



**CITY OF ALBANY**  
**1000 San Pablo Avenue, Albany, CA 94706**

**RFQ: SB 1383 IMPLEMENTATION CONSULTING SERVICES**

**ADDENDUM NO. 2 – RFP QUESTIONS AND ANSWERS**

October 19, 2022

The following are answers to questions that consulting firms working on the response to the RFP have asked City staff in relation to the SB 1383 Implementation Consulting Services.

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**Task 1 Questions:**

1. Has the City adopted internal policies to address SB 1383 compliance with paper procurement, MWELo, and CALGreen requirements?
  - a. The City has a somewhat centralized purchasing system developed and managed by the Finance Department, though not a formal adopted policy. The City has adopted MWELo and CALGreen ordinances, however no formal internal policy related to implementation exists.
2. How many policies will the awarded firm be required to review for this project?
  - a. To be determined.
3. Does the City have a centralized purchasing department? If no, how many individuals inside the City have the ability to purchase and/or will have to comply with the SB 1383 paper procurement requirements?
  - a. The City's Finance Department manages purchasing and tracking to ensure 1383 compliance, however some purchases are still decentralized (eg. Department-specific supplies).
4. Does the City currently have an established (internal) written system in place outlining for City staff SB 1383 paper procurement requirements, tracking, and recordkeeping requirements or does the City anticipate the awarded firm to develop that system?
  - a. The consultant may be required to analyze the current system and provide suggestions on how the City may improve that system.

**Task 2 Questions:**

1. How many businesses currently subscribe to the three-container service? How many businesses are not currently subscribing the three-container service (i.e., out-of-compliance with AB 341, AB 1826, and/or SB 1383)?
  - a. Up-to-date information can be provided once a contract is awarded.

2. How many multifamily accounts currently subscribed to a three-container service? How many multifamily accounts are not currently subscribing to the three-container service (i.e., are out-of-compliance with AB 341, AB 1826, and/or SB 1383)?
  - a. Up-to-date information can be provided once a contract is awarded.
3. Initial Service Needs Assessment - Does the City envision that the awarded firm will provide technical assistance for businesses and multifamily properties virtually or in-person?
  - a. The City would prefer an option for both in-person and virtual assistance.
4. Post Service Changes - Additionally, does the City envision technical assistance after service changes be performed by the awarded firm in-person or virtually?
  - a. The City would prefer an option for both in-person and virtual assistance.
5. Will the assessment of waiver appropriateness by the awarded firm be completed virtually or in-person?
  - a. In-person.
6. We understand that the City is interested in the awarded firm assessing the appropriateness of waivers. Is the City also interested in having the awarded firm manage the entire waiver process from start to finish [e.g., (1.) Evaluate the business/multifamily complex for waiver eligibility (2.) Provide recommendations to the city for approval, once approved (3.) Fill out application for the business/multifamily and/or assist the business/multifamily in filling out the application (4.) Once the application has been submitted follow up with StopWaste on approval/denial. (5.) Provide direct feedback to the business and/or multifamily complex approved/denied. (6.) If denied, provide service recommendations to the business/multifamily complex and coordinate with the hauler for container delivery.]
  - a. The specifics of this task will be ironed out once a contract is awarded.
7. Does the City allow businesses/multifamily to certify (StopWaste Certification on website) to backhaul and/or self-haul? If yes, will the awarded firm perform similar duties listed in the previous question for businesses/multifamily complexes?
  - a. The City does allow businesses to back-haul. MFDs are not permitted to back-haul. Regarding specific duties and scope of this task: The details will be ironed out once a contract is awarded.

**Task 3 Questions:**

1. How many Tier 1 generators are inside the city limits of Albany?
  - a. Up-to-date information can be provided once a contract is awarded.
2. How many Tier 1 generators inside the city limits of Albany have signed agreements with a food recovery organization?
  - a. Up-to-date information can be provided once a contract is awarded.
3. Does the City envision that the outreach for Tier 1 and Tier 2 commercial edible food generators be conducted virtually or in-person?
  - a. The City would prefer an option for both in-person and virtual assistance.
4. How many food recovery organizations and/or services are inside the city limits of Albany?
  - a. Up-to-date information can be provided once a contract is awarded.

**Task 5 Questions:**

1. To better understand the needs of the City and provide a more comprehensive proposal, please list the primary languages the City like listed on each cart tag?
  - b. Up-to-date information can be provided once a contract is awarded.
2. Has the City decided on the number of lid-flips/lifts per hauler route?
  - a. No. The City seeks support from the chosen consultant to determine the number of lid lifts per hauler route.

**Task 6 Questions:**

1. Does the City currently use a database to track AB 341, AB 1826, and SB 1383? If yes, please name the database. If no, is the City interested in the awarded firm providing database tracking suggestions as part of the proposal?
  - a. The City does not currently use a database, but would be interested in the awarded firm providing suggestions for third-party database systems if appropriate.

**Other Questions:**

1. Has the City set aside a budget for this project and/or what is the anticipated contract value?
  - a. The contract value will be determined after the City and the chosen consultant have a more detailed idea of scope, specific tasks, and budget.
2. Is there a firm that has been performing AB 341, AB 1826, and/or SB 1383 services for the City? If yes, can the City please provide the scope of services/work product produced?
  - a. The City's hauler, Waste Management of Alameda County, provides 1826 and 341 technical assistance to businesses and MFDs, and StopWaste, the County JPA, has a contract with Cascadia Consulting to support jurisdictions with 1826, 341, and 1383 technical assistance to businesses.
3. May we use the City's logo in our proposal response?
  - a. Yes.
4. Can you please provide a sample of the City's preferred contract or service agreement?
  - a. Yes.
5. Does the City still anticipate that the hauler agreement with Waste Management will be signed and in place by December 31, 2022? If not, when does the City anticipate that the agreement will be signed and in place?
  - a. The City has an active Collection Services Agreement with Waste Management of Alameda County. The current Agreement has been extended to March 31, 2028.
6. Will the City provide accurate account information for Tier 1&2 accounts under Task 3?
  - a. We will provide up-to-date information provided to us by StopWaste after contract award.
7. Does the City know approximately how many commercial, multifamily and Tier 1&2 accounts are non-compliant? Would this information be provided by StopWaste and Alameda County Environmental Health and Safety?
  - a. The City has an up-to-date list of commercial and MFD accounts that are non-compliant for collection/service levels. We will provide this up-to-date list to a firm after contract award. The City receives edible food recovery program implementation

support from StopWaste, which includes identification of Tier 1 & Tier 2 accounts, but as necessary and as directed by staff the consultant and City would work together to create an up-to-date list after contract award.