

***** Request for Proposals Version 3 dated 4/30/25 *****

Version 2 – dated 04/07/25
All changes to Version 1 are noted in red font.

Version 3 – dated 04/30/25
All changes to Version 2 are noted in purple font.

City and County of San Francisco
Sourcing Event ID # 0000010558 | Dept Contract ID: ~~TC79400~~ TC79401

**Request for Proposals for
Trash Receptacles and Liners**

This Solicitation can be viewed on the City’s Supplier Portal at: <https://sfcitypartner.sfgov.org/pages/index.aspx>

Proposal Phase	Tentative Date
Request for Proposals Issued	March 31, 2025 – 4:00 pm (Pacific Standard Time)
Pre-Proposal Conference	April 11, 2025 – 10:00 am (Pacific Standard Time) April 18, 2025 – 10:00 am (Pacific Standard Time) Microsoft Teams Need help? Join the meeting now Meeting ID: 211 649 395 337 Passcode: 8be7RJ2X Dial in by phone +1 415-906-4659,,449878983# United States, San Francisco Find a local number Phone conference ID: 449 878 983#
Questions Deadline	April 14, 2025 – 5:00 pm (Pacific Standard Time) April 21, 2025 – 5:00 pm (Pacific Standard Time)
Proposal Deadline	April 25, 2025 – 2:00 pm (Pacific Standard Time) May 2, 2025 – 2:00 pm (Pacific Standard Time) May 16, 2025 – 2:00 pm (Pacific Standard Time)
Notice of Intent to Award	May 9, 2025 or after evaluation has been completed May 16, 2025 or after evaluation has been completed May 30, 2025 or after evaluation has been completed
Period for Protesting Notice of Intent to Award	Within three (3) business days of the City's issuance of a Notice of Intent to Award.
Contract Administrator	Evan Magante Office of Contract Administration Email: evan.magante@sfgov.org Phone: (628) 652-1622

Attachments

- Attachment 1: City’s Agreement
- Attachment 2: Proposer Questionnaire and References
- Attachment 3: Omitted (CMD LBE Forms)
- Attachment 4: Written Proposal Template
- Attachment 5: Price Proposal Template
- Attachment 6: Omitted (HCAO and MCO Declaration Forms)

Attachment 7: First Source Hiring Form

Attachment 8: 3D Model.STEP file

Table of Contents

I.	Introduction and Solicitation Schedule	1
A.	Introduction.....	1
B.	Anticipated Contract Term	1
C.	Anticipated Contract Not to Exceed Amount	1
D.	Indefinite Quantity, As-Needed Contract	1
E.	Cooperative Agreement	2
F.	Solicitation Schedule	2
G.	Contract Terms and Negotiations.....	3
II.	Goods and Services Requested.....	3
A.	Goods and/or Services Requested.....	3
B.	Regulatory and Compliance Requirements Specific to the Goods/Services Solicited	3
C.	Green Purchasing Requirements	3
D.	Alternates and Samples - Reserved	3
E.	Freight on Board and Shipping Costs.....	3
III.	Local Business Enterprise (LBE) Program Requirements.....	3
A.	CMD Compliance Officer	3
B.	Application of LBE Rating Bonuses	4
C.	LBE Subcontracting Participation Requirements	4
D.	CMD LBE Forms - Reserved.....	4
E.	LBE Payment and Utilization Tracking - Reserved	4
IV.	Proposal Evaluation Criteria	4
V.	Minimum Qualifications Documentation Required with Proposal (Pass/Fail)	4
VI.	Written Proposal (400 Points).....	5
VII.	Price Proposal (400 Points)	6
A.	Price Proposal Format and Allocation of Points	6
B.	Price Proposal Evaluation Period	8
C.	Price Discrepancies	8
D.	Price Proposal Considerations	8
VIII.	Oral Interviews - rESERVED.....	10
IX.	Supporting Documentation Required Prior to Contract Execution	10
X.	Failure to Provide Insurance and/or Bonds	10
XI.	City's Social and Economic Policy Requirements.....	11
A.	Nondiscrimination Requirements.....	11
B.	Payment of Prevailing Wages - Reserved	11
C.	Health Care Accountability Ordinance (HCAO) - Reserved.....	11
D.	Minimum Compensation Ordinance (MCO) - Reserved	11
E.	First Source Hiring Program.....	11
F.	Sweatfree Procurement - Reserved.....	11
G.	Non-Profit Entities	11
H.	Other Social Policy Provisions.....	12
XII.	Terms and Conditions for Receipt of Proposals.....	12
A.	How to Register as a City Supplier	12
B.	Proposal Questions and Submissions	12
C.	RFP Addenda.....	13
D.	Public Disclosure.....	13

E.	Limitation on Communications During Solicitation	14
F.	Proposal Selection Shall not Imply Acceptance	14
G.	Cybersecurity Risk Assessment.....	14
H.	Solicitation Errors and Omissions	15
I.	Objections to Solicitation Terms.....	15
J.	Protest Procedures	15
K.	Proposal Term.....	16
L.	Revision to Proposal	16
M.	Proposal Errors and Omissions	16
N.	Financial Responsibility	16
O.	Proposer’s Obligations under the Campaign Reform Ordinance	16
P.	Reservations of Rights by the City	17
Q.	No Waiver	17
R.	Other.....	17

I. INTRODUCTION AND SOLICITATION SCHEDULE

A. Introduction

1. General

This Request for Proposals (hereinafter “RFP” or “Solicitation”) is being issued by the City and County of San Francisco’s Office of Contract Administration (hereinafter “OCA”) on behalf of San Francisco Public Works (hereinafter “SFPW”). The City and County of San Francisco (hereinafter “City”) seeks qualified suppliers (“Proposers”) to provide proposals (“Proposal”) for production and delivery of trash receptacles and liners.

When applicable and practical, Proposers are encouraged to engage contracting teams that reflect the diversity of the City and include participation of businesses and residents from the City’s most disadvantaged communities including, but not limited to the Bayview/Hunters Point, Chinatown, Mission, South of Market, Tenderloin, Visitacion Valley and Western Addition neighborhoods.

2. Selection Overview

The City will award a contract to the Proposer that meets the Minimum Qualifications of this Solicitation whose Proposal receives the highest-ranking score. Responsive Proposals will be evaluated by a panel (“Evaluation Panel”) consisting of one or more parties with expertise related to goods and/or services being procured through this Solicitation. The Evaluation Panel may include staff from various City departments. Proposals will be evaluated based on the criteria outlined herein. If applicable, a Contract Monitoring Division (CMD) Contract Compliance Officer will assess Proposal compliance with Local Business Enterprise (LBE) requirements and assign a rating bonus to Proposal scores. The CMD-adjusted scores (if applicable) will then be tabulated, and Proposers will be ranked starting with the Proposer receiving the highest score, then continuing with the Proposer receiving the second highest score, and so on.

B. Anticipated Contract Term

A contract awarded pursuant to this Solicitation shall be non-exclusive with a term of up to nine (9) years, as negotiated by the City.

C. Anticipated Contract Not to Exceed Amount

The not to exceed (“NTE”) amount for a contract awarded pursuant to this Solicitation cannot be anticipated at the time of this Solicitation but shall be based on the selected Proposal. This amount shall be based on Proposer’s anticipated cost for the deliverables identified herein. Should City’s actual spend exceed Proposer’s anticipated cost for the deliverables identified herein, City may, in its sole discretion, increase the contract NTE accordingly.

D. Indefinite Quantity, As-Needed Contract

A contract awarded pursuant to this Solicitation may result in an indefinite quantity, as-needed contract. There is no guarantee of a minimum amount of goods or services for any of the Proposers selected for contract negotiations or for the awarded Proposer(s). Unless otherwise specified herein, deliveries and services will be required in quantities and at times as ordered during the period of the contract. Estimated quantities, if any, stated in this Solicitation are approximations only. City, in its sole discretion, may purchase any greater or lesser quantity. City may also make purchases of items awarded pursuant to this Solicitation from other suppliers when City determines, in its sole discretion, that it is in the best interest of the City to do so.

E. Cooperative Agreement

Any other City department, public entity or non-profit made up of multiple public entities, may use the results of this Solicitation to obtain some or all of the commodities or services to be provided by Proposer under the same terms and conditions of any contract awarded pursuant to this Solicitation.

F. Solicitation Schedule

The anticipated schedule for this Solicitation is set forth below. These dates are tentative and subject to change. It is the responsibility of the Proposer to check for any Addenda to this Solicitation or other published pertinent information.

Proposal Phase	Tentative Date
Request for Proposals Issued	March 31, 2025 – 4:00 pm (Pacific Standard Time)
Pre-Proposal Conference	April 11, 2025 – 10:00 am (Pacific Standard Time) April 18, 2025 – 10:00 am (Pacific Standard Time) Microsoft Teams Need help? Join the meeting now Meeting ID: 211 649 395 337 Passcode: 8be7RJ2X Dial in by phone +1 415-906-4659,,449878983# United States, San Francisco Find a local number Phone conference ID: 449 878 983#
Questions Deadline and Deadline for Requested Changes to City's Agreement	April 14, 2025 – 5:00 pm (Pacific Standard Time) April 21, 2025 – 5:00 pm (Pacific Standard Time)
Proposal Deadline	April 25, 2025 – 2:00 pm (Pacific Standard Time) May 2, 2025 – 2:00 pm (Pacific Standard Time) May 16, 2025 – 2:00 pm (Pacific Standard Time)
Notice of Intent to Award	May 9, 2025 or after evaluation has been completed May 16, 2025 or after evaluation has been completed May 30, 2025 or after evaluation has been completed
Period for Protesting Notice of Intent to Award	Within three (3) business days of the City's issuance of a Notice of Intent to Award.
Pre-Proposal Conference Details The Pre-Proposal Conference will begin at the time specified. Proposers' representatives are urged to arrive on time. Topics already covered will not be repeated for the benefit of late arrivals. Failure to attend the Pre-Proposal Conference shall not excuse the awarded Proposer from any obligations of a contract awarded pursuant to this Solicitation. Any change or addition to the requirements contained in this Solicitation as a result of the Pre-Proposal Conference will be executed by a written Addendum to this Solicitation. It is the responsibility of the Proposer to check for any Addendum to this Solicitation or other published pertinent information.	

G. Contract Terms and Negotiations

The successful Proposer will be required to enter into a contract substantially in the form attached hereto as Attachment 1, City's Agreement.

If a satisfactory contract(s) cannot be negotiated in a reasonable time, the City, in its sole discretion, may terminate negotiations. Upon termination of negotiations, City may begin negotiations with the Proposer that meets the Minimum Qualifications of this Solicitation whose Proposal receives the next highest-ranking score.

II. GOODS AND SERVICES REQUESTED

A. Goods and/or Services Requested

This Solicitation is being issued by the Office of Contract Administration on behalf of SFPW. The City seeks qualified Proposers to provide Proposals to fabricate new public trash receptacles and plastic liners for the City and County of San Francisco, in accordance with the City's Agreement (Attachment 1) and Attachment 8 (3D Model.STEP file).

B. Regulatory and Compliance Requirements Specific to the Goods/Services Solicited

Prior to submitting a Proposal in response to this Solicitation, Proposers must ensure they have fully read and understood the "Regulatory and Compliance Requirements" set forth below and in Appendix C of Attachment 1, City's Agreement.

C. Green Purchasing Requirements

In preparation for any Proposal submitted in response to this Solicitation, Proposers are required to review the City [Mandatory Green Purchasing Requirements](#) to ensure all goods and services offered to City in response to this Solicitation comply with the City's Green Purchasing Requirements. In addition, Proposers are encouraged to refer to Attachment 1, City's Agreement, for additional details related to the Green Purchasing Requirements applicable to any contract awarded pursuant to this Solicitation.

D. Alternates and Samples - Reserved

E. Freight on Board and Shipping Costs

Goods shall be shipped Freight on Board, to any destination named in a Purchase Order issued by City against a contract awarded pursuant to this Solicitation. The cost of shipment must be incorporated into the offered unit costs.

III. LOCAL BUSINESS ENTERPRISE (LBE) PROGRAM REQUIREMENTS

A. CMD Compliance Officer

The CMD Compliance Officer (CCO) for this Solicitation and any Contract awarded pursuant to this Solicitation is:

Vivian Liu, Contract Compliance Officer II
Contract Monitoring Division
City and County of San Francisco
Email: vivian.y.liu@sfgov.org

Phone: 415-554-0656
Website: www.sfgov.org/cmd.

B. Application of LBE Rating Bonuses

LBE Rating Bonuses shall be applicable to at each phase of the Solicitation evaluation and selection process, in accordance with the values shown below.

Commodities

Estimated Contract Value	Small/Micro LBEs Rating Bonus	SBA LBEs Rating Bonus
Greater than \$400,000 but less than or equal to \$10,000,000.	10%	5% <i>So long as it does not adversely affect a Small or Micro-LBE Proposer's participation.</i>

C. LBE Subcontracting Participation Requirements

There will be no LBE Subcontracting Requirement for any Contract awarded pursuant to this Solicitation because this is a contract primarily for Commodities.

D. CMD LBE Forms - Reserved

E. LBE Payment and Utilization Tracking - Reserved

IV. PROPOSAL EVALUATION CRITERIA

Evaluation Phase	Maximum Points
Minimum Qualifications Documentation	Pass/Fail
Price Proposal	400 Points
Written Proposal	400 Points
TOTAL	800 Points

V. MINIMUM QUALIFICATIONS DOCUMENTATION REQUIRED WITH PROPOSAL (PASS/FAIL)

Proposers must provide documentation that clearly demonstrates each Minimum Qualification (MQ) listed below has been met. Minimum Qualification documentation should be clearly marked as "MQ#1", MQ#2", etc.... to indicate which MQ it supports. Each Proposal will be reviewed for initial determination on whether Proposer meets the MQs referenced in this section. **This screening is a pass or fail determination and a Proposal that fails to meet the Minimum Qualifications will not be eligible for further consideration in the evaluation process.** The City reserves the right to request clarifications from Proposers prior to rejecting a Proposal for failure to meet the Minimum Qualifications.

MQ #	Description	When Due
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MQ #1	Proposer has completed Attachment 2, Proposer Questionnaire and References	Proposal Deadline
MQ #2	Proposer has completed Attachment 4, Written Proposal Template	Proposal Deadline
MQ #3	Proposer has completed Attachment 5, Price Proposal Template	Proposal Deadline
MQ #4	If Proposer is not the manufacturer, Proposer has submitted a written letter on manufacturer's letterhead addressed to the City stating that: ☐ Proposer is the manufacturer's authorized dealer/service facility; AND ☐ the manufacturer's warranty and service will be passed on to the City prior to Award.	Proposal Deadline

VI. WRITTEN PROPOSAL (400 POINTS)

In addition to submitting information and documents supporting each Minimum Qualification as required by this Solicitation, Proposers shall also submit a complete Written Proposal consisting of each item set forth in Attachment 4, Written Proposal Template. The Written Proposal score will be based on information submitted in RFP Attachments 2 and 4 and evaluated in accordance with the Evaluation Components below.

Evaluation Component 1: Demonstrates overall relevant experience and role successfully producing and delivering outdoor stainless steel products similar in type, size, scope and complexity to the project described in this RFP. **(50 Points)**

Evaluation Component 2: Demonstrates relevant experience, capacity and capabilities through previous project case study including the production management cycle (planning, sourcing, production, quality control, packaging/shipping) as well as problem-solving and attainment of successful outcomes. **(100 Points)**

Evaluation Component 3: Demonstrates clear, efficient, and experienced staffing, team and company organization and communication to deliver successful outcomes and manage and resolve customer needs and issues. **(50 Points)**

Evaluation Component 4: Demonstrates a clear, efficient and effective approach to successfully delivering quality items (within Proposer's proposed schedule and budget) in accordance with the specifications in the RFP. **(200 Points)**

VII. PRICE PROPOSAL (400 POINTS)

A. Price Proposal Format and Allocation of Points

In addition to submitting documents supporting each Minimum Qualification as required by this Solicitation, Proposers shall also submit a complete Price Proposal consisting of each item set forth in **Attachment 5, Price Proposal Template**.

Price proposals will be evaluated as follows:

Category 1 Trash Receptacle and Liner Units = 85% of 400 points or 340 points. Proposer shall fill out the unit cost of the following parts per the indicated quantities. The unit cost must include associated costs including but not limited to testing and delivery/freight/shipping. The Average Unit Cost will be calculated by combining the Subtotals at each quantity and dividing by two.

Category 1: Trash Receptacle and Liner Units	Unit Cost Per Order (per quantities below)		Average Unit Cost
	0-2999	≥3000	
Trash Receptacle	A	D	C + F = G/2 = V
Plastic Liner	B	E	
Subtotals	C	F	

In the Average Unit Cost, G is the sum of C + F.

Category 2 Replacement Parts = 15% of 400 points or 60 points.

Proposer shall provide unit cost for the following replacement parts per the indicated quantities. The unit cost must include associated costs including but not limited to testing and delivery/freight/shipping. The Average Unit Cost will be calculated by combining the Subtotals at each quantity and dividing by two.

Category 2: Replacement Parts	Unit Cost Per Order (per quantities below)		Average Unit Cost
	0-99	≥100	
Trash Receptacle			
All Original Equipment (OEM) hardware for lock	A	I	
Latch and lock assembly	B	J	
Keys	C	K	
Door hinge assembly	D	L	
San Francisco seal plate	E	M	
Plastic Liner			
Wheels	F	N	
Axle	G	O	
Lifting bar	H	P	

Subtotals	Q	R	$Q + R = S/2 = Y$

In the Average Unit Cost, S is the sum of Q + R.

- The Proposer with the Lowest Average Unit Cost for Category 1 Trash Receptacle and Liner Units will receive 340 points. The Proposer with the Lowest Average Unit Cost for Category 2 Replacement Parts will receive 60 points.
- The Proposers with the Non-Lowest Average Unit Cost will be scored using the following formula:

Category 1 Trash Receptacle and Liner Average Unit Cost

$$T = U/V \times 340 \text{ possible points}$$

T represents the awarded points for Category 1

U represents the lowest proposer average unit cost for Category 1

V represents the proposer's average unit cost for Category 1

Category 2 Replacement Parts Average Unit Cost

$$W = X/Y \times 60 \text{ possible points}$$

W represents the awarded points for Category 2

X represents the lowest proposer average unit cost for Category 2

Y represents the proposer's average unit cost for Category 2

**Category 1 Points Awarded + Category 2 Points Awarded =
Total Price Proposal Points Awarded**

$T + W = \text{Total Price Proposal Points Awarded to Proposer out of 400 possible points}$

- Below is a hypothetical example of calculating the Price Proposal Scores:

	Category 1 Trash Receptacle and Liner Proposer Average Unit Cost ("V")	Category 1 Formula: $T = U/V \times 340$ \$1,000 in this example is lowest proposer average unit cost so = "U"	Category 1 Points Awarded to Proposer ("T")
Proposal 1	\$1,000	$\$1000/\1000×340	340
Proposal 2	\$1,025	$\$1000/\1025×340	332
Proposal 3	\$1,500	$\$1000/\1500×340	227
Proposal 4	\$2,000	$\$1000/\2000×340	170

	Category 2 Replacement Parts Proposer Average Unit Cost ("Y")	Category 2 Formula: $W = X/Y \times 60$ \$290 in this example is lowest proposer average unit cost so = "X"	Category 2 Points Awarded to Proposer ("W")
Proposal 1	\$350	$\$290/\350×60	50
Proposal 2	\$290	$\$290/\290×60	60
Proposal 3	\$325	$\$290/\325×60	54
Proposal 4	\$300	$\$290/\300×60	58

	Category 1 + Category 2 Points Awarded: T + W	Total Price Proposal Points Awarded to Proposer
Proposal 1	340 + 50	390
Proposal 2	332 + 60	392
Proposal 3	227 + 54	281
Proposal 4	170 + 58	228

B. Price Proposal Evaluation Period

The City will attempt to evaluate Price Proposals within thirty (30) days after receipt of Proposals. If City requires additional evaluation time, all Proposers will be notified in writing of the new expected award date.

C. Price Discrepancies

Where applicable, if there is a discrepancy between the Price Proposal and pricing entered by Proposer into the Supplier Portal, the Price Proposal pricing will prevail. In the event of a discrepancy between the unit price and the extended price, the unit price will prevail.

D. Price Proposal Considerations

This Solicitation will result in the evaluation and award of one Aggregate consisting of one or more lines on the Price Proposal Template. The proposed price for the Aggregate shall equal the total cost of all line items within that Aggregate and shall be evaluated against other Price Proposals, after being reduced by any applicable LBE discounts and Local Tax discounts.

1. Application of LBE Bid Discount to Price Proposal

Where price is a factor in City's evaluation process, Proposer's price shall be reduced by an amount equal to the applicable LBE Bid Discounts. The discount shall be applied solely for the purpose of determining the lowest responsive Price Proposal

and shall be in addition to any other discounts, preferences, or adjustments required by City law.

2. Application of Prompt Payment Discounts to Price Proposal

Prompt Payment discount (discount for prompt payment) will not be taken into consideration in determining the Lowest Responsive Proposal.

3. Application of Anticipated Local Tax Revenue Discount to Price Proposal

Subject to subsection (d) below and solely for the purpose of determining the lowest responsive Proposer, Price Proposals for taxable Commodities with a value greater than \$1,000 shall be reduced by 1.25% when such Proposal was submitted by a Proposer with a local presence in San Francisco as defined in subsection (a) below. The price adjustment shall be in addition to any other discounts, preferences, or adjustments required by City law.

- a. **San Francisco Presence Defined.** For the purposes of determining eligibility for the price adjustment set forth in this Section 21.32 only, Local San Francisco presence shall mean a business that is physically located at and registered with the Office of the Treasurer & Tax Collector's Business Registration records as being located at an address located within the geographic limits of the City.
- b. **Combination of Goods and Services:** Where a Proposal is for a combination of goods and services, the 1.25% discount shall be applied only to the Commodities portion of the Price Proposal.
- c. **Indefinite Quantity of Goods:** Where a Proposal is for goods with an indefinite quantity, the 1.25% discount shall be applied only to a fixed portion of the Commodities which City, in its sole discretion, estimates the City will purchase over the term of the contract.
- d. **Exceptions.** The following Commodities purchases shall not be subject to the 1.25% price adjustment:
 - i. Purchases paid for with City Retirement or Health Services System trust funds;
 - ii. Purchases where the City is entering into a cooperative procurement with one or more other jurisdiction; or
 - iii. Purchases where the price adjustment would conflict with conditions contained in federal or state grants or violate preemptive federal or state law or the City Charter.

4. Sample Discount Calculation

Evaluations are performed on a pre-tax basis except in rare instances, where tax may be a factor (i.e. One vendor bundles the commodities and services in such a way that the entire amount must be taxed, while another vendor clearly separates commodities and services). Below is an example of how bid discounts and/or rating bonuses are applied to a Price Proposal for commodities and services.

ABC Firm Price Proposal Attributes • Is a Certified LBE • Has an SF Presence as defined by Admin Code 21.32	Offered Price Proposal (Pre-Tax)	14B LBE Bid Discount (10%)	21.32 Local Tax Revenue Discount (1.25%)	Evaluated Price when determining Lowest Responsive Proposed Price
Commodities	\$2,000	(\$200)	(\$25)	\$1,775

VIII. ORAL INTERVIEWS - RESERVED

IX. SUPPORTING DOCUMENTATION REQUIRED PRIOR TO CONTRACT EXECUTION

Proposers must provide each Required Supporting Documentation (“RSD”) identified below prior to Award. Failure to do so may result in the Proposal being deemed Non-Responsive.

RSD #1	Evidence that Proposer is compliant or likely to become compliant within 30 calendar days of the Proposal Deadline with San Francisco Labor and Employment Code Articles 131 and 132.
RSD #2	Completed Proposal Attachments: ☐ Attachment 7: First Source Hiring Form
RSD #3	Insurance in accordance with Article 5 of Attachment 1, City’s Agreement

X. FAILURE TO PROVIDE INSURANCE AND/OR BONDS

Unless otherwise stated, within ten business days of the receipt of a notice of award of a Contract, the Proposer to whom the contract is awarded shall deliver the specified bond documents and/or insurance certificates and policy endorsements to City. If the Proposer fails or refuses to furnish the required bond and/or insurance within ten days after receiving notice to award a Contract, City may, at its option, determine that the Proposer has abandoned its Proposal. The foregoing in no way limits the damages which are recoverable by City whether or not defined elsewhere in the contract documents.

XI. CITY'S SOCIAL AND ECONOMIC POLICY REQUIREMENTS

The San Francisco Municipal Code establishes a number of requirements for people seeking to do business with the City ("Social and Economic Policy Requirements"). These Social and Economic Policy Requirements can be found in Attachment 1, City's Agreement, which Proposers are encouraged to carefully review. The Social and Economic Policy Requirements set forth below are not intended to be a complete list of all Social Policy Requirements applicable to this Solicitation and any contracts awarded from it.

A. Nondiscrimination Requirements

A Proposer selected pursuant to this Solicitation may not, during the term of the Contract, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in San Francisco Labor and Employment Code Articles 131 and 132. *Refer to Attachment 1, City's Agreement for additional details related to the application of this Ordinance to a contract awarded pursuant to this Solicitation.*

B. Payment of Prevailing Wages - Reserved

C. Health Care Accountability Ordinance (HCAO) - Reserved

D. Minimum Compensation Ordinance (MCO) - Reserved

E. First Source Hiring Program

A Proposer selected pursuant to this Solicitation shall comply with all of the applicable provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code. *Refer to Attachment 1, City's Agreement for additional details related to the application of this Policy to a contract awarded pursuant to this Solicitation.*

F. Sweatfree Procurement - Reserved

G. Non-Profit Entities

To receive a contract under this Solicitation, any nonprofit Proposer must be in good standing with the California Attorney General's Registry of Charitable Trusts by the time of contract execution and must remain in good standing during the term of the agreement. Upon request, Proposer must provide documentation to the City demonstrating its good standing with applicable legal requirements. If Proposer will use any nonprofit subcontractors to perform the agreement, Proposer will be responsible for ensuring they are also in compliance with all requirements of the Attorney General's Registry of Charitable Trusts at the time of Contract execution and for the duration of the agreement.

H. Other Social Policy Provisions

Attachment 1, City's Agreement, identifies the City's applicable social policy provisions related to a contract awarded pursuant to this Solicitation. Proposers are encouraged to carefully review these terms and ensure they are able to comply with them.

XII. TERMS AND CONDITIONS FOR RECEIPT OF PROPOSALS

A. How to Register as a City Supplier

The following requirements pertain only to Bidders not currently registered with the City as a Supplier.

Step 1: Register as a BIDDER at City's Supplier Portal:

<https://sfcitypartner.sfgov.org/pages/index.aspx>

Step 2: Follow instructions for converting your BIDDER ID to a SUPPLIER ID. This will require you to register with the City Tax Collector's Office and submit the online 12B Declaration for Article 131 (Equal Benefits Program) compliance through the Supplier portal. Once these forms have been completed, submitted, and processed, you will be notified via email with your organization's new Supplier ID. That email will also provide instructions for completing your Supplier registration.

- **City Business Tax Registration Inquiries:** For questions regarding business tax registration procedures and requirements, contact the Tax Collector's Office at (415) 554-4400 or, if calling from within the City and County of San Francisco, 311.
- **Equal Benefits Program Inquiries:** For questions concerning the San Francisco Labor and Employment Code Articles 131 and 132, go to: www.sfgov.org/cmd.

B. Proposal Questions and Submissions

1. Proposer Questions and Requests for Clarification

Proposers shall address any questions regarding this Solicitation to the Contract Administrator whose name and contact information appears on the cover page of this Solicitation. Proposers who fail to submit questions concerning this Solicitation and its requirements will waive all further rights to protest based on the specifications and conditions herein. **Questions must be submitted by email to the Contract Administrator whose name and contact information appears on the cover page of this Solicitation no later than Questions Deadline.** A written Addendum will be executed addressing each question and answer and posted publicly. It is the responsibility of the Proposer to check for any Addenda and other updates that will be posted on the City's Supplier Portal: <https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>.

2. Proposal Format

Proposals must be created using a word processing software (e.g. Microsoft Word or Excel) and typed in a serif font (e.g.-Times New Roman). The document must have page margins of at least .5" on all sides. Information must be provided at a level of detail that enables effective evaluation and comparison between Proposals. Failure to follow formatting, submission, or content requirements, as well as page limit restrictions (if any), may negatively impact the evaluation of your Proposal.

3. Time and Place for Submission of Proposals

Prior to the Proposal submission deadline, Proposers must upload their complete Proposals into the City's Supplier Portal: <https://sfcitypartner.sfgov.org/pages/index.aspx>. Late submissions will not be considered. Each original Proposal received will be screened to ensure that all content required by this Solicitation is included. Partial or complete omission of any required content may disqualify Proposals from further consideration. Late Proposal submissions will not be considered and failure to adhere to the above requirements may result in the complete rejection of your Proposal.

Proposers are encouraged to upload their Proposals to the SF Supplier Portal as early as possible to address any technical issues that may arise during the submission process. In the event a Proposer is unable to upload its complete Proposal into the SF Supplier Portal, Proposer must email its Proposal to the Contract Administrator whose name and contact information appears on the cover page of this Solicitation prior to the Proposal submission deadline and request confirmation of receipt. Proposer must include in its email: (a) documentation (e.g. screenshots) verifying its inability to upload its Proposal into the SF Supplier Portal and (b) a detailed justification explaining why it was not able to have the issue addressed prior to the submission deadline.

C. RFP Addenda

The City may modify this Solicitation, prior to the Proposal Deadline, by issuing an Addendum to the Solicitation, which will be posted on the San Francisco Supplier Portal. Every Addendum will create a new version of the Sourcing Event and Proposers must monitor the event for new versions. **The Proposer shall be responsible for ensuring that its Proposal reflects any and all Addenda issued by the City prior to the Proposal Deadline regardless of when the Proposal is submitted.** Therefore, the City recommends that the Proposer consult the website frequently, including shortly before the Proposal Deadline, to determine if the Proposer has downloaded all Solicitation Addenda. It is the responsibility of the Proposer to check for any Addenda, Questions and Answers documents, and updates, which may be posted to the subject Solicitation.

THE SUBMITTAL OF A RESPONSE TO THIS SOLICITATION SHALL EXPLICITLY STIPULATE ACCEPTANCE BY PROPOSERS OF THE TERMS FOUND IN THIS SOLICITATION, ANY AND ALL ADDENDA ISSUED TO THIS SOLICITATION, AND THE PROPOSED CONTRACT TERMS.

D. Public Disclosure

All documents under this solicitation process are subject to public disclosure per the California Public Records Act (California Government Code Section §6250 et. Seq) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67). Contracts, Proposals, responses, and all other records of communications between the City and Proposers shall be open to inspection immediately after a contract has been awarded. Nothing in this Administrative Code provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit.

If the City receives a Public Records Request ("Request") pertaining to this solicitation, City will use its best efforts to notify the affected Proposer(s) of the Request and to provide the

Proposer with a description of the material that the City deems responsive and the due date for disclosure (“Response Date”). If the Proposer asserts that some or all of the material requested contains or reveals valuable trade secret or other information belonging to the Proposer that is exempt from disclosure and directs the City in writing to withhold such material from production (“Withholding Directive”), then the City will comply with the Withholding Directive on the condition that the Proposer seeks judicial relief on or before the Response Date. Should Proposer fail to seek judicial relief on or before the Response Date, the City shall proceed with the disclosure of responsive documents.

E. Limitation on Communications During Solicitation

From the date this Solicitation is issued until the date the competitive process of this Solicitation is completed (either by cancelation or final Award), Proposers and their subcontractors, vendors, representatives and/or other parties under Proposer’s control, shall communicate solely with the Contract Administrator whose name appears in this Solicitation. Any attempt to communicate with any party other than the Contract Administrator whose name appears in this Solicitation – including any City official, representative or employee – is strictly prohibited. Failure to comply with this communications protocol may, at the sole discretion of City, result in the disqualification of the Proposer or potential Proposer from the competitive process. This protocol does not apply to communications with the City regarding business not related to this Solicitation.

F. Proposal Selection Shall not Imply Acceptance

The acceptance and/or selection of any Proposal(s) shall not imply acceptance by the City of all terms of the Proposal(s), which may be subject to further approvals before the City may be legally bound thereby.

G. Cybersecurity Risk Assessment

As part of City’s evaluation process, City may engage in Cybersecurity Risk Assessment (CRA). CRA may be performed for each entity manufacturing the product, performing technical functions related to the product’s performance, and/or accessing City’s networks and systems. Where a prime contractor or reseller plays an active role in each of these activities, CRA may also be required for the prime contractor or reseller.

To conduct a CRA, City may collect as part of this Solicitation process one of the following two reports:

- **SOC-2 Type 2 Report:** Report on Controls at a Service Organization Relevant to Security, Availability, Processing Integrity, Confidentiality or Privacy; or
- **City’s Cyber Risk Assessment Questionnaire:** Proposer’s responses to a City’s Cyber Risk Assessment Questionnaire.

The above reports may be requested at such time City has selected or is considering a potential Proposer. The reports will be evaluated by the soliciting Department and the City’s Department of Technology to identify existing or potential cyber risks to City. Should such risks be identified, City may afford a potential Proposer an opportunity to cure such risk within a period of time deemed reasonable to City. Such remediation and continuing compliance shall be subject to City’s on-going review and audit through industry-standard methodologies, including but not limited to: on-site visits, review of the entities’ cybersecurity program, penetration testing, and/or code reviews.

H. Solicitation Errors and Omissions

Proposers are responsible for reviewing all portions of this Solicitation. Proposers are to promptly notify the City, in writing and to the Solicitation contact person if the Proposer discovers any ambiguity, discrepancy, omission, or other error in the Solicitation. Any such notification should be directed to the City promptly after discovery, but in no event later than the deadline for questions. Modifications and clarifications will be made by Addenda as provided below.

I. Objections to Solicitation Terms

Should a Proposer object on any ground to any provision or legal requirement set forth in this Solicitation, the Proposer must, no later than the deadline for questions, provide written notice to the City setting forth with specificity the grounds for the objection. The failure of a Proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

J. Protest Procedures

1. Protest of Non-Responsiveness Determination

Within three (3) business days of the City's issuance of a Notice of Non-Responsiveness, a Proposer may submit a written Notice of Protest of Non-Responsiveness. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

2. Protest of Non-Responsible Determination

Within three (3) business days of the City's issuance of a Notice of Non-Responsibility, a Proposer may submit a written Notice of Protest of Non-Responsibility. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

3. Protest of Contract Award

Within three (3) business days of the City's issuance of a Notice of Intent to Award, a Proposer may submit a written Notice of Protest of Contract Award. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

4. Delivery of Protests

A Notice of Protest must be written. Protests made orally (e.g., by telephone) will not be considered. A Notice of Protest must be delivered by mail or email to the Contract Administrator whose name and contact information appears on the cover page to this Solicitation and received

by the deadlines stated above. A Notice of Protest shall be transmitted by a means that will objectively establish the date the City received the Notice of Protest. If a Notice of Protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein.

K. Proposal Term

Submission of a Proposal signifies that the proposed products, services and prices are valid for 180 calendar days from the Proposal Deadline and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity. At Proposer's election, the Proposal may remain valid beyond the 180-day period in the circumstance of extended negotiations.

L. Revision to Proposal

A Proposer may revise a Proposal on the Proposer's own initiative at any time before the deadline for submission of Proposals. The Proposer must submit the revised Proposal in the same manner as the original. A revised Proposal must be received on or before, but no later than the Proposal Deadline and time. In no case will a statement of intent to submit a revised Proposal, or commencement of a revision process, extend the Proposal Deadline for any Proposer. At any time during the Proposal evaluation process, the City may require a Proposer to provide oral or written clarification of its Proposal. The City reserves the right to make an award without further clarifications of Proposals received.

M. Proposal Errors and Omissions

Failure by the City to object to an error, omission, or deviation in the Proposal will in no way modify the Solicitation or excuse the Proposer from full compliance with the specifications of this Solicitation or any contract awarded pursuant to this Solicitation.

N. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a Proposer in responding to this Solicitation. Proposers acknowledge and agree that their submissions in response to this Solicitation will become the property of the City and may be used by the City in any way deemed appropriate.

O. Proposer's Obligations under the Campaign Reform Ordinance

If a contract awarded pursuant to this Solicitation has (A) a value of \$100,000 or more in a fiscal year and (B) requires the approval of an elected City official, Proposers are hereby advised:

1. Submission of a Proposal in response to this Solicitation may subject the Proposers to restrictions under Campaign and Governmental Conduct Code Section 1.126, which prohibits City contractors, Proposers, and their affiliates from making political contributions to certain City elective officers and candidates; and
2. Before submitting a Proposal in response to this Solicitation, Proposers are required to notify their affiliates and subcontractors listed in the awarded contract or Proposal of the political contribution restrictions set forth in Campaign and Governmental Conduct Code section 1.126.

This restriction applies to the party seeking the contract, the party's board of directors, chairperson, chief executive officer, chief financial officer, chief operating officer, any person with an ownership interest greater than ten percent, and any political committees controlled or sponsored by the party, as well as any subcontractors listed in the awarded contract or Proposal. The law both prohibits the donor from giving contributions and prohibits the elected official from soliciting or accepting them.

The people and entities listed in the preceding paragraph may not make a campaign contribution to the elected official at any time from the submission of a Proposal for a contract until either: (1) negotiations are terminated and no contract is awarded; or (2) twelve months have elapsed since the award of the contract.

A violation of Section 1.126 may result in criminal, civil, or administrative penalties. For further information, Proposers should contact the San Francisco Ethics Commission at [\(415\) 252-3100](tel:4152523100) or go to <https://sfethics.org/compliance/city-officers/city-contracts/city-departments/notifying-bidders-and-potential-bidders>.

P. Reservations of Rights by the City

The issuance of this Solicitation does not constitute a guarantee by the City that a contract will be awarded or executed by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, Proposal, or Proposal procedure;
2. Reject any or all Proposals;
3. Reissue the Solicitation;
4. Prior to submission deadline for Proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this Solicitation, or the requirements for contents or format of the Proposals;
5. Procure any materials, equipment or services specified in this Solicitation by any other means; or
6. Determine that the subject goods or services are no longer necessary.

Q. No Waiver

No waiver by the City of any provision of this Solicitation shall be implied from the City's failure to recognize or take action on account of a Proposer's failure to comply with this Solicitation.

R. Other

1. The City may make such investigation, as it deems necessary, prior to the award of this contract to determine the conditions under which the goods are to be delivered or the work is to be performed. Factors considered by the City shall include, but not be limited to:
 - a. Any condition set forth in this Solicitation;

- b. Adequacy of Proposer's plant facilities and/or equipment, location and personnel location to properly perform all services called for under the Purchase Order; and
- c. Delivery time(s).

2. City reserves the right to inspect an awarded Proposer's place of business prior to award of and/or at any time during the contract term (or any extension thereof) to aid City in determining an awarded Proposer's capabilities and qualifications.

3. Failure to timely execute a contract, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another Proposer and may proceed against the original selectee for damages.

4. City reserves the right to reject any Proposal on which the information submitted by Proposer fails to satisfy City and/or if Proposer is unable to supply the information and documentation required by this Solicitation within the period of time requested.

5. Any false statements made by a Proposer or any related communication/clarification may result in the disqualification of its Proposal from receiving further evaluation and a contract award.