

County of Santa Clara

Department of Agriculture and Environmental Management
Recycling and Waste Reduction Division

1555 Berger Drive, Building 2, Suite 300
San Jose, CA 95112-2716
(408) 282-3180 FAX (408) 280-6479
www.ReduceWaste.org



IMPLEMENTATION COMMITTEE MEETING AGENDA

DATE: Thursday, October 9, 2014
TIME: 3:00 p.m. – 3:30 p.m.
→→→ NEW LOCATION: Goodwill
1080 N. 7th Street
San Jose

(** Denotes item on which action may be taken)

1. Call to Order and Introductions**
2. Approval of Draft Minutes of the February 13, 2014**
3. Public Comment
(This item is reserved for persons desiring to address the committee on any matter not on this agenda.) For members of the public who wish to address the committee on any item not listed on the agenda this would be the appropriate time. The Chair will call individuals in turn. Speakers are limited to three (3) minutes. The committee is not permitted action or extended discussion of any item not on the agenda except under special circumstances. If committee action is requested, the committee may place the matter on a future agenda. All statements that require a response will be referred to staff for reply in writing
4. HCEP recommendation**
5. Nominate County Counsel as Legal Counsel representing TAC/IC/RWRC**
6. Adjournment**

Next scheduled meeting is November 13, 2014

County of Santa Clara

Department of Agriculture and Environmental Management
Recycling and Waste Reduction Division

1555 Berger Drive Suite 300
San Jose, CA 95112
(408) 282-3180
Fax (408) 282-3188



<http://www.ReduceWaste.org>

October 9, 2014

TO: Implementation Committee

FROM: Karen Gissibl, Chair, Source Reduction and Recycling Subcommittee

SUBJECT: Vendor Recommendation for Home Composting Education Program Services

RECOMMENDED ACTION

Approve recommendation for County to enter into an agreement with The Regents of the University of California (UC Cooperative Extension) to provide Home Composting Education Program (HCEP) Services for FY 2015 and FY 2016. The term of the Agreement will be two (2) years. By mutual agreement, the Agreement may be extended for up to one (1) one-year at a price to be mutually agreed upon, with terms and conditions remaining the same. The extension shall be formalized by an amendment to the Agreement.

FISCAL IMPLICATIONS

The fiscal impact to TAC would be \$150,000 per year, pro-rated for the remainder of FY 2015.

REASONS FOR RECOMMENDATION

At their February 2014 meeting, the Technical Advisory Committee expressed an interest in outsourcing the Home Composting Education Program to see if there were other vendors who could provide enhanced services for the same cost of the existing Program. The Recycling and Waste Reduction Commission approved the request to go out to bid at their April 23, 2014 meeting. After a thorough evaluation and interviews with two proposers, the Evaluation Team recommends that the County enter into an agreement with UC Cooperative Extension to provide HCEP Services.

BACKGROUND

At their February 2014 meeting, the Technical Advisory Committee expressed an interest in outsourcing the Home Composting Education Program. They assigned the task of developing a Request for Proposal (RFP) to the Source Reduction and Recycling (SRR) Subcommittee. The Recycling and Waste Reduction Commission approved the request to go out to bid at their April 23, 2014 meeting.

On May 30, 2014 the County issued a Request for Proposal (RFP) for Home Composting

Education Program Services through BidSync, the County's online source for RFPs. The RFP only stipulated that the proposal include Home Composting Workshops, Composting Bin Sales, School Composting Education, and Technical Assistance and Information. Proposers were encouraged to exercise flexibility in the proportion of effort devoted to each of the required service categories, with the overall goal of providing home composting and education services to as many county residents as possible within the program budget.

A Pre-Proposal conference was held June 11, 2014 in which four potential vendors participated. Proposals were due July 11, 2014. Two proposals were received, one from Acterra: Action for a Healthy Planet and one from the UC Cooperative Extension Master Gardeners Program.

A team of four evaluators was formed to evaluate proposals. Both proposals were well-thought out and covered the four core areas identified in the RFP. Both proposers had good corporate strength, a good understanding of the scope of work and were compliant with the terms set forth in the RFP.

Interviews were conducted with both proposers on August 1, 2014 and the evaluation team met afterward to discuss their findings. There were a few more questions and one proposer was invited back August 26 to clarify portions of their proposal. The evaluation team met again August 27, 2014 and recommended the County proceed to contract with UC Cooperative Extension, provided they negotiate a few more items. The County met with staff from UC Cooperative Extension on September 24 to discuss the outstanding issues and was satisfied with the responses.