

City of Fairfield
Public Works Department
707.428.7486

NON-EXCLUSIVE CONSTRUCTION AND DEMOLITION WASTE COLLECTION

The City of Fairfield (City) requires that all vendors providing construction and demolition waste collection service within the city limits have executed a Construction and Demolition Waste Collection Agreement (Collection Agreement) with the City.

City of Fairfield Code provides for construction and demolition waste to be collected in the City on a non-exclusive basis. The ordinance requires that the collection of the construction and demolition waste be performed in conformance with the standards adopted by the City Council. The City is exercising its authority under Public Resources Code 49300 to contract for construction and demolition waste collection service on a non-exclusive basis. All qualified vendors will be granted a non-exclusive Construction and Demolition Waste Collection Agreement. Under the terms of the Collection Agreement, the Collector will direct all construction and demolition waste materials collected in the City to an authorized facility. All Collectors will be required to have a local or regional office to serve customer needs within the City. All Collectors will be required to ensure and document that at least fifty percent (50%) of the construction and demolition waste collected is recycled or otherwise diverted from disposal in a landfill. All vehicles used in the provision of services performed pursuant to the Collection Agreement shall comply with all applicable laws. All Collectors will be required to pay the City a Collector Fee, and have the requisite general liability, automobile, and worker's compensation insurance.

APPLICATION REQUIREMENTS

Vendors should provide all of the information listed in this section.

QUALIFICATIONS

1. **Vendor Qualifications.** Company qualification information should be provided to demonstrate the vendor's experience providing construction and demolition waste collection service in jurisdictions comparable to the City.
2. **Proof of Insurance.** Provide proof of insurance in the amounts specified in the attached Collector's Agreement.
3. **References.** Provide a minimum of three customers that the City may contact to conduct a reference check. Include the name, title and phone number for each reference.
4. **Litigation.** Provide a complete litigation history of all litigation involving the Collector or its predecessors in interest.

OPERATIONS INFORMATION

1. **Equipment Description.** Provide a description of the vehicles and containers to be used in providing service. Please include the make, model and year of each vehicle and the number and size of the containers to be used.

Note: All transportation equipment must be in compliance with all mandated State Air Quality Board standards.

2. **Invoicing and Bill Collection.** Describe procedures for billing account customers, maintaining accuracy of database, recording payments, ensuring timely collection of outstanding bills.
3. **Customer Service.** Describe your firm's customer service procedures. Identify the address of your firm's local or regional office.
4. **Waste Management Plan.** Provide a Waste Management Plan that a) identifies the types of construction and demolition materials that shall be diverted (salvaged, reused or recycle), and b) describes the methods of diversion per material type, location of diversion and disposal facilities, handling and transportation procedures (including method that will be used for separating recyclable waste, including sizes of containers, container labeling, project site where materials separation will be located, if applicable).

CONTRACTUAL INFORMATION

Provide three original signed copies of the page 18 of the attached Collection Agreement, The Contract must be sign by an officer or agent of the vendor who is duly authorized to bind the vendor to the terms of the Collector's Agreement.

APPLICATION PROCESS

Step 1: Written Questions

The City requires that prospective Collectors coordinate all questions and requests for information through the City Manager's Office. Any questions, requests for clarification, or requests for additional information regarding the application content should be submitted in writing to:

Fairfield Public Works Department
Via fax at 707.428.7607
OR mail to: 1000 Webster Street, Fairfield, CA 94533

Step 2: Submittal Requirements

Submit the Application package on recycled-content paper to the City. Applications should be sealed and marked “City of Fairfield, Application for Non-Exclusive Construction and Demolition Waste Collection Service.”

Sealed applications should be mailed or delivered to:

Esther Estrada Blanco, Management Analyst
Fairfield Public Works Department
1000 Webster Street,
Fairfield, CA 94533

707.428.7528

Fax submittals will not be accepted.

RESPONSE CONTENT

All applications should consist of the following:

1. Cover letter providing:
 - Name, address, telephone and fax numbers and e-mail address of vendor and key contact person.
 - Description of type of organization (e.g., corporation, partnership) submitting application.
 - Name of entity that would sign the Collection Agreement.
 - Signature of an officer or agent of the vendor who is duly authorized to bind the vendor to the application.
2. Responses to all information requested, including the following components:
 - Qualification information
 - Operations Information
 - Contractual Information

Additional information or data relevant to the application is optional and may be included in an attachment. Failure to provide all required information may be grounds for rejection of your application.

The City reserves the right to reject the application and not enter into the agreement if the City determines that the vendor does not meet the standards (Qualifications, Operations, Contractual).

ACCURACY IN REPORTING REQUESTED INFORMATION

Information submitted as part of the application will be subject to verification. Inaccurate or misleading information will be grounds for rejection of any application. Should a vendor providing false information be awarded a Collection Agreement as a result of this request, such inaccurate or misleading information will be grounds for termination.

