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CONSERVANCY

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July 19, 2024

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 **5:00pm on Friday, August 2, 2024**. 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 Janitorial Maintenance Services Contractor (“Contractor”) will be required to comply with all applicable Conservancy requirements including, but not limited to, the City and County of San Francisco’s Non-Discrimination in Contracts and Benefits Ordinance, Prevailing Wage and 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](#). The City and County of San Francisco may require the contractor to submit site payroll records to its LCP Tracker program.

PROPOSAL TIMELINE

RFP Released	July 19, 2024
Job Walk	July 26, 2024 @ 11:00a
Proposal Due Date	August 2, 2024 @ 5:00pm

MINIMUM QUALIFICATIONS

ITEM	REQUIREMENT	TO SUBMIT WITH BID
MQ 1	Licensed to work in the State of California and City of San Francisco. The Contractor’s license must not be currently under probation or suspension and must continuously be in full force and effect at the time proposals are due, prior to the contract award and, if awarded, throughout the duration of the contract. Failure to maintain this requirement shall be grounds for rescission of Notice of Intent to Award, or termination of the contract.	Photocopy of current License issued by the state of California.
MQ 2	Contractor has five (5) years of experience as a waste management/sorting service provider.	Photocopy of business formation documents showing formation date.
MQ 3	Contractor has provided five (5) client references, that satisfy the following: <ol style="list-style-type: none">1) The Contractor provided services to within the last two (2) years.2) The reference contact person for at least three (3) of the references must be the individual who served as the client’s facility or property manager.	
MQ 4	Contractor to be able to meet YBGC’s insurance requirements, and provide proof, prior to the commencement of the project. Available upon request.	

SERVICES TO BE PERFORMED

Per the Conservancy's master lease with the City and County of San Francisco and pursuant to site maintenance specifications, the Gardens open spaces and interior facilities will be maintained in excellent Class-A condition to enhance the enjoyment and safety of the public. Service specifications are subject to evolve.

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;
- Daily 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, PPE, 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:
 - Work being done on site and the benefits to the community and the planet as a result of it a format that is understandable for the lay person – brochure, post card, etc.
 - 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 present its services to the Conservancy's Board of Directors, and create awareness of the City and County of San Francisco's Zero Waste Initiative by working with Recology San Francisco to provide trainings and awareness programs in the Gardens for Conservancy tenants, partners, city residents, as well as Gardens visitors;
- Participate in the annual Earth Day Festival by hosting a booth and sharing information and engaging the attendees in exercises that inform and educate on sustainable waste management practices;

SERVICE AGREEMENT TERM

The service agreement shall be a **two-year term**, to commence on September 1, 2024, and end on August 31, 2026. The service agreement **may be renewed for an additional two-year term**, under the same terms and conditions set forth in the agreement, subject to YBGC Board approval.

PROPOSAL SUBMISSION – 5p on August 2, 2024

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. The billable hourly rate 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 the billable hourly rate for Year One, and Year Two, in the tables below. Billable rate for potential Years Three to Four may include a San Francisco CPI escalator, up to 3% per year. A proposal outlining all the above requirements as well as the price table below, shall be submitted no later than **5:00pm on August 2, 2024**. Proposals received after this date will be rejected. No modifications to a proposal will be allowed after a proposal has been submitted.

	YEAR ONE	9/1/24 – 8/31/25
POSITION	HOURLY RATE – Contractor to provide	
Regular & Event Sorter		
Regular & Event Sorter OT & Holiday		
Regular & Event Sorter Emergency <i>(less than XX hours request)</i>		

	YEAR TWO	9/1/25 – 8/31/26
POSITION	HOURLY RATE – Contractor to provide	
Regular & Event Sorter		
Regular & Event Sorter OT & Holiday		
Regular & Event Sorter Emergency <i>(less than XX hours request)</i>		

INVOICING DETAILS

Any billable rate decreases or increases, Overtime, or Holidays to be worked, shall be approved in writing by the Conservancy prior to implementation.

The Contractor will charge the Conservancy for Event Sorters at the same hourly rate billed for daily sorters for all events requested by the Conservancy. Overtime is billed to the Conservancy only for dedicated sorter/employee hours worked on Conservancy property, and only where those total hours put the sorter/employee into overtime. If a dedicated Conservancy Contractor’s sorter/employee works on other Contractor client sites and is put into overtime pay for the day/week, it does not constitute overtime for Conservancy billing.

Monthly, the Contractor will submit a monthly invoice outlining all shift hours worked, employee name, billable rate, hourly rate paid to employee, total hours worked, total cost per shift, and total per month. A timesheet of all shifts worked will be provided with each monthly invoice.

Invoices shall be directed to:

Yerba Buena Gardens Conservancy
750 Howard Street
San Francisco, CA 94103

Invoices must be submitted to the Conservancy's Accounts Payable email; provided to Contractor after execution of the service agreement.

JOB WALK – 11a on July 26, 2024

A Yerba Buena Gardens site walk is scheduled for 11:00a on July 26, 2024. Attendance at the Site Walk is available to ensure bidders are familiar with the property and its operations. Contractors and Conservancy staff will meet at 750 Howard Street. Conservancy staff will guide the Contractors through Central Block Two and Three, speak to daily operations, waste production and sorting needs, and answer all Contractor questions.

REQUEST FOR INFORMATION

Requests for additional information must be sent via email to the General Manager, Bri Maughan, at bmaughan@ybgardens.org. All potential addendums, responses, and additional information will be distributed to all bidders, regardless of who made the request. YBGC reserves the right to determine the timing and content of the responses, if any, to all questions and requests.

CONTRACT AWARD

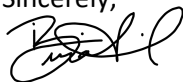
The Conservancy will award the contract to the bidder it considers will provide the **best overall service**. Priorities considered in the evaluation and selection process: 1) best price reasonably attainable, 2) vendor performance and reference review, and 3) Minority and Women Owned Businesses MBE/WBE.

Prior to the award of this contract and at any time during the contract, the Conservancy may make such investigation as it deems necessary to determine the conditions under which work is to be performed. The Conservancy will take into consideration Contractor's experience and industry reputation, location, and sufficient personnel and equipment to properly perform all services called for under the contract, and Contractor's ability to demonstrate its capabilities, including evidence that it possesses adequate facilities and financial resources to fully comply with the requirements of the service agreement.

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.

Thank you, we look forward to reviewing your proposal.

Sincerely,



Bri Maughan
General Manager
Yerba Buena Gardens Conservancy