

ADDENDUM NO. 1
REQUEST FOR PROPOSALS
RFP # 2013-14-REC

District-Wide Recycling Program Coordination Services

This Addendum No. 1 to Culver City Unified School District's ("District") request for proposals for a district-wide recycling program coordination service ("RFP") amends certain terms and requirements within the original RFP # 2013-14-REC, as well as amend certain provisions in the proposed form of the Independent Consultant Agreement for Professional Services.

RECEIPT OF THIS ADDENDUM NO. 1 MUST BE ACKNOWLEDGED ON RESPONDENTS' PROPOSAL SUBMISSION.

AMENDED RESPONSE DEADLINE FOR PROPOSALS: 2:00 P.M. on June [15], 2014

If you have any questions regarding this Addendum No. 1 to the RFP, please contact Mike Reynolds before the Amended Response Deadline at (310) 842-4220 Ext. 4226 or MikeReynolds@ccusd.org.

This Addendum No. 1 to RFP #2013-14-REC ("Addendum") modifies the original RFP in the following manner:

1. Section 3.1, Summary of Scope of Services, of the RFP is amended to now include the following:

- (f) Assistance in implementation of the new recycling system at District sites.
- (g) Guiding the recycling educational campaign and incorporating relevant student groups.
- (h) Liaison with Culver City Public Works to assess each school, establish baseline data, and create an efficient interface with city vehicles.
- (i) Tracking and reporting the success of the recycling program.

2. Section 7.1, under Services, of the Independent Consultant Agreement for Professional Services ("Proposed Contract") is amended to now include the following services:

- (f) Assistance in implementation of the new recycling system at District sites.

- (g) Guiding the recycling educational campaign and incorporating relevant student groups.
- (h) Liaison with Culver City Public Works to assess each school, establish baseline data, and create an efficient interface with city vehicles.
- (i) Tracking and reporting the success of the recycling program.

3. EXHIBIT "A" to the Proposed Contract is amended to now include the following description of services:

- (f) Assistance in implementation of the new recycling system at District sites.
- (g) Guiding the recycling educational campaign and incorporating relevant student groups.
- (h) Liaison with Culver City Public Works to assess each school, establish baseline data, and create an efficient interface with city vehicles.
- (i) Tracking and reporting the success of the recycling program.

4. Section 3.2, Contractor Qualifications, of the RFP is deleted in its entirety and is amended to now state the following minimum requirements:

Respondents must meet the following minimum requirements to participate in the District's RFP process:

- (a) Recent experience in the administration of a CalRecycle Grant program, or if no such relevant experience, then provide any experience in the administration of similar, comprehensive recycling program coordination services for multiple sites.
- (b) Knowledge of the requirements of the CalRecycle Grant program.
- (c) Demonstrated ability to inventory recyclables in dumpster at District sites and prepare and submit CalRecycle Grant documents as needed for the administration of the Grant for the two year duration of the Grant.
- (d) Ability to work successfully with District and school site personnel in providing assistance to District staff in recycling coordination services.
- (e) Local presence within the District's boundaries, or at least demonstration of some knowledge of the District's school sites and neighborhoods.

5. **Section 5.2(c)(ii)**, Tab 2: Recycling Coordination Services References under Content Requirements, of the RFP is deleted in its entirety and is amended to now state the following:

Provide detailed project history for the districts for which the respondent provided CalRecycle coordination services. If no such relevant experience, then provide detailed project history for districts or other clients for which respondent provided comprehensive recycling coordination services. Describe the scope of work of the services provided including, the start/completion date, services, and utilization of available funding.

6. **Section 9.1**, Compensation, of the Proposed Contract shall be renumbered and is amended to now read: "**10. Compensation**".

7. **Section 10.1**, under Compensation, of the Proposed Contract shall be amended to add the following statement: "Consultant's time will not be managed by the District, but District will have oversight over the scope of services to ensure that they are being performed to the satisfaction of the District and that the Consultant's work is not, and will not be, interfering with District's educational programs."

8. **Section 10.3**, under Compensation, of the Proposed Contract shall be deleted in its entirety and is amended to now state: "If Consultant works at more than one site, Consultant shall not be required to invoice for each site separately; however, the services provided at each site shall be documented separately."

9. **Section 20**, under Insurance, of the Proposed Contract shall be amended to delete all references to "Professional Liability", "Workers Compensation", and "Employer's Liability" insurance being required.

[End of Addendum.]