment by the City's visitors and residents.

Structure & Governance: The Conservancy's Board of Directors is made up of a cross-section of Yerba Buena Gardens' stakeholders, community members, civic leaders, and City appointees. A small administrative staff led by Executive Director Scott Rowitz contracts for maintenance, operations, programming, and security services to sustain cost efficiencies. Oversight is by the City as landlord, auditor, and technical advisor.

**Conservancy requirements:**

The Waste Sorting Services, *Zero Waste Facilitator*, Contractor (“Contractor”) will be required to comply with all applicable Conservancy requirements including, but not limited to, the Non-Discrimination in Contracts and Benefits Ordinance, Minimum Compensation Ordinance (MCO) Declaration, the First Source Hiring Ordinance, and the Health Care Accountability Ordinance. The Conservancy requires the same standard of compliance as is required of all [City and County of San Francisco vendors](#).

**Services to be performed:**

Yerba Buena Gardens will be maintained in excellent Class-A condition to enhance the enjoyment and safety of the general public using them. During this Covid-19 public health pandemic, the Contractor will be expected and required to follow all SF DPH and CDC cleaning requirements. This includes, but is not limited to, wearing proper PPE, disinfecting of all high-touch surfaces, and keeping work area clean.

The proposal is expected to cover all waste collection and sorting services onsite on the Yerba Buena Gardens property. The selected Contractor will be required to provide a clear scope of work and schedule for the services.

In the proposal should include the following detail:

- A refuse segregation plan that adheres to the City and County of San Francisco’s Zero Waste Initiative, and complies with the San Francisco Department of the Environment Regulation #SFE-19-01-RSO Regulation Implementing Refuse Separation Compliance Ordinance (Ord. No. 300-18). This plan should include key milestones indicating achievements on site;
- Zero Waste Facilitation services including, auditing, separating, and processing of compost, recyclable, and landfill materials brought in by the Conservancy’s Janitorial team and tenants, ensuring materials are properly sorted and free from contamination, manual sorting, and decontamination of waste dumpsters and recycle compactor;
- Contractor to provide sorting station table and all sorting supplies and materials, and maintain an onsite inventory of said supplies and materials;
- Property waste tilt carts and Recology dumpsters shall be provided by the Conservancy and shall be maintained in good condition by Contractor. If these containers are deemed deficient, then new containers shall be supplied. If containers are deemed deficient due to damage by Contractor, Contractor shall be responsible to replace;
- Removal of all compost, recycle, and landfill materials in collaboration with pickups from Recology. Contractor will be in communication with Conservancy management and the Janitorial team to make sure the Gardens is kept clean and deodorized at all times;
- Monthly Service Report to include:
  - Documentation of pre and post shift dumpster contents and contamination levels
  - Month over month compost to recycle to landfill ratios
  - Month to month variances
  - Issues encountered during shift
  - Sources and types of contamination
  - Contractor recommendations on improvements to the waste management systems, as well as other waste management related issues; and

- All documentation is stored in a database that will be provided to the Conservancy monthly;
- Collaborate with Conservancy management to create awareness of the City and County of San Francisco's Zero Waste Initiative. Contractor will work with Recology San Francisco to provide trainings and awareness programs in the Gardens for Conservancy tenants, partners, city residents, as well as Gardens visitors;
- Work with the Conservancy to develop a tracking and reporting system, as well as billing/invoicing, to facilitate a clear way to track performance;
- Contractor to provide an Account Manager (AM), the AM will:
  - Report to the Conservancy's General Manager and/or designated manager.
  - Train and manage the sorting team.
  - Conduct periodiodic sorting team shift checks to ensure standards of performance are met.
  - Notify the Conservancy GM and/or designated manager, of all call-outs, no-shows, and plans or changes to shift coverage.
  - Attend all Conservancy operation meetings, and any event planning meetings as requested by the Conservancy's GM.
  - Provide recommendations to the Conservancy's GM and ensure compliance with the San Francisco Department of the Environment Regulation #SFE-19-01-RSO Regulation Implementing Refuse Separation Compliance Ordinance (Ord. No. 300-18).
  - Assist the Conservancy's GM with any refuse audit conducted by Recology and/or City and County of San Francisco.
- Contractor will maintain and provide the Conservancy with the necessary MSDS sheets in accordance with any cleaning chemicals used on site, maintain a sorting employee safety handbook on site, and post emergency phone numbers in Conservancy Management Office.

**Request for rate details:**

In the proposal, the Conservancy requests the prospective Contractor to outline daily minimums including personnel count, shift count, and total hours required to perform the above listed work. Rates must be inclusive of all costs including health/welfare, pension, sick and vacation time, holidays not worked, payroll taxes, uniforms, and profit. Contractor to provide detail on Overtime rates, Holidays observed and schedules, and Holiday rate.

<b>Service Type</b>	<b>Hourly Rate</b>
Regular Rate	CONTRACTOR TO PROVIDE
Emergency Rate (less than 72 hours request)	CONTRACTOR TO PROVIDE
Overtime & Holiday Rate	CONTRACTOR TO PROVIDE

The final awardee will be required to comply with Yerba Buena Gardens Conservancy and City and County of San Francisco insurance and indemnification language. Insurance language will be provided to any bidder upon request.

**Submission of proposal:**

Proposal due no later than 11:00am on June 1, 2022. A submitted proposal received after 11:00 am on June 1, 2022, will be deemed non-responsive and will be rejected. After a proposal has been submitted, no modifications to the proposal will be allowed.

**Questions** regarding this RFP, the RFP process, or to schedule a Yerba Buena Gardens walk through, please contact the Conservancy's General Manager, Bri Maughan: [bmaughan@ybgardens.org](mailto:bmaughan@ybgardens.org) / 415-707-3901.

Thank you, we look forward to reviewing your proposal.

Sincerely,  
Scott Rowitz                      &                      Bri Maughan  
Executive Director                      General Manager