

**CITY OF SANTA FE  
SANTA FE SOLID WASTE MANAGEMENT AGENCY**

**"REQUEST FOR PROPOSALS"**

**HOUSEHOLD HAZARDOUS WASTE (HHW) COLLECTION  
SERVICES**

**for the**

**BUCKMAN ROAD RECYCLING AND TRANSFER STATION**

**RFP No. '17/16/P**

**PROPOSAL DUE:**

**OCTOBER 14, 2016  
2:00 P.M.**

**PURCHASING OFFICE  
CITY OF SANTA FE  
2651 SIRINGO ROAD, BUILDING "H"  
SANTA FE, NEW MEXICO 87505**

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## NOTICE OF REQUEST FOR PROPOSALS

RFP No. '17/16/P

Competitive sealed proposals will be received by the City of Santa Fe Purchasing Office, 2651 Siringo Road, Building "H", Santa Fe, New Mexico 87505 until **2:00 P.M. local prevailing time on Friday, October 14, 2016**. Any proposal received after this deadline will not be considered. This proposal is for the purpose of procuring professional services for the following:

### HOUSEHOLD HAZARDOUS WASTE (HHW) COLLECTION SERVICES

for the

### BUCKMAN ROAD RECYCLING AND TRANSFER STATION

The RFP process will result in the selection of the most qualified and competent firm to provide household hazardous waste (HHW) services most suitable to the needs of the Santa Fe Solid Waste Management Agency (Agency).

The Offerors' attention is directed to the fact that all applicable Federal Laws, State Laws, Municipal Ordinances, and the rules and regulations of all authorities having jurisdiction over said services shall apply to the proposal throughout, and they will be deemed to be included in the proposal document the same as though herein written out in full.

Offerors may participate in an optional tour of the Buckman Road Recycling and Transfer Station (BuRRT) at 1:30 p.m., September 30, 2016. The tour will begin at the BuRRT Administration Building at 2600 Buckman Road, Santa Fe, NM.

The Agency is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or national origin. The successful Offeror will be required to conform to the Equal Opportunity Employment regulations.

Proposals may be held for ninety (90) days subject to action by the Agency. The Agency reserves the right to reject any or all proposals in part or in whole. RFP packets are available by contacting: Shirley Rodriguez, City of Santa Fe, Purchasing Office, 2651 Siringo Road, Building "H", Santa Fe, New Mexico 87505. Telephone number is (505) 955-5711. Questions related to this RFP can be directed to Danita S. Boettner, P.E., Santa Fe Solid Waste Management Agency, 149 Wildlife Way, Santa Fe, NM 87506. Telephone number is (505) 424-1850, ext. 110. The RFP is also available at <http://www.santafenm.gov/bids.aspx>.



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Robert Rodarte, Purchasing Officer

Received by the Santa Fe New Mexican newspaper on: September 21, 2016  
To be published on: September 26, 2016

Received by the Albuquerque Journal newspaper on: September 21, 2016  
To be published on: September 26, 2016

## PROPOSAL SCHEDULE

This section of the RFP contains the proposal schedule for the procurement, describes the major procurement events and the conditions governing the procurement. The dates of the major procurement events considered by the Agency and Joint Powers Board are tentative and subject to change without notice.

<u>EVENT</u>	<u>DATE</u>
1. Advertisement	September 26, 2016
2. Issuance of RFP:	September 26, 2016
3. Optional Tour:	September 30, 2016 at 1:30 p.m. Local Prevailing Time
4. Acknowledgement of Receipt	September 30, 2016
5. Deadline to Submit Additional Questions	October 7, 2016 at 2:00 p.m. Local Prevailing Time
6. Response to Written Questions and any RFP Addendum	October 11, 2016
7. Receipt of Proposals:	October 14, 2016 at 2:00 p.m. Local Prevailing Time City of Santa Fe Purchasing Office 2651 Siringo Road, Bldg. "H" Santa Fe, New Mexico 87505
8. Evaluation of Proposals:	October 20, 2016
9. Interviews:	October 24, 2016
10. Selection:	October 24, 2016
11. Negotiations:	October 31, 2016
12. Recommendation of Award to Joint Powers Board:	November 17, 2016

## **INFORMATION FOR OFFERORS**

### **1. RECEIPT OF PROPOSALS**

The Santa Fe Solid Waste Management Agency invites Offeror(s) to submit one original and six (6) copies of their proposal. Proposals will be received by the Purchasing Office, until 2:00 p.m. local prevailing time, May 9, 2016.

The packets shall be submitted in a sealed container and addressed to the City of Santa Fe, Purchasing Office, 2651 Siringo Road, Bldg. "H", Santa Fe, New Mexico 87505. No late proposals will be accepted whether hand delivered, mailed or special delivery. Do not rely on "overnight delivery" without including some lead-time, as late-delivered packages will be determined to be non-responsive, no matter whose fault it was. It is recommended that extra days be included in the anticipated delivery date to ensure delivery is timely. The Purchasing Office is closed 12:00 p.m. to 1:00 p.m. The outside of the sealed container should clearly indicate the following information:

Proposal number: '17/16/P

Title of the proposal: Household Hazardous Waste (HHW) Collection Services for the Buckman Road Recycling and Transfer Station.

Name and address of the Offeror:

Any proposal received after the time and date specified shall not be considered. No proposing offeror may withdraw a proposal within 90 days after the actual date of the opening thereof.

### **2. COPIES OF REQUEST OF PROPOSALS**

A complete set of the RFP may be obtained from the City of Santa Fe, Purchasing Office, 2651 Siringo Road, Building "H", Santa Fe, New Mexico 87505. A complete set of the RFP shall be used in preparing proposals. The Agency assumes no responsibility for errors or misinterpretations resulting from the use of an incomplete RFP. The Agency in making copies of RFP does so only for the purpose of obtaining proposals for this project and does not confer a license or grant for any other use. A copy of the RFP is available for public inspection at the Caja del Rio Administration Building, 149 Wildlife Way, Santa Fe, NM. The RFP also is available at <http://www.santafenm.gov/bids.aspx>.

### **3. ACKNOWLEDGEMENT OF RECEIPT**

Potential Offerors shall submit or return by email or by registered or certified mail the "Acknowledgement of Receipt of Request for Proposals Form" that accompanies this document to have their firm placed on the procurement distribution list (See Appendix C). The form should be signed by an authorized representative of the organization, dated and returned by close of business on September 30, 2016 to:

Shirley Rodriguez  
Procurement Analyst  
City of Santa Fe

Purchasing Office  
2651 Siringo Road, Building "H"  
Santa Fe, NM 87505  
Email: sarodriguez@santafenm.gov

The procurement distribution list will be used for the distribution of written responses to questions and any RFP amendments. Failure to return this form shall constitute a presumption of receipt and rejection of the RFP, and the potential Offeror's firm name shall not appear on the distribution list.

#### **4. PREPARATION OF PROPOSAL**

Offerors shall comply with all instructions and provide all the information requested. Failure to do so may disqualify your proposal. All information shall be given in ink or typewritten. Any corrections shall be initialed in ink by the person signing the proposal.

Any cost incurred by the Offeror in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.

This RFP may be canceled or any and all proposals may be rejected in whole or in part whenever the Agency determines it is in the best interest of the Agency to do so.

#### **5. CORRECTION OR WITHDRAWAL OF PROPOSALS**

A proposal containing a mistake discovered before proposal opening may be modified or withdrawn by the Offeror prior to the time set for proposal opening by delivering written or telegraphic notice to the location designated in the RFP as the place where proposals are to be received. Withdrawn proposals may be resubmitted up to the time and date designated for the receipt of proposals, provided they are then fully in conformance with the RFP.

#### **6. INTERPRETATIONS AND ADDENDA**

No oral interpretation of the meaning of any section of the proposal documents will be binding. Oral communications are permitted in order to make an assessment of the need for an addendum. Any questions concerning the proposal must be addressed prior to the date set for receipt of proposal.

Every request for such interpretations should be in writing addressed to, Purchasing Officer, 2651 Siringo Road, Bldg. "H", Santa Fe, New Mexico, 87505 or submitted via email to Shirley Rodriguez, Project Specialist at [sarodriguez@santafenm.gov](mailto:sarodriguez@santafenm.gov) and to be given consideration must be received at least five (5) business days prior to the date set for the receiving of proposals or October 7, 2016.

Any and all such interpretations and any supplemental instruction will be in the form of written addenda to the RFP, which if issued, will be sent by facsimile, e-mail, or hand delivered to all Offerors who are known by the Agency to have received a complete RFP not later than three business days prior to the date fixed for the receipt of the proposals or October 11, 2016. Failure of any Offeror to receive any such addenda or interpretations shall not relieve Offeror from any obligation under their proposal as submitted. All addenda so issued shall become part of the contract documents.

Copies of addenda may be obtained from the City of Santa Fe, Purchasing Office, 2651 Siringo Road, Building "H", Santa Fe, New Mexico 87505 or from Shirley Rodriguez, Project Specialist at [sarodriguez@santafenm.gov](mailto:sarodriguez@santafenm.gov).

The Agency reserves the right not to comply with these time frames mentioned above if an addendum is required to extend the proposal deadline or withdraw the RFP due to significant justification(s) that are in the best interest of the Agency.

## **7. LAWS AND REGULATIONS**

The Offeror's attention is directed to the fact that all applicable federal laws, state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the subject of this RFP shall apply to the contract throughout. They will be deemed to be included in the contract the same as though written out in full.

## **8. DISCLOSURE OF PROPOSAL CONTENTS**

The proposals will be kept confidential until a contract is awarded. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for the material that is proprietary or confidential. The Purchasing Officer will not disclose or make public any pages of a proposal on which the Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements.

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the Offeror's organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, Sections 57-3A-1 to 57-3A-7 NMSA 1978. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.

If a request is received for disclosure of data for which an Offeror has made a written request for confidentiality, the Purchasing Officer shall examine the Offeror's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Offeror takes legal action to prevent the disclosure, the proposal will be disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

## **9. PROPOSAL EVALUATION**

After the Evaluation Committee completes its review of proposals, the committee may interview up to three highest rated Offerors, or may forgo the interviews and select one Offeror, or recommend to the Agency to reject any or all proposals.

At its discretion the Agency reserves the right to alter the membership or size of the Evaluation Committee. The Agency also reserves the right to change the number of offerors interviewed.

## **10. FINALIZE CONTRACT**

The contract will be finalized with the most advantageous Offeror. In the event that mutually

agreeable terms cannot be reached within the time specified, The Agency reserves the right to finalize a contract with the next most advantageous Offeror without undertaking a new procurement process.

**11. CONTRACT AWARD**

The Agency anticipates awarding the contract during the regular scheduled Joint Powers Board meeting on November 17, 2016; however, the date of the meeting is tentative and subject to change without notice.

The contract shall be awarded to the Offeror whose proposal is most advantageous to the Agency, taking into consideration the evaluation factors set forth in the RFP.

**12. REJECTION OR CANCELLATION OF PROPOSALS**

The RFP may be canceled, or any or all proposals may be rejected in whole or in part, when it is in the best interest of the Agency. A determination containing the reasons therefore shall be made part of the project file (Section 13-1-131 NMSA).

**13. PROTESTS AND RESOLUTIONS PROCEDURES**

Any Offeror who is aggrieved in connection with the RFP process may protest to the Purchasing Officer. The protest must be in writing and submitted within fifteen (15) calendar days after knowledge of the facts or occurrences giving rise to the protest, but may not be filed later than seven (7) days after the Joint Powers Board approves award of the contract. Requirements regarding protests and resolution of protests are available upon request from the Purchasing Office.

**14. CHANGE IN CONTRACTOR REPRESENTATIVES**

The Agency reserves the right to require a change in contractor representatives if the assigned representatives are not, in the opinion of the Agency, meeting its needs adequately.

**15. AGENCY RIGHTS**

The Agency reserves the right to accept all or a portion of an Offeror's proposal.

**16. RIGHT TO PUBLISH**

Throughout the duration of this procurement process and contract term, potential Offerors and contractors must secure from the Agency written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement or the subsequent contract. Failure to adhere to this requirement may result in disqualification of the Offeror's proposal or termination of the contract.

**17. OWNERSHIP OF PROPOSALS**

All documents submitted in response to this Request for Proposals shall become the property of the Agency. However, any technical or user documentation submitted with the proposals of non-selected Offerors shall be returned after the expiration of the protest period.

**18. ELECTRONIC MAIL ADDRESS REQUIRED**

A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). Offeror must have a valid e-mail address to receive correspondence.

**19. COMPLIANCE WITH CITY OF SANTA FE MINIMUM WAGE RATE ORDINANCE (LIVING WAGE ORDINANCE)**

A copy of the City of Santa Fe Living Wage Ordinance §28.1 28-1.12 SFCC 1987 is attached (Appendix E). The Offeror will be required to submit the proposal such that it complies with the ordinance to the extent applicable. The recommended Offeror will be required to comply with the ordinance to the extent applicable, as well as any subsequent changes to the Ordinance throughout the term of this contract.

**20. PREFERENCES IN PROCUREMENT**

New Mexico In-State Preference: To receive a resident business preference pursuant to Section 13-1-21 NMSA 1978 a business shall submit with its proposal a copy of a valid resident business certificate issued by the NM Department of Taxation and Revenue.

If an Offeror submits with its proposal a copy of a valid and current in-state resident business certificate, 5% of the total weight of all evaluation factors used in the evaluation of proposals may be awarded as set forth in NMSA 1978, §§ 13-1-21, 13-1-22, and 13-4-2. The in-state resident business and contractor preference applies to offers received pursuant to a competitive sealed bid process or a competitive sealed proposal process.

Certification by the NM Department of Taxation and Revenue for the resident business takes into consideration such activities as the business or contractor’s payment of property taxes or rent in the state.

or

New Mexico Resident Veteran Business Preference: New Mexico law, Section 13-1-22 NMSA 1978, provides a preference in the award of a public works contract for a “resident veteran business”. Certification by the NM Department of Taxation and Revenue for the resident veteran business requires the Offeror to provide evidence of annual revenue and other evidence of veteran status.

An Offeror who wants the veteran business preference to be applied to its proposal is required to submit with its proposal the certification from the NM Department of Taxation and Revenue and the sworn affidavit attached hereto as Appendix F.

If an Offeror submits with its proposal a copy of a valid and current veteran resident business certificate, 7%, 8%, or 10% of the total weight of all the evaluation factors used in the evaluation of proposal may be awarded as set forth in NMSA 1978, § 13-1-21 and 13-1-22. The resident veteran business and resident veteran contractor preference applies to offers received pursuant to a competitive sealed bid process or a competitive sealed proposal process.

The resident business preference is not cumulative with the resident veteran business preference.

Local Preference: An offeror who submits to the Agency a valid Local Preference Certification Form, pursuant to the City of Santa Fe Purchasing Manual, or a Santa Fe County Preference Certificate, issued by Santa Fe County, shall receive a 5% preference as set forth in Santa Fe County Ordinance No. 2012-4. The local preference applies only to offers received when the Agency procures services through a competitive sealed proposal process. An offeror is eligible for the local preference in addition to either the in-state preference or the resident veteran preference.

## DEFINITIONS AND TERMS

1. **Addendum:** a written or graphic instrument issued prior to the opening of Proposals, which clarifies, corrects, or changes the Request for Proposals. Plural: addenda.
2. **Agency:** means the Santa Fe Solid Waste Management Agency.
3. **BuRRT:** means the Buckman Road Recycling and Transfer Station.
4. **Consultant or Contractor:** means the successful Offeror who enters into a binding contract / agreement.
5. **Contract / Agreement:** means The Agency's Services Agreement, including all exhibits attached to it and incorporated in it by reference, and all amendments in accordance with its terms, as attached in the RFP as Appendix G.
6. **Determination:** means the written documentation of a decision of the Purchasing Officer including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains (Section 13-1-52 NMSA 1978).
7. **Evaluation Committee:** means a body appointed by the Agency to perform the evaluation of proposals.
8. **Finalist:** is defined as an Offeror who meets all the mandatory specifications of this Request for Proposals and whose score on evaluation criteria is sufficiently high to merit further consideration by the Evaluation Committee.
9. **Joint Powers Board (JPB):** means the governing body for the Santa Fe Solid Waste Management Agency that operates the Caja del Rio Landfill and the Buckman Road Recycling and Transfer Station (BuRRT).
10. **Offeror:** means the companies or firms submitting a proposal in response to this Request for Proposals.
11. **Purchasing Office:** means the City of Santa Fe Purchasing Office.
12. **Purchasing Officer:** means the person or designee authorized by the Agency to manage or administer a procurement requiring the evaluation of proposals.
13. **Request for Proposals:** or "RFP" means all documents, including those attached or incorporated by reference, used for soliciting proposals (Section 13-1-81 NMSA 1978).
14. **Responsible Offeror of Proposer:** means an offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that the proposer's financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services described in the proposal (Section 13-1-83 NMSA 1978).

15. **Responsive Offer or Proposal:** means an offer or proposal that conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposals include, but are not limited to, price, quality, quantity or delivery requirements (Section 13-1-85 NMSA 1978).
16. The terms **must, shall, will, is required, or are required,** identify a mandatory item or factor that will result in the rejection of the offeror's proposal.
17. The terms **can, may, should, preferably, or prefers** identify a desirable or discretionary item or factor.

## **SPECIAL CONDITIONS**

### **1. GENERAL**

When the City's Purchasing Officer issues a purchase order document in response to the Contractor's proposal, a binding contract is created.

### **2. ASSIGNMENT**

Neither the order, nor any interest therein, nor claim under, shall be assigned or transferred by the Contractor, except as expressly authorized in writing by the City Purchasing Officer's Office. No such consent shall relieve the Contractor from its obligations and liabilities under this order.

### **3. VARIATION IN SCOPE OF WORK**

No increase in the scope of work, services or equipment after award will be accepted, unless means were provided for the increase within the contract documents. Decreases in the scope of work, services or equipment can be made upon request by the Agency or if such variation has been caused by documented conditions beyond the Contractor's control, and then only to the extent provided for elsewhere in the contract documents.

### **4. DISCOUNTS**

Any applicable discounts should be included in computing the bid submitted. Every effort will be made to process payments within thirty (30) days of satisfactory receipt of goods or services. The Agency shall make the final determination of satisfactory receipt of goods or services.

### **5. TAXES**

The price shall include all taxes applicable. The Agency is exempt from gross receipts tax on tangible personal property. A tax exempt certificate will be issued upon written request.

### **6. INVOICING**

(A) The Contractor's invoice shall be submitted in duplicate and shall contain the following information: invoice number and date, description of the supplies or services, quantities, unit prices and extended totals. Separate invoices shall be submitted for each and every complete order.

(B) Invoice must be submitted to **Santa Fe Solid Waste Management Agency, 149 Wildlife Way, Santa Fe, NM 87506** and not the City of Santa Fe.

### **7. METHOD OF PAYMENT**

Every effort will be made to process payments within thirty (30) days of receipt of a detailed invoice and proof of delivery and acceptance of the products hereby contracted or as otherwise specified in the compensation portion of the contract documents.

**8. DEFAULT**

The Agency reserves the right to cancel all or any part of this order without cost to the Agency if the Contractor fails to meet the provisions for this order, and except as otherwise provided herein, to hold the Contractor liable for any excess cost incurred by the Agency due to the Contractor's default. The Contractor shall not be liable for any excess cost if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Contractor and these causes have been made known to the Agency in written form within five working days of the Contractor becoming aware of a cause which may create any delay; such causes include, but are not limited to, acts of God or the public enemy, acts of the State or of the Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of sub-contractors due to any of the above unless the Agency shall determine that the suppliers or services to be furnished by the sub-contractor are obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule. The rights and remedies of the Agency are not limited to those provided for in this paragraph and are in addition to any other rights provided for by law.

**9. NON-DISCRIMINATION**

By signing this bid or proposal, the Contractor agrees to comply with Presidential Executive Order No. 11246 as amended.

**10. NON-COLLUSION**

In signing this bid or proposal, the Contractor certifies it has not, either directly or indirectly, entered into action in restraint of full competition in connection with this bid or proposal submittal to the Agency.

**11. BRIBES, GRATUITIES AND KICKBACKS**

In signing this bid or proposal, the Contractor acknowledges that, as required by Section 13-1-191 NMSA 1978, reference is hereby made to the criminal laws of New Mexico (including Sections 30-14-1, 30-24-2 and 30-41-1 through 30-41-3 NMSA 1978) which prohibits bribes, kickbacks and gratuities, violation of which constitutes a felony. Further, Sections 13-1-28 through 13-1-199 NMSA 1978 imposes civil and criminal penalties for its violation.

**12. INSURANCE REQUIREMENTS**

Insurance is required of the Contractor in the limits identified in the Sample Services Agreement, Section 12, attached hereto.

**13. PROCUREMENT UNDER EXISTING CONTRACTS**

In accordance with Section 13-1-129 NMSA 1978, the bidder shall be made aware that other central purchasing offices may use the subsequent non-exclusive indefinite quantity price agreement.

## **SCOPE OF SERVICES**

### **1. BACKGROUND**

The Agency was established in 1995 by a Joint Powers Agreement between the City of Santa Fe and the County of Santa Fe, New Mexico. This agreement created the Agency to manage the Caja del Rio Landfill. In 2003, the Agency's powers were expanded to provide additional services, including developing a Material Recovery Facility (MRF) at the old City Transfer Station, which is now referred to as the Buckman Road Recycling & Transfer Station (BuRRT).

From 2001 to 2011, the Agency, acting with support from the City and County, held annual household hazardous waste collection events at BuRRT each April. These one-day events have served as many as 946 customers (2006) and have collected as much as 22,370 gallons of waste (2008).

The Agency opened its permanent HHW collection center on September 14, 2012, to efficiently and effectively manage the HHW generated by the residents of the City of Santa Fe and Santa Fe County and to provide a higher level of service to its constituents. More information concerning the Agency's HHW programs can be found on the Agency's website (<http://www.sfswwa.org/hazardous-waste>), including information on the type of waste collected. In 2015, the facility moved a total of 133 55-gallon loose-packed containers and 4 gaylord boxes.

### **2. PROGRAM OVERVIEW**

Since 2012, a contractor has provided support service for the HHW collection center operations after its initial start-up period. These services include items such as materials receiving, waste identification, packing, storage, transportation, treatment, and disposal.

The Agency operates the HHW collection center two days per week (Fridays and Saturdays) from 8:00 a.m. to 4:45 p.m. The Agency reserves the right to increase or decrease hours and days of operation to respond to the needs of the community. The HHW collection center accepts drop-offs from residential households for a nominal charge.

#### **2.1 Collection Events**

The Agency holds a minimum of one collection event per year as part of the amnesty program in November. These collection events are typically located where the HHW collection center is located. These events supplement permanent HHW collection center operations and increase the reach and collection of HHW throughout the area. The Agency holds the exclusive right to determine the number and location of these collection events.

Additional events may be held off-site throughout the City of Santa Fe and the County of Santa Fe. Waste collected at all of off-site events will be transported to the HHW collection center. After being delivered to the HHW collection center, waste from off-site events will be handled in the same manner as other waste collected at the HHW collection center.

#### **2.2 Conditionally Exempt Small Quantity Generator Waste Services**

In addition to the standard HHW waste collected, the Agency also provides services to receive waste from conditionally exempt small quantity generators (CESQGs). If CESQG waste is accepted, the

Agency will be responsible for the CESQG program. These responsibilities will include establishing an appointment system for CESQGs, coordinating review of waste profile sheets, receiving waste from CESQGs, recording and packing all CESQG waste and coordinating pick-up of the waste in a timely manner. The Contractor will provide assistance in reviewing waste profile sheets packaging requirements for unknown or unusual wastes and be responsible for transporting all CESQG waste in a timely manner to a treatment, storage, or disposal facility. The Contractor will have access to the HHW collection center for pickup of materials.

### **3. PROGRAM DESCRIPTION**

#### **3.1 Program Scope**

The scope of work to be performed under the contract will include the following provisions as well as any others agreed to during contract negotiations. Costs associated with completing the work described below shall be provided on the Cost Proposal Form (Appendix B).

#### **3.2 Agency's Responsibilities**

The HHW collection center will be used to receive, store, process, pack, and/or ship material, as necessary. To attend to the HHW operations, the Agency will provide HHW handlers. The selected Contractor will provide support services related to operating the HHW collection center and assist in training Agency staff. At least one Agency assigned HHW handler will be present during all hours the HHW collection center is in operation, and his/her responsibilities will include the following:

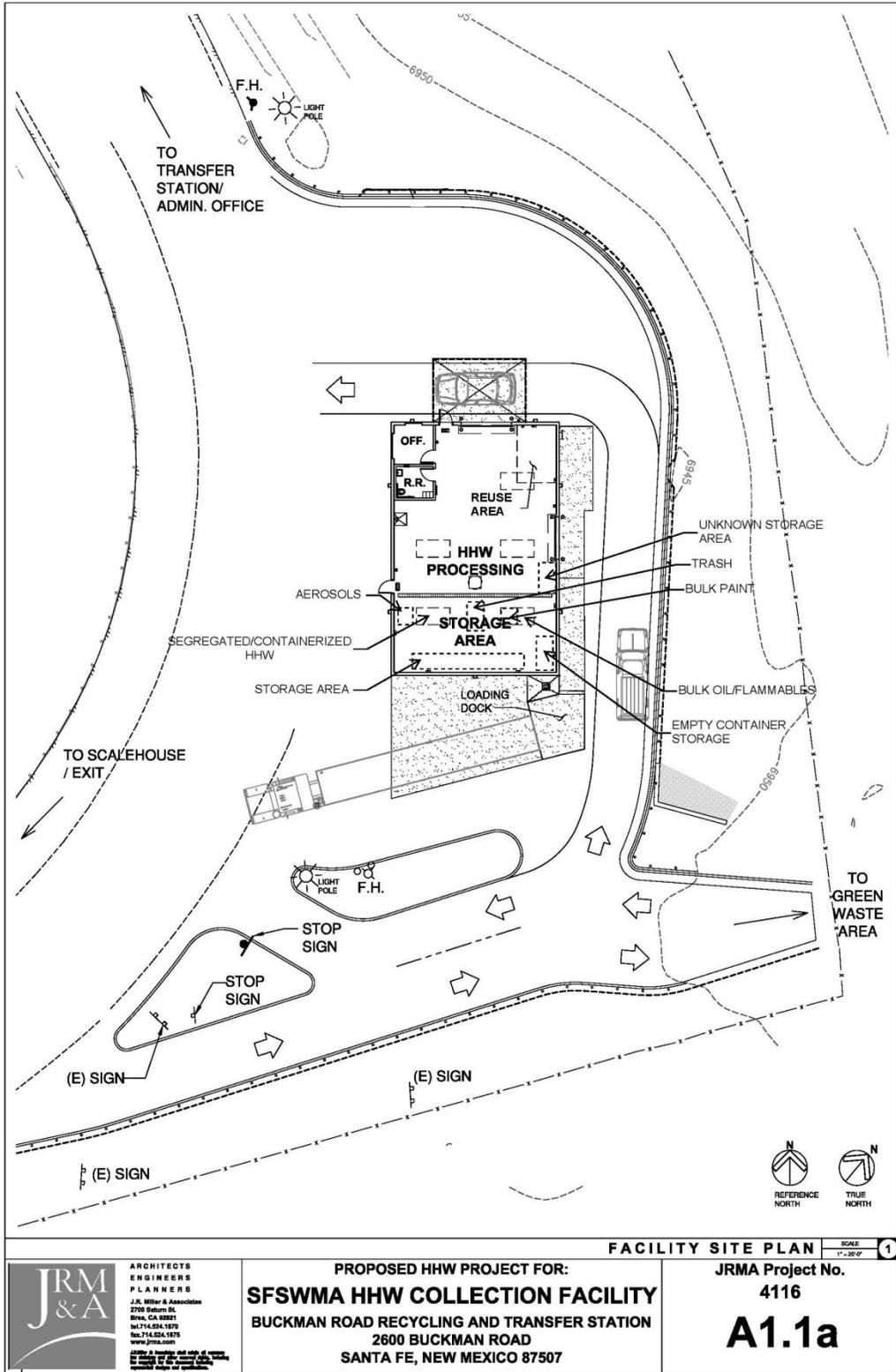
- Receiving HHW and CESQG material as it is delivered, and rejecting unacceptable material.
- Inspecting the containers in which HHW and CESQG is delivered in for cracks or leaks.
- Examining labels of received material and determining if the labels are accurate.
- Segregating waste by type after it is received.
- Bulking used motor oil and antifreeze.
- Bulking oil based and latex paints
- Monitor material volumes to determine when transportation to a Treatment, Storage and/or Disposal Facility (TSDF) will need to occur. Notify Contractor in advance of that need. Meet with Contractor at the HHW collection center when HHW is being accepted and loaded by Contractor. Sign and track manifests for wastes shipped.
- Operating a fluorescent lamp crusher.

The Agency will provide:

- HHW collection center.
- Forklift.
- Fluorescent lamp crusher.

In addition, the Agency, the County, and the City will provide educational and promotional material regarding the facility, which may include material to be distributed to participants in the HHW program.

Figure 1 illustrates the layout of the HHW collection center.



 <p>ARCHITECTS ENGINEERS PLANNERS J.R. Miller &amp; Associates 2700 Saturn St. Irvine, CA 92618 tel: 714.624.1670 fax: 714.624.1679 www.jrma.com</p> <p><small>© 2004 J.R. Miller &amp; Associates. All rights reserved. This drawing is the property of J.R. Miller &amp; Associates. It is to be used only for the project and site identified herein. No part of this drawing may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without the prior written permission of J.R. Miller &amp; Associates.</small></p>	<p><b>FACILITY SITE PLAN</b> SCALE 1" = 20'-0"</p> <p><b>PROPOSED HHW PROJECT FOR:</b>  <b>SFSWMA HHW COLLECTION FACILITY</b>  <b>BUCKMAN ROAD RECYCLING AND TRANSFER STATION</b>  <b>2600 BUCKMAN ROAD</b>  <b>SANTA FE, NEW MEXICO 87507</b></p>	<p><b>JRMA Project No.</b>  <b>4116</b>  <b>A1.1a</b></p>
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Figure 1. HHW Collection Center Layout

### **3.3 Contractor's Responsibilities**

The Contractor will be responsible for providing training for Agency staff (as needed), and support services for HHW operations.

#### **A. General Program Management:**

- Meet with Agency staff, as needed, to prepare an annual work plan and to handle other Program details.
- Establish and maintain a recordkeeping system including, but not limited to, processed material quantities, etc.
- Generate and maintain all documentation including, but not limited to, manifests and/or bill of ladings required affecting the transportation of acceptable wastes in accordance with applicable regulations.
- Establish waste handling protocols and management methods for HHW waste.
- Conduct periodic program evaluation with the Agency.
- Ensure that subcontractors are adequately insured.
- Ensure that all permit requirements are met, including any limitations on waste accumulation.
- Have up-to-date knowledge of, and comply with, all federal, state and local laws, rules, regulations and ordinances applicable to handling, transportation and storage of hazardous materials/wastes. Such laws, regulations, rules and orders include, but are not limited to, those of the United States Environmental Protection Agency (EPA), US Department of Transportation (USDOT), New Mexico Environment Department (NMED) and the New Mexico Department of Transportation (NMDOT).
- Possess pertinent licenses, permits, registrations and/or certificates to carry out the tasks as required by this RFP.
- Maintain accounting records and participate in financial audits as required.
- Provide the Agency with a list of equipment and supplies necessary for operations not currently available at the HHW collection center. The Agency reserves the right to purchase items from the Contractor at the agreed to prices, however the Agency reserves the right to purchase these supplies and materials from alternative distributors.

- Conduct periodic audits to ensure safe conditions for storage, labeling and facility usage, when requested by the Agency.

**B. Staff Training:**

- Provide training for Agency HHW handlers to assist with operating the HHW collection center, including receiving and identifying HHW, proper waste handling procedure and proper waste packing and bulking procedure, when requested by the Agency.
- Provide training for the Agency's HHW handlers to perform the tasks enumerated for the HHW handlers in Section 3.2, when requested by the Agency.
- Provide training for Agency staff to abate and cleanup all spills and other hazards that may arise as a result of operations of the HHW collection center, when requested by the Agency.

**C. Recordkeeping:**

- Provide to the Agency on a monthly basis, copies of records such as manifests, bills of lading, and other documents relating to the hazardous waste program by the 15th day of each following month.
- Provide Agency staff access to all paperwork files relating to the hazardous waste program.

**3.4 Duration of Contract**

A contract awarded as a result of this RFP will be for a one (1) year period. The Agency reserves the right to extend or renew this contract for three (3) additional one-year extensions, for a total of four (4) years, at the rates submitted under the proposal.

**3.5 Type of Contract**

The Agency intends to enter into a services agreement with the Offeror selected as the Contractor as a result of this RFP process. Prices shall not be subject to change during the initial contract year. All price adjustment requests shall be submitted at least 45 calendar days in advance of Contractor's expectation of price adjustment to the Agency. Price adjustments shall not be retroactive. Price adjustments shall be mutually agreed upon by both parties dependent upon indexes (e.g., CPI, PPI, etc.) or the Contractor has been notified in writing of a destination facility's cost increase for the specific material type(s). The Contractor shall survey other options for processing materials prior to submitting a price adjustment request. The Agency will only accept one written price adjustment each renewal year of the contract from the Contractor.

## **4. COLLECTION EVENTS**

### **4.1 Collection Events**

The scope of work to be performed under this option will include the following provisions as well as any others agreed to during contract negotiations. Collection events will occur in addition to regular hours of operation of the HHW collection center and may occur at the HHW collection center or at an off-site location as determined by the Agency.

### **4.2 Agency's Responsibilities**

The Agency will provide:

- Promotional advertising and information review for the Program.
- An Agency contact to act as a liaison between the Contractor and the communities where the events are held, if events are held off-site.
- Volunteer(s) to help with traffic control, site set-up and participant surveys.
- Educational materials about hazardous waste management to be distributed to participants at the events.
- Use of the forklift.
- Access to the HHW collection center after each collection event to store and transport all waste collected at that event.

### **4.3 Contractor's Responsibilities**

Collection events:

- Meet with Agency staff, as needed, to coordinate collection event schedules and develop budget for collection events.
- Provide personnel trained in spill response and a sufficient amount of absorbent and other materials needed to abate all spills.
- Coordinate with appropriate City, County, and/or Agency staff for collection events.
- Provide a certified chemist and other personnel as needed to perform all duties associated with the collection events including, but not limited to, identifying, sorting, segregating, packing and manifesting all HHW received.
- Provide a written site safety and spill response plan for off-site collection events.

- Transport and deposit all collected HHW during off-site events to the HHW Collection Center.
- Provide, set-up, and take down traffic cones and other traffic direction devices as necessary to assure safe traffic movement at the collection event site.
- Be responsible for the set up and take down of those portions of the collection site devoted to collection, handling, and transportation of the collected wastes.
- Be responsible for ensuring that tents are available for all areas where materials will be unloaded, packaged, or placed to prevent contamination of rainwater, hence contamination of storm drains. If collected materials or work area ground covers are exposed to the rain, the Contractor shall contain and collect all contaminated water. If collected water is determined to be a hazardous waste, it shall be managed as a hazardous waste.
- Supply ground cover sufficient to prevent waste and absorbent from contacting the pavement/ground and to prevent spills from entering storm drains. All waste packing areas will be surrounded with spill berms. The size of the bermed area shall be large enough to contain at least three times the volume of the largest container in the packing area.
- Seal all storm drains at the collection sites that could potentially become contaminated due to an accidental spill.
- Provide a decontamination area for workers to remove their protective clothing prior to leaving the work area. No protective clothing shall be worn outside the work area, unless in response to an emergency.

## **5. CONDITIONALLY EXEMPT SMALL QUANTITY GENERATOR WASTE**

### **5.1 CESQG Waste**

The scope of work to be performed will include the following provisions as well as any others agreed to during contract negotiations.

### **5.2 Contractor's Responsibilities**

- Meet with Agency staff, as needed, to prepare an annual work plan and to handle other Program details.
- Establish and maintain a recordkeeping system including, but not limited to, processed material quantities, etc.

- Generate and maintain all documentation including, but not limited to, manifests and/or bill of ladings required affecting the transportation of acceptable wastes in accordance with applicable regulations.
- Establish waste handling protocols and management methods for HHW and CESQG waste.
- Conduct periodic program evaluation with the Agency.

## **PROPOSAL SUBMITTAL REQUIREMENTS '17/16/P**

Offerors shall submit one original and six (6) copies of their proposals to the City of Santa Fe, Purchasing Office, 2651 Siringo Road, Bldg. "H", Santa Fe, New Mexico 87505 by 2:00 p.m. local prevailing time on May 9, 2016. Any proposal received after this deadline will not be considered.

All proposals must be typewritten on standard 8 1/2" x 11" paper and bound on the left-hand margin and placed within a binder with tabs delineating each section. Larger paper is permissible for charts, spreadsheets, etc.

Although there is no maximum proposal length, proposals should be kept to the minimum length necessary to address the requirements of the RFP. Padding the proposal with "boiler plate" material is strongly discouraged.

The proposal must be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence indicated:

- 1) Letter of Transmittal
- 2) General Information
- 3) Qualifications and Overall Expertise
- 4) Capacity and Capability
- 5) Past Record of Performance
- 6) Proximity to or Familiarity with the Agency
- 7) Cost Proposal
- 8) Other Supporting or Resource Material.

Within each section of their proposal, Offerors should address the items in the order in which they appear in this RFP. All forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal.

Any proposal that does not adhere to this format, and which does not address each specification and requirement within the RFP may be deemed non-responsive and rejected on that basis.

Additional proposal contents:

- Firm identification and transmittal letter from Offeror with authorized signature. Include company name and address; name and telephone number of contact person.
- Acknowledge receipt of any and all amendments to this RFP.
- Provide the following for each sub-consultant (if needed):
  - Name, address, and telephone number.
  - State the qualifications.
  - Describe the role of the sub-consultant in the services.
- Copy of City of Santa Fe Business License, if applicable.
- Copy of State of New Mexico CRS Tax Identification Number.
- Summary of insurance/liability coverage.

- Campaign Contribution Disclosure Form (Appendix D).
- Resident Veterans Preference Certification (Appendix F), if applicable.

The Offeror is specifically advised that any person or other party to whom it is proposed to award a subcontract under this proposal must be accepted by the Agency. No subcontractor with a suspension or debarment will be accepted by the Agency. The Offeror shall be wholly responsible for the entire performance whether or not sub-consultants are used.

Any cost incurred by the Offeror in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.

**EVALUATION CRITERIA & WEIGHTED VALUES**  
**RFP No. '17/16/P**

At its discretion and without notice, the Agency reserves the right to alter the membership and size of the evaluation committee. The evaluation committee will provide written evaluations based on the evaluation criteria and weighted values shown below. The evaluation points scored will be totaled to determine the top rated offerors. Interviews may be conducted with the offerors receiving the top three scores in the written evaluations and their interviews will be evaluated. Unless noted elsewhere in this RFP, the same evaluation criteria and weighted values shown below will be used to conduct the interview evaluations. The scores from the interview evaluations will be totaled to determine the top rated offeror unless extenuating circumstances are documented.

<b>EVALUATION CRITERIA</b>	<b>POINTS AVAILABLE</b>
1. Qualifications and Overall Expertise	300
2. Capacity and Capability	300
3. Past Record of Performance	200
4. Proximity to or Familiarity with the Agency	100
5. Cost Proposal	100
<b>Total Maximum Allowable Points</b>	<b>1,000</b>

**NARRATIVE DESCRIPTION OF EVALUATION CRITERIA**

Points will be awarded on the basis of the following evaluation criteria:

1. Qualifications and Overall Expertise - Provide information about the Offeror's specific experience in managing material generated as a HHW and CESQG operation and that demonstrate competence to successfully maintain, expand, and/or manage the type of services required.
2. Capacity and Capability - Provide information about the firm that demonstrates the ability to provide sufficient professional competence, including any consultants, their representatives, qualifications and locations, to perform the work, including any specialized services with time limitations.
3. Past Record of Performance - Demonstrate through contracts and other agreements with government agencies or private industry with respect to such factors as cost control, quality of work and ability to meet schedules. Provide a minimum of three (3) examples where the Offeror provided similar services listing the entity, point of contact, and telephone number.
4. Proximity to or Familiarity with the Agency - Demonstrate the Offeror's familiarity with the Agency at which the project is located and describe any issues or problems that may arise that could affect the work.
5. Cost Proposal – Describe in detail the Offeror's approach to minimizing costs or maximizing credit to the Agency while providing the services necessary to support a sound HHW processing and recycling program. In addition, the Offeror must include, as part of the response to this criteria, the Cost Proposal Form included in Appendix B.

The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the mandatory requirements or doing so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee.

The Evaluation Committee may make such investigations as necessary to determine the ability of the Offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any Offeror who is not a responsible Offeror or fails to submit a responsive offer.

**EVALUATION CRITERIA & WEIGHTED VALUES**  
**for**  
**RFP No. '17/16/P**

Evaluation Points:

<b>Criteria</b>	<b>Weighted Value</b>	<b>Evaluation Pts. 1-2-3-4-5 6-7-8-9-10</b>	<b>Total</b>	<b>Max Score</b>
Qualifications and Overall Expertise	30%	_____	_____	300
Capacity & Capability	30%	_____	_____	300
Past Record of Performance	20%	_____	_____	200
Proximity to or Familiarity with the Agency	10%	_____	_____	100
Cost/Credit Proposal	10%	_____	_____	100
	<b>Total</b>		<b>_____</b>	<b>1,000</b>

The Agency reserves the option to contact further references at its discretion, the results of which may be reflected in the above evaluation.

\_\_\_\_\_  
 Company Name

Evaluation: \_\_\_\_\_ Interview: \_\_\_\_\_ (Please mark appropriate field)

\_\_\_\_\_  
 Signature and Title of Evaluator

\_\_\_\_\_  
 Date

**APPENDIX A**

**HHW Types and Segregation List**

## HHW Types and Segregation List

### Flammables and Combustibles

Acetone	Liquid sandpaper
Adhesives	Methanol
Air Freshener	Naphtha
Alcohols	Neats foot oil
Asphalt driveway topping	Oils
Automotive body filler	Organic solvents
Automotive oils	Paint strippers
Barbecue lighter fluid	Paint thinners
Benzene	Paraffin oil
Brake Fluid	Perfume
Creosote	Petroleum distillates
Cutting oil Dap	Plastic model cement
Diesel fuel	Plastic roof cement
Denatured alcohol	Polyurethane cement (unsolidified)
Duplicator fluid	Power steering fluid
Enamel/oil -based paint	Primers
Epoxy paint	Roofing cement
Ethanol	Rug/upholstery cleaners
Ether	Sealers
Fiberglass resins (unsolidified)	Shellac thinner
Fingernail polish remover	Spot remover/cleaning fluids
Floor/furniture polish	Thinner
Formaldehyde solution	Tile cement
Formalin	Tire black
Gasoline	Toluene
Glues	Transmission fluid
Grease	Turpentine
Isopropyl Alcohol	Varnish
Kerosene	Wallpaper cement
Lacquer paint	WD-40
Latex paint (unsolidified)	White gas
Latex/water-based paint	Wood/tile putty
Lighter fluid	Wood stain
Linseed oil	Xylol/xylene

## Oxidizers

Ammonium nitrate  
Bleach  
Calcium hypochlorite  
Chlorates  
Fertilizers  
Fluorine  
Hair coloring  
Hair dye

Hydrogen Peroxide  
Iodine  
Nitric acid  
Peroxides  
Potassium permanganate  
Sodium hypochlorite  
Toilet bowl cleaner with bleach

## Poisons

Ant and roach killer  
Anti-freeze  
Bacterial pipe cleaner  
Baygon  
Black Flag  
Chlordane  
Chrome-silver polishes  
DDT  
Diazinon  
Dimethylamine salts  
Disinfectants  
Dog repellent  
Dursban  
Ethylene glycol  
Flea spray/powder  
Fungicides  
Gopher killer  
Insect sprays  
Lindane

Malathion  
Methylene chloride  
Mole killer Moth crystals  
Off insect spray  
Pentachlorophenol  
Pharmaceuticals  
Plant food  
Pruning paint  
Pyrethrins  
Raid  
Rock salt  
Rose dust  
Round-Up  
Sevin (dust)  
Snail/slug killer  
Strychnine  
Tree root/stump killer  
Weed and Grass killer  
Windshield wiper fluid

## Metals

Arsenic  
Bordeaux mix  
Chromium  
Copper sulfate

Lead arsenate  
Lead compounds  
Mercury

## Corrosives (Acids)

Boric acid  
Car battery acid  
Copper cleaners/metal cleaners  
Disinfectants  
Ferric chloride  
Hydrochloric acid

Muriatic acid  
Phosphoric acid  
Pool acid  
Sheep dip  
Sodium bisulfate  
Toilet bowl cleaners

## Corrosives (Bases)

Ammonia and ammonia based cleaners

Battery terminal cleaner

Caustic soda

Cesspool cleaners

Drain cleaners

Lye

Oven cleaners

**APPENDIX B**

**Cost Proposal Form**

## COST PROPOSAL FORM

**RFP No. '17/16/P**

*All Offerors MUST use the format provided*

Offerors must provide a cost for each item listed in the table below. **The proposed costs for each item shall include the cost of shipping/hauling which will be borne by the Offeror.** If an item listed is not an acceptable item, indicate as such by entering N/A in the space provided under the Unit Cost column.

<b>On-Call Services</b>					
<b>Item No.</b>	<b>Description</b>	<b>Estimated Quantity</b>	<b>Unit Cost</b>	<b>Unit</b>	<b>Extended Cost</b>
1	Project Manager/Chemist	40	\$	Per Hour	\$
2	Project Manager/Chemist - OT	1	\$	Per Hour	\$
3	Hazmat Technician	40	\$	Per Hour	\$
4	Hazmat Technician - OT	1	\$	Per Hour	\$
5	Vehicle Usage to Santa Fe	5	\$	Per Day	\$
<b>Subtotal</b>					\$
<b>Tax (Labor and Services Only)</b>					\$
<b>On-Call Services Total</b>					\$

<b>Processing and Transportation</b>					
<b>HHW Item No.</b>	<b>HHW Category Description</b>	<b>Estimated Quantity</b>	<b>Unit Cost</b>	<b>Unit</b>	<b>Extended Cost</b>
1	Corrosive Acids		\$	Per Pound	\$ --
2	Corrosive Acids	3	\$	Per 55-Gallon Drum	\$
3	Corrosive Bases		\$	Per Pound	\$ --
4	Corrosive Bases	3	\$	Per 55-Gallon Drum	\$
5	Aerosols		\$	Per Pound	\$ --
6	Aerosols	4	\$	Per Cubic Yard Box	\$
7	Adhesives/Resins		\$	Per 55-Gallon Drum	\$ --
8	Alkaline Batteries		\$	Per Pound (25 lbs. min)	\$ --

Processing and Transportation					
HHW Item No.	HHW Category Description	Estimated Quantity	Unit Cost	Unit	Extended Cost
9	Fertilizers		\$	Per Pound	\$ --
10	Fertilizers		\$	Per 55-Gallon Drum	\$ --
11	Flammable Liquids/Paint	103	\$	Per 55-Gallon Drum (Bulked)	\$
12	Latex Paint		\$	Per 55-Gallon Drum (Bulked)	\$ --
13	Flammable Toxic Liquid		\$	Per Pound	\$ --
14	Flammable Toxic Liquid	14	\$	Per 55-Gallon Drum	\$
15	Fluorescent Light Tubes		\$	Per Foot	\$ --
16	Circular/U-Tube Lamps		\$	Per Lamp	\$ --
17	HID Lamps		\$	Per Lamp	\$ --
18	Lead Acid Batteries - Vehicle		\$	Per Pound	\$ --
19	Lithium Batteries		\$	Per Pound (25 lbs. min)	\$ --
20	Nickel Cadmium Batteries		\$	Per Pound (15 lbs. min)	\$ --
21	Mixed Batteries		\$	Per Pound (25 lbs. min)	\$ --
22	Mercury Containing Articles		\$	Per 5-Gallon Pail	\$ --
23	Mercury Compounds		\$	Per 5-Gallon Pail	\$ --
24	Non-RCRA Materials	6	\$	Per 55-Gallon Drum	\$
25	Non-RCRA Materials		\$	Per Cubic Yard Box	\$ --
26	Organic Peroxide		\$	Per 5-Gallon Pail	\$ --
27	Organic Toxic - Solid	3	\$	Per 55-Gallon Drum	\$
28	Organic Toxic - Liquid		\$	Per 55-Gallon Drum	\$ --
29	Oxidizer - Solid		\$	Per Pound	\$ --
30	Oxidizer - Solid	1	\$	Per 20-Gallon Drum	\$

Processing and Transportation					
HHW Item No.	HHW Category Description	Estimated Quantity	Unit Cost	Unit	Extended Cost
31	Oxidizer - Liquid		\$	Per Pound	\$ --
32	Oxidizer - Liquid		\$	Per 20-Gallon Drum	\$ --
33	PCB Liquids		\$	Per 55-Gallon Drum	\$ --
34	PCB Ballasts		\$	Per 20-Gallon Drum	\$ --
35	Toxic Solids		\$	Per Pound	\$ --
36	Toxic Solids		\$	Per 55-Gallon Drum	\$ --
37	Toxic Liquids		\$	Per Pound	\$ --
38	Toxic Liquids		\$	Per 55-Gallon Drum	\$ --
39	Reactive Lab Packs		\$	Per Pound	\$ --
40	Reactive Lab Packs		\$	Per 5-Gallon Pail	\$ --
41	Used Oil		\$	Per 55-Gallon Drum	\$ --
42	Used Oil		\$	Per 275 Gallon Tote	\$ --
43	Small BBQ Propane Cylinders		\$	Each Cylinder	\$ --
44	Large BBQ Propane Cylinders		\$	Each Cylinder	\$ --
45	Fire Extinguisher		\$	Each Extinguisher	\$ --
46	Miscellaneous Cylinders		\$ -	Pricing Will Be Case by Case	\$ --
47	Specialty Items		\$ -	Pricing Will Be Case by Case	\$ --
48	Pick-up Fee	5	\$	Each Pick-up	\$
<b>Subtotal</b>					\$
<b>Tax (Labor and Services Only)</b>					\$
<b>Processing/ Transportation Total</b>					\$

<b>Supplies</b>					
<b>Item No.</b>	<b>Category Description</b>	<b>Estimated Quantities</b>	<b>Unit Cost</b>	<b>Unit</b>	<b>Extended Cost</b>
1	275-Gallon Tote	0	\$	Each	\$ --
2	55-Gallon Open Top Reconditioned Drum	136	\$	Each	\$
3	55-Gallon Open Top Poly Drum	34	\$	Each	\$
4	30-Gallon Open Top Drum	0	\$	Each	\$ --
5	20-Gallon Open Top Drum	10	\$	Each	\$
6	5-Gallon Open Top Pail	10	\$	Each	\$
7	4-Foot Light Bulb Boxes	0	\$	Each	\$ --
8	8-Foot Light Bulb Boxes	0	\$	Each	\$ --
9	Cubic Yard Boxes w/ Liner	5	\$	Each	\$
10	Extra Cubic Yard Box Liners	0	\$	Each	\$ --
11	85-Gallon Steel Overpack Drums	0	\$	Each	\$ --
12	95-Gallon Poly Overpack Drums	0	\$	Each	\$ --
13	6-mil Roll of Plastic	0	\$	Each	\$ --
14	Vermiculite (50 Lb. Bag)	75	\$	Each	\$
15	Floor Dry (50 Lb. Bag)	50	\$	Each	\$
16	Level D w/ Tyvec Smock, Boots, Gloves, Glasses	.5	\$	Per Day	\$
17	Level C w/ CPF1 or CPF2	0	\$	Per Day	\$ --
18	Labels (500 per Roll)	4	\$	Each	\$
				<b>Supplies Total</b>	\$

<b>HHW Collection Events</b>					
<b>Item No.</b>	<b>Description</b>	<b>Estimated Quantities</b>	<b>Unit Cost</b>	<b>Unit</b>	<b>Extended Cost</b>
1	Mobilization/ Demobilization	1	\$	Each Event	\$
2	HHW Chemist/Tech	10	\$	Per Hour	\$
<b>Subtotal</b>					\$
<b>Tax (Labor and Services Only)</b>					\$
<b>HHW Collection Events Total</b>					\$

<b>Overall Cost Proposal Summary</b>	
<b>On-Call Services Total</b>	\$
<b>Processing and Transportation Total</b>	\$
<b>Supplies Total</b>	\$
<b>HHW Collection Events Total</b>	\$
<b>Overall Proposed Total</b>	\$

The quantities and, therefore, overall proposed total listed as part of this cost proposal form will be used for proposal evaluation purposes only. Payments will be based on actual quantities of HHW collected and services performed. Unit rates will be held for a minimum of one (1) year.

<b>List Any Items NOT Acceptable as Part of Offerors Program:</b>

<b>List Any ADDITIONAL Items Acceptable as Part of Offerors Program That May be of Interest to the Agency:</b>

**OFFEROR'S INFORMATION**

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Date

**APPENDIX C**

**Acknowledgement of Receipt Form**

**ACKNOWLEDGEMENT OF RECEIPT FORM**

**for**

**RFP No. '17/16/P**

**HOUSEHOLD HAZARDOUS WASTE (HHW) COLLECTION SERVICES**

**for the**

**BUCKMAN ROAD RECYCLING AND TRANSFER STATION**

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that he/she has received a complete copy, beginning with the title page and table of contents, and ending with Appendix G.

The acknowledgement of receipt should be signed and returned to the Purchasing Officer no later than the close of business on September 30, 2016. Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Offeror written questions and the Agency's written responses to those questions as well as RFP amendments, if any are issued.

OFFEROR: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

This name and address will be used for all correspondence related to the Request for Proposal.

Offeror does/does not (**circle one**) intend to respond to this Request for Proposals.

Return this form to:

Shirley Rodriguez  
Project Specialist  
City of Santa Fe Purchasing Office  
2651 Siringo Road, Building "H"  
Santa Fe, NM 87505  
Email: sarodriguez@santafenm.gov

**APPENDIX D**

**Campaign Contribution Disclosure Form**

## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

**THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

**“Applicable public official”** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

**“Campaign Contribution”** means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**“Family member”** means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

**“Pendency of the procurement process”** means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

**“Person”** means any corporation, partnership, individual, joint venture, association or any other private legal entity.

**“Prospective contractor”** means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

**“Representative of a prospective contractor”** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

**Names of Applicable Public Official: Board Members of the Santa Fe Solid Waste Management Agency's Joint Powers Board - Santa Fe City Councilors Joseph Maestas, Renee Villarreal, and Michael Harris; Santa Fe County Commissioners Miguel Chavez, Kathy Holian, and Henry Roybal.**

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Name of Applicable Public Official: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_

(Attach extra pages if necessary)

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title (position)

**--OR--**

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE** to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title (position)

**APPENDIX E**

**Living Wage Ordinance**

**CITY OF SANTA FE**

**28-1 LIVING WAGE.**

**28-1.1 Short Title.**

This section may be cited as the "Living Wage Ordinance". (Ord. #2002-13, §1)

**28-1.2 Legislative Findings.**

The governing body of the city has determined that:

A. The public welfare, health, safety and prosperity of Santa Fe require wages and benefits sufficient to ensure a decent and healthy life for workers and their families;

B. Many Santa Fe workers earn wages insufficient to support themselves and their families;

C. Many Santa Fe workers cannot participate in civic life or pursue educational, cultural, and recreational opportunities because they must work such long hours to meet their households' most basic needs;

D. Minimum wage laws promote the general welfare, health, safety and prosperity of Santa Fe by ensuring that workers can better support and care for their families through their own efforts and without financial governmental assistance;

E. The average earnings per job in Santa Fe County is twenty-three percent (23%) below the national average and the cost of living is eighteen percent (18%) higher than the national average;

F. Housing costs in Santa Fe are much higher than in most other parts of New Mexico, and low income workers must therefore spend a disproportionate percentage of their income sheltering themselves and their families;

G. Livable wages also benefit employers and the economy as a whole by improving employee performance, reducing employee turnover, lowering absenteeism, and thereby improving productivity and the quality of the services provided by employees;

H. When businesses do not pay a livable wage, the community bears the cost in the form of increased demand for taxpayer-funded social services including homeless shelters, soup kitchens and healthcare for the uninsured. Coupled with high real estate values, low wages reduce the ability of low- and moderate-income residents to access affordable housing. As a result, the city has had to invest significant tax dollars to support affordable housing including funding to nonprofit organizations, purchasing land, building infrastructure and waiving fees. In addition, the city has allocated significant tax dollars to operate after school and summer recreation programs and to support nonprofit organizations offering an array of human services and children and youth services, all of which are needed by very low-income residents and their families;

I. It is in the public interest to require certain employers benefiting from city actions and funding, and from the opportunity to do business in the city, to pay employees a minimum wage, a "living wage", adequate to meet the basic needs of living in Santa Fe;

J. According to the 2000 Census, approximately twelve and three-tenths percent (12.3%) of the Santa Fe community lives below the poverty level; and

K. According to the New Mexico department of labor, twenty-three and one-half percent (23.5%) of Santa Feans who are employed in the nongovernmental sector earn hourly wages of ten dollars and fifty cents (\$10.50) per hour or less.

L. The governing body has reviewed the impact of previous minimum wage increases, relevant studies and other appropriate data, and finds that the city's minimum wage should be upwardly adjusted each year to keep pace with increases in the cost of living.

M. The governing body has found that limiting coverage of the minimum wage just to businesses with twenty-five (25) or more employees has hindered compliance and has created an uneven playing field among local businesses.  
(Ord. #2002-13, §2; Ord. #2003-8, §1; Ord. #2007-43, §1)

**28-1.3 Authority of the City of Santa Fe.**

This Living Wage Ordinance is adopted pursuant to the general welfare and police powers conferred upon the city of Santa Fe by §3-17-1 et seq. and §3-18-1 et seq. NMSA 1978, pursuant to the powers conferred upon the city of Santa Fe by New Mexico Constitution, Article X §§6(D) and 6 (E) and the Municipal Charter Act §3-15-1 et seq. NMSA 1978, which have been exercised by the city's adoption of its "Santa Fe Municipal Charter". (Ord. #2002-13, §3; Ord. #2003-8, §2)

**28-1.4 Purpose.**

The purposes of this section are:

A. To have the city of Santa Fe set an example for the public and private sectors by paying its employees a minimum wage adequate to meet the basic needs of living in Santa Fe.

B. To raise the income of low-income employees of employers who contract with the city, receive grants, subsidies or other benefits from the city or benefit from the opportunity to do business in Santa Fe.  
(Ord. #2002-13, §4; Ord. #2003-8, §3)

**28-1.5 Minimum Wage Payment Requirements.**

A. The following shall pay the minimum wage:

(1) The city of Santa Fe to all full-time permanent workers employed by the city. However, the provisions of this section are expressly limited by and subject to future union negotiations in compliance with the Fair Labor Standards Act and subsequent appropriations by the governing body in compliance with the Bateman Act;

(2) Contractors for the city, that have a contract requiring the performance of a service including construction services but excluding purchases of goods, shall pay the

minimum wage to their workers and subcontractors performing work under the contract if the total contract amount with the city is, or by way of amendment becomes, equal to or greater than thirty thousand dollars (\$30,000.); and

(3) Businesses receiving assistance relating to economic development in the form of grants, subsidies, loan guarantees or industrial revenue bonds in excess of twenty-five thousand dollars (\$25,000.) to those employed by such entity for the duration of the city grant or subsidy; and

(4) Businesses required to have a business license or business registration from the city of Santa Fe and nonprofit organizations shall pay the minimum wage to their workers for all hours worked within the city of Santa Fe that month. For purposes of this paragraph, worker shall not include any person who is related by blood or by marriage to any person who may have or possess any ownership interest in the business that employs them. For purposes of identifying persons entitled to be paid the minimum wage, all individuals employed by or providing work to the business for compensation, whether on a part-time, full-time or temporary basis, during a given month shall be counted as a worker. This definition shall include contingent or contracted workers, and persons made available to work through the services of a temporary service, staffing or employment agency or similar entity. However, interns working for a business for academic credit in connection with a course of study at an accredited school, college or university or persons working for an accredited school, college or university while also attending that school, college or university, or persons working for a business in connection with a court-ordered community service program such as teen court or workers who are in an apprenticeship program in a 501C(3) organization (such as the Santa Fe Opera) shall not be counted as a worker for such purposes.

B. Beginning January 1, 2004, the minimum wage shall be an hourly rate of eight dollars and fifty cents (\$8.50). In computing the wage paid for purposes of determining compliance with the minimum wage, the value of health benefits and childcare shall be considered as an element of wages. On January 1, 2006, the minimum wage shall be increased to an hourly rate of nine dollars and fifty cents (\$9.50). Beginning January 1, 2009, and each year thereafter, the minimum wage shall be adjusted upward by an amount corresponding to the previous year's increase, if any, in the consumer price index for the western region for urban wage earners and clerical workers.

C. For workers who customarily receive more than one hundred dollars (\$100.) per month in tips or commissions, any tips or commissions received and retained by a worker shall be counted as wages and credited towards satisfaction of the minimum wage provided that, for tipped workers, all tips received by such workers are retained by the workers, except that the pooling of tips among workers shall be permitted.

D. Nonprofit organizations whose primary source of funds is from Medicaid waivers are exempt.

E. Staff shall contract for a study or studies to review the impact of changes made to the Living Wage Ordinance approved as Ordinance No. 2007-43 on businesses of less than ten employees and on the student drop-out rate. The study shall be presented to the governing body no later than July 1, 2009.

(Ord. No. 2002-13, §5; Ord. #2003-8, §4; Ord. #2005-40; Ord. #2007-43, §2)

**28-1.6 Prohibitions Against Retaliation and Circumvention.**

A. It shall be unlawful for any employer or employer's agent or representative to take any action against an individual in retaliation for the exercise of or communication of information regarding rights under this section. This section shall also apply to any individual that mistakenly, but in good faith, alleges noncompliance with this section.

B. Taking adverse action against an individual within sixty (60) days of the individual's assertion of or communication of information regarding rights shall raise a rebuttable presumption of having done so in retaliation for the assertion of rights.

C. It shall be unlawful for any business or employer to intentionally circumvent the requirements of this section by contracting portions of its operation or leasing portions of its property. (Ord. #2002-13, §6; Ord. #2003-8, §5)

**28-1.7 Reserved.**

**Editors Note:** Former subsection 28-1.7, Compliance Through Collective Bargaining Process, previously codified herein and containing portions of Ordinance No. 2002-13, was repealed in its entirety by Ordinance No. 2004-38.

**28-1.8 Enforcement; Remedies.**

A. *Administrative Enforcement.* The city manager, or his/her designee, is authorized, as appropriate and as resources permit, to enforce this section. The city manager is authorized to investigate possible violations of this section. Where the city manager, after a proceeding that affords a suspected violator due process, concludes that a violation has occurred, the city manager may issue orders to the employer appropriate to effectuate the complaining person's rights, including but not limited to back pay and reinstatement. The city manager also has the power to order termination of any and all economic benefit derived by any offending party from the city and has the power to revoke the employer's business license or registration.

B. *Criminal Penalty.* A person violating this section shall be guilty of a misdemeanor and, upon conviction, for each offense may be subject to fines and imprisonment as set forth in Section 1-3 SFCC 1987. A person violating any of the requirements of this section shall be guilty of a separate offense for each day or portion thereof and for each worker or person as to which any such violation has occurred.

C. *Other Remedies.* The city, any individual aggrieved by a violation of this section, or any entity the members of which have been aggrieved by a violation of this section, may bring a civil action in a court of competent jurisdiction to restrain, correct, abate or remedy any violation of this section and, upon prevailing, shall be entitled to such legal or equitable relief as may be appropriate to remedy the violation including, without limitation, reinstatement, the payment of any wages due and an additional amount as liquidated damages equal to twice the amount of any wages due, injunctive relief, and reasonable attorney's fees and costs.

D. *Nonexclusive Remedies and Penalties.* The remedies provided in this section are not exclusive, and nothing in this section shall preclude any person from seeking any other remedies, penalties, or relief provided by law. (Ord. #2002-13, §8; Ord. #2003-8, §6)

**28-1.9 Effect.**

Nothing in this Living Wage Ordinance shall be deemed to nor shall be applied in such a manner so as to have a constitutionally prohibited effect as an ex post facto law or impairment of an existing contract within the meaning of New Mexico Constitution, Article II, §19. (Ord. #2002-13, §9)

**28-1.10 Severability.**

The requirements and provisions of this section and their parts, subparts and clauses are severable. In the event that any requirement, provision, part, subpart or clause of this section, or the application thereof to any person or circumstance, is held by a court of competent jurisdiction to be invalid or unenforceable, it is the intent of the governing body that the remainder of the section be enforced to the maximum extent possible consistent with the governing body's purpose of ensuring a living wage for persons covered by the section. (Ord. #2002-13, §10; Ord. #2003-8, §7)

**28-1.11 Notice; Posting; and Publication.**

Any business subject to the provisions of this section shall as a condition to obtaining and holding a city of Santa Fe business license or registration, post and display in a prominent location next to its business license or registration on the business premises a notice, in English and Spanish, that the business is in compliance with the provisions of this section and in particular post the text of subsections 28-1.5, 28-1.6 and 28-1.8 SFCC 1987. Failure to comply with this subsection shall be construed a violation of this section and, in addition, shall be considered grounds for suspension, revocation, or termination of the business license or registration. (Ord. #2003-8, §8)

**28-1.12 Living Wage Review.**

The city shall conduct a review of this section on or before July 1, 2005. In conducting said review the governing body may, at its discretion and pursuant to a duly-adopted resolution, appoint an ad hoc committee to advise and assist in making recommendations regarding this section and to investigate the economic and social effects of this section on Santa Fe. The city will contract with an independent third party to develop an evaluation that will generate objective measures on the effect of the Living Wage Ordinance on the health, security, and livelihood of Santa Feans by March 31, 2003. Data necessary for such an evaluation on Santa Fe city businesses will be compiled and presented to the governing body for their review on or before July 1, 2003. In compiling the data, consideration should be given to potential impacts on youth employment and possible recommendations that might prevent unforeseen consequences hurting children in the community. (Ord. #2003-8, §9)



# City of Santa Fe Living Wage Ordinance

PURSUANT TO THE CITY OF SANTA FE  
LIVING WAGE ORDINANCE, SECTION 28-1 SFCC 1987  
EFFECTIVE MARCH 1, 2016 ALL WORKERS WITHIN THE  
CITY OF SANTA FE  
SHALL BE PAID A LIVING WAGE OF

**\$10.91**  
**PER HOUR**

## **Santa Fe's Living Wage**

-  The Santa Fe Living Wage Ordinance establishes minimum hourly wages.
-  The March Living Wage increase corresponds to the increase in the Consumer Price Index (CPI).
-  All employers required to have a business license or registration from the City of Santa Fe ("City") must pay at least the adjusted Living Wage to employees for all hours worked within the Santa Fe city limits.

## **Who is Required to Pay the Living Wage?**

-  The City to all full-time permanent workers employed by the City;
-  Contractors for the City, that have a contract requiring the performance of a service but excluding purchases of goods;
-  Businesses receiving assistance relating to economic development in the form of grants, subsidies, loan guarantees or industrial revenue bonds in excess of twenty-five thousand dollars (\$25,000) for the duration of the City grant or subsidy;
-  Businesses required to have a business license or registration from the City; and
-  Nonprofit organizations, except for those whose primary source of funds is from Medicaid waivers.
-  For workers who customarily receive more than one hundred dollars (\$100) per month in tips or commissions, any tips or commissions received and retained by a worker shall be counted as wages and credited towards satisfaction of the Living Wage provided that, for tipped workers, all tips received by such workers are retained by the workers, except that the pooling of tips among workers shall be permitted.

More Information, including the Living Wage Ordinance, is available at  
<http://www.santafenm.gov>  
(Click on Hot Topics/Living Wage)

**APPENDIX F**

**Resident Veterans Preference Certification**

**RESIDENT VETERANS PREFERENCE CERTIFICATION**

\_\_\_\_\_ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans’ preference to this procurement.

**Please check one box only:**

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I agree to submit a report or reports to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

In conjunction with this procurement and the requirements of this business application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, which awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

I understand that knowingly giving false or misleading information on this report constitutes a crime.

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

\_\_\_\_\_  
(Signature of Business Representative)\*

\_\_\_\_\_  
(Date)

\*Must be an authorized signatory of the Business.

The representation made by checking the above boxes constitutes a material representation by the business. If the statements are proven to be incorrect, this may result in denial of an award or un-award of the procurement.

SIGNED AND SEALED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

---

NOTARY PUBLIC

My Commission Expires:

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**APPENDIX G**

**Sample Services Contract**

**SANTA FE SOLID WASTE MANAGEMENT AGENCY  
SERVICES AGREEMENT  
CONTRACTOR  
(HHW Collection Services - 2016)**

This SERVICES AGREEMENT (“Agreement”) is made and entered into by and between the Santa Fe Solid Waste Management Agency (“the Agency”) and \_\_\_\_\_ (“Contractor”) for the collection services of household hazardous waste (HHW) at the Buckman Road Recycling and Transfer Station (RFP ‘17/16/P) as described in Exhibit A and below. The Agreement shall be effective as of the date this Agreement is executed by the Agency.

**1. SCOPE OF SERVICES**

The services subject to this Agreement are set forth in RFP No. ‘17/16/P and all related Contract Documents, including Contractor’s bid in response thereto, which is incorporated into this Agreement and attached hereto as Exhibit A.

**2. STANDARDS OF PERFORMANCE; LICENSES**

A. Contractor represents that it possesses the experience and knowledge necessary to perform the services described in this Agreement.

B. Contractor agrees to obtain and maintain throughout the term of this Agreement all applicable professional and business licenses required by law for itself and its employees, agents, representatives and subcontractors.

**3. COMPENSATION**

A. The Agency shall pay to Contractor in full payment for services rendered, including applicable gross receipts taxes, a sum not to exceed \_\_\_\_\_ Dollars and Cents (\$XXX.XX).

B. Contractor shall be responsible for payment of gross receipts taxes levied by the State of New Mexico on the sums payable under this Agreement.

C. Payment shall be made upon receipt and approval by the Agency of detailed statements containing a report of services completed. Compensation shall be paid only for services actually performed in accordance with the fee schedule set forth in the Scope of Services hereto attached in Exhibit A.

D. Detailed statements containing reimbursement expenses, if any, shall be itemized.

#### **4. APPROPRIATIONS**

The terms of this Agreement are contingent upon sufficient appropriations to and authorization from the Joint Powers Board for the Agency for the performance of this Agreement. If sufficient appropriations are not made or authorization provided, this Agreement shall terminate upon written notice from the Agency to Contractor. The Agency shall be responsible for charges incurred up to the date of notification under this Section per Section 6 of this Agreement. The Agency's decision as to whether sufficient appropriations are available shall be accepted by Contractor and shall be final.

#### **5. TERM AND EFFECTIVE DATE**

A. This Agreement shall be effective when signed by the Agency and terminate on XXXX, 2017, unless it is terminated sooner pursuant to Article 6 below.

B. Pursuant to the limitations on multi-term contracts for services codified in NMSA 1978 § 13-1-150, this Agreement may not exceed four years, including all extensions and renewals. Subject to that limitation, the Agreement can be renewed annually, if agreed upon by the Agency and Contractor.

#### **6. TERMINATION**

A. The Agency may terminate this Agreement at any time and for any reason by giving ten (10) days written notice to Contractor. If the Agency terminates the

Agreement:

1) Contractor shall render a final report of the services performed up to the date of termination and shall turn over to the Agency original copies of all work product, research, or papers prepared for the services covered by this Agreement. The Agency shall pay Contractor for services rendered and expenses incurred under this Section, including for preparation of the final report.

2) If compensation is not based upon hourly rates for services rendered, the Agency shall pay Contractor for the reasonable value of services satisfactorily performed through the date Contractor receives notice of such termination for which compensation has not already been paid.

3) If compensation is based upon hourly rates and expenses, Contractor shall be paid for services rendered and expenses incurred through the date Contractor receives notice of such termination.

B. The Agency further reserves the right to cancel all or any part of this Agreement without cost to the Agency if Contractor fails to meet the provisions for this Agreement, and except as otherwise provided herein, to hold Contractor liable for any excess costs associated with Contractor's default. Contractor shall not be liable for any excess costs if failure to perform is due to causes beyond the control and shall not be the fault of negligence of Contractor and these causes have been made known to the Agency in written form within five working days of Contractor becoming aware of a cause which may create any delay. Such causes include, but are not limited to, acts of God or the public enemy, acts of the State or of the Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of sub-contractors due to any of the above unless the Agency shall determine that the

suppliers or services to be furnished by the sub-contractor are obtainable from other sources in sufficient time to permit Contractor to meet the required delivery schedule. The rights and remedies of the Agency are not limited to those provided for in this paragraph and are in addition to any other rights provided for by law.

**7. STATUS OF CONTRACTOR; RESPONSIBILITY FOR PAYMENT OF EMPLOYEES AND SUBCONTRACTORS**

A. Contractor, its agents, and its employees are independent contractors performing services for the Agency and are not employees of the Agency.

B. Contractor, its agents, and its employees shall not accrue leave, retirement, insurance, bonding, or any other benefits afforded to employees of the Agency, and shall not be permitted to use Agency vehicles in the performance of this Agreement.

C. Contractor shall be solely responsible for payment of wages, salaries, and benefits to any and all employees or subcontractors. Contractor retains to perform any of its obligations pursuant to this Agreement.

**8. CONFIDENTIALITY**

Any confidential information provided to or developed by Contractor in the performance of this Agreement shall be kept confidential, and shall not be made available to any individual or organization by Contractor without the Agency's prior written approval.

**9. CONFLICT OF INTEREST**

Contractor warrants that it presently has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with its performance of its obligations pursuant to this Agreement. Contractor further agrees that it shall not employ or contract with anyone in the performance of this Agreement that has any such conflict of interest.

**10. ASSIGNMENT; SUBCONTRACTING**

Contractor shall not assign or transfer any rights, privileges, obligations or other interests under this Agreement, including any claims for money due, without the Agency's prior written consent. Contractor shall not subcontract any portion of the services to be performed under this Agreement without the Agency's prior written approval.

**11. RELEASE**

Contractor, upon acceptance of final payment of the amount due under this Agreement, releases the Agency, its officers, and its employees from all liabilities, claims, and obligations whatsoever arising from or under this Agreement. Contractor agrees not to purport to bind the Agency to any obligation not assumed herein by the Agency unless Contractor has express written authority to do so, and then only within the strict limits of that authority.

**12. INSURANCE**

- A. Contractor, at its own cost and expense, shall carry and maintain in full force and effect during the term of this Agreement commercial general liability insurance of \$1,000,000 for each occurrence and \$2,000,000 in general aggregate coverage for bodily injury and property damage liability, in a form and with an insurance company acceptable to the Agency. The required limits may be provided by a combination of general liability insurance and commercial umbrella or excess liability insurance. The Agency shall be named as an additional insured under the insurance policy, and the policy shall provide that the Agency will be notified no less than 30 days before the policy is cancelled for any reason. Contractor has furnished the Agency with a copy of a Certificate of Insurance or other evidence of Contractor's compliance with the provisions of this section as a condition of entering into this Agreement.
- B. Contractor shall carry and maintain sufficient automobile liability insurance throughout

the term of this Agreement to cover no less than \$1,000,000 combined single limit for each accident. The required limits may be provided by a combination of automotive liability insurance and commercial umbrella or excess liability insurance.

C. Contractor shall carry and maintain professional liability insurance throughout the term of this Agreement for errors and omissions to cover no less than \$1,000,000 for each claim. The required limits may be provided by a combination of professional liability insurance and commercial umbrella or excess liability insurance.

D. Contractor shall carry and maintain sufficient pollution liability insurance throughout the term of this Agreement to cover no less than \$1,000,000 combined single limit for each accident. The required limits may be provided by a combination of pollution liability insurance and commercial umbrella or excess liability insurance.

E. Contractor shall carry and maintain Workers' Compensation insurance in accordance with New Mexico law to provide coverage for Contractor's employees throughout the term of this Agreement. Contractor shall provide the Agency with evidence demonstrating that appropriate Workers' Compensation insurance has been obtained.

### **13. INDEMNIFICATION**

Contractor shall indemnify and hold harmless the Agency from all losses, damages, claims or judgments, including payment of all attorneys' fees and costs on account of any suit, judgment, execution, claim, action, or demand whatsoever to the extent arising from the negligent acts, errors, or omissions, or willful and reckless disregard of obligations under this Agreement, in the performance of any services covered by this Agreement, whether occurring on Agency managed or owned property or otherwise, by Contractor or its employees, agents, representatives, or subcontractors, excepting only such liability that arises out of the Agency's negligence.

**14. NEW MEXICO TORT CLAIMS ACT**

Any liability incurred by the Agency in connection with this Agreement is subject to the immunities and limitations set forth in the New Mexico Tort Claims Act, NMSA 1978 §§ 41-4-1 to 41-4-27. The Agency and its employees do not waive sovereign immunity, any available defense, or any limitation of liability recognized by law. No provision in this Agreement modifies or waives any provision of the New Mexico Tort Claims Act.

**15. THIRD PARTY BENEFICIARIES**

By entering into this Agreement, the parties do not intend to create any right, title, or interest in, or for the benefit of, any person other than the Agency and Contractor. No person shall claim any right, title or interest under this Agreement or seek to enforce this Agreement as a third party beneficiary.

**16. RECORDS AND AUDIT**

Contractor shall maintain throughout the term of this Agreement and for a period of three years thereafter detailed records that indicate the date, time, and nature of services rendered. These records shall be subject to inspection by the Agency, the City of Santa Fe Finance Department, and the State Auditor. The Agency shall have the right to audit the billing both before and after payment. Payment under this Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments.

**17. APPLICABLE LAW; CHOICE OF LAW; VENUE**

Contractor shall abide by all applicable federal and state laws and regulations, and all ordinances, rules and regulations of the Agency. In any action, suit, or legal dispute arising from this Agreement, Contractor agrees that the laws of the State of New Mexico shall govern. The parties agree that any action or suit arising from this Agreement shall be commenced in a federal or state court of competent jurisdiction in New Mexico. Any action or suit commenced in the

courts of the State of New Mexico shall be brought in the First Judicial District Court.

**18. AMENDMENT**

This Agreement shall not be altered, changed, or modified except by an amendment in writing executed by the parties.

**19. SCOPE OF AGREEMENT**

This Agreement expresses the entire agreement and understanding between the parties with respect to the services set forth in the Scope of Services attached hereto as Exhibit A. No prior agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

**20. NON-DISCRIMINATION**

During the term of this Agreement, Contractor shall not discriminate against any employee or applicant for an employment position to be used in the performance of the services Contractor undertakes pursuant to this Agreement on the basis of ethnicity, race, age, religion, creed, color, national origin, ancestry, sex, gender, sexual orientation, physical or mental disability, medical condition, or citizenship status.

**21. SEVERABILITY**

If one or more of the provisions of this Agreement or any application thereof is found to be invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions of the Agreement and any other application thereof shall not in any way be affected or impaired.

**22. NOTICES**

A. Any notices required to be given under this Agreement shall be in writing and served to the parties at the following addresses:

**AGENCY:** Mr. Randall Kippenbrock, P.E.  
Executive Director

Santa Fe Solid Waste Management Agency  
149 Wildlife Way  
Santa Fe, NM 87506  
Fax: (505) 424-1839  
Email: rkippenbrock@sfswma.org

**CONTRACTOR:** Signatory Authority  
Title  
Contractor  
Address  
City, State Zip Code  
Fax: (xxx) xxx-xxxx  
Email: xxxx@xxx

B. Any such notice sent by registered or certified mail, return receipt, shall be deemed to have been duly given and received seventy-two (72) hours after the same is so addressed and mailed with postage prepaid. Notice sent by recognized overnight delivery service shall be effective only upon actual receipt thereof at the office of the addressee set forth above, and any such notice delivered at a time outside of normal business hours shall be deemed effective at the opening of business on the next business day. Notice sent by facsimile or email shall be effective only upon actual receipt of the original unless written confirmation is sent by the recipient of the facsimile stating that the notice has been received, in which case the notice shall be deemed effective as of the date specified in the confirmation. Any party may change its address for purposes of this paragraph by giving notice to the other party as herein provided. Delivery of any copies as provided herein shall not constitute delivery of notice hereunder.

**23. COMPLIANCE WITH LAWS AND REGULATIONS; PROHIBITION OF BRIBES, GRATUITIES, AND KICKBACKS**

Contractor shall comply with all applicable federal, state, and local laws and regulations throughout the term of this Agreement. Contractor expressly acknowledges that the New Mexico Procurement Code, NMSA 1978, Sections 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation, and New Mexico criminal statutes impose penalties for

bribes, gratuities, and kick-backs.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below.

**SANTA FE SOLID WASTE  
MANAGEMENT AGENCY:**

\_\_\_\_\_  
Kathy Holian  
Chairperson, Joint Powers Board

\_\_\_\_\_  
Date:

**ATTEST:**

\_\_\_\_\_  
Geraldine Salazar  
Santa Fe County Clerk

\_\_\_\_\_  
Date:

**CONTRACTOR:**

\_\_\_\_\_  
Signatory Authority  
Title  
Contractor

\_\_\_\_\_  
Date:

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Nancy R. Long  
Agency Attorney

\_\_\_\_\_  
Date:

**EXHIBIT A**  
**Scope of Services**  
**for**  
**Contractor**