

ATTACHMENT 12 - CAPACITY AND SERVICES

Instructions for Attachment 12: Complete the contents of this Attachment, appending any additional documentation as needed. For the hard copy, combine all supporting documents in order behind the checklist. For the electronic copy, append any additional documentation into one file labeled “Att 12_Capacity and Services_[Proposer Name] Appended Documents” to be included in the Capacity & Operations folder.

Before completing this form, the Proposer is encouraged to review LL 199 (Appendix A) and the Department’s rules (Appendix B), with close attention to 16 RCNY Chapter 20-C “Operations; Delivery of Service.”

Name of Proposer: _____

As part of the Proposal evaluation process, the Department would like to understand the Proposer’s capacity to provide commercial waste collection services for customers in each Zone the Proposer is applying for and/or the Proposer’s capacity to provide citywide containerized commercial waste collection services, as applicable. For the following questions, please provide accurate values or estimates to the best of your ability. Values may be checked against the most recent Customer Register, Financial Statements, or other records to confirm accuracy of submissions.

- 1) Please fill out the following table indicating which Zones, if any, you are applying for by ranking your preference from most desirable (Rank = 1) to least desirable (Rank = 20), and the current size of your operation in each Zone. If you are applying for a citywide containerized commercial waste award, indicate this in the last row of the table, along with your current number of containerized commercial waste customers. Do not include a numerical ranking for containerized commercial waste.

Note: In accordance with LL 199, the Department will award Zone awards to a maximum of 3 Proposers per Zone and Citywide containerized commercial waste awards to a maximum of 5 Proposers. The Department will award no more than 15 Zones and one Citywide containerized commercial waste award to a single Proposer. Proposers may or may not be awarded Zones in order of preference, but the preferences provided will be reviewed during the proposal evaluation and selection process. See RFP Part 2 Section III (Proposal Evaluation and Contract Award Procedures).

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| Zone/Citywide Containerized | Fill “Yes” if Applying, “No” if Not | Rank of Preference (1-20, Zones Only) | Proposer’s Current Customer Count | Proposer’s Current Daily Tonnage (Tons/Day) |
|-------------------------------|-------------------------------------|---------------------------------------|-----------------------------------|---|
| Zones | | | | |
| <i>Example</i> | <i>Yes</i> | <i>1</i> | <i>238</i> | <i>25</i> |
| Bronx West | | | | |
| Bronx East | | | | |
| Brooklyn North | | | | |
| Brooklyn West | | | | |
| Brooklyn Southwest | | | | |
| Brooklyn South | | | | |
| Brooklyn East | | | | |
| Lower Manhattan | | | | |
| Manhattan Southwest | | | | |
| Manhattan Southeast | | | | |
| Midtown South | | | | |
| Midtown North | | | | |
| Manhattan West | | | | |
| Manhattan Northeast | | | | |
| Upper Manhattan | | | | |
| Queens West | | | | |
| Queens Central | | | | |
| Queens Northeast | | | | |
| Queens Southeast | | | | |
| Staten Island | | | | |
| Citywide Containerized | | N/A | | |
| | | Total | | |

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For the subsequent questions (2 through 8), the New York City area shall be designated as the following for all trucks, vehicles, containers, bins, compactors, drivers, and employees of the Proposer and the Proposer's subcontractors:

- All drivers and employees who, as part of their work for the Proposer or the Proposer's subcontractor, have worked in New York City;
- All trucks, vehicles, containers, bins, compactors which, as part of the Proposer's or the Proposer's subcontractor's work, have been used in New York City;
- All drivers and employees who, as part of their work for the Proposer or the Proposer's subcontractor, work out of garages or depots within a 25-mile radius of New York City;
- All trucks, vehicles, containers, bins, compactors which, as part of the Proposer's or the Proposer's subcontractor's work, have been used in garages or depots within a 25-mile radius of New York City; and
- Any other truck, vehicle, container, bin, compactor, driver, and employee the Proposer anticipates using if it is awarded an Agreement under this RFP.

- 2) For the Proposer, list your current numbers of vehicles and containers servicing the New York City area. For joint ventures, please submit full forms below for each firm in such venture. If you are planning to utilize Designated Carters as subcontractors to provide commercial waste collection services under the Agreement, do **not** include the Designated Carters in your responses to this question.

| Current Trucks | | | | | |
|---|-------------------------------|-----------------------------------|-------------------------------|-----------------------------------|-------|
| Trucks (Used in the Collection of Commercial Waste) | # of Trucks Owned | | # of Trucks Leased | | Total |
| | Number of Compactors in Fleet | Number of Non-Compactors in Fleet | Number of Compactors in Fleet | Number of Non-Compactors in Fleet | |
| Rear End Loaders | | | | | |
| Front End Loaders | | | | | |
| Roll-off Trucks | | | | | |
| Dump Trucks | | | | | |
| Box Trucks | | | | | |
| Vans | | | | | |
| Tractors | | | | | |
| Split Hoppers | | | | | |
| Other (please specify below) | | | | | |
| | | | | | |
| | | | | | |
| Total Number of Trucks | | | | | |

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| Current Other Vehicles | | | |
|------------------------------|---------------------|----------------------|-------|
| | # of Vehicles Owned | # of Vehicles Leased | Total |
| Service Vehicles | | | |
| Company Cars | | | |
| Other (please specify below) | | | |
| | | | |
| | | | |
| Total Other Vehicles | | | |

| Current Carts, Bins, Containers, and Compactors | | | | |
|---|-----------------------|---------------|------------------------|---------------|
| Capacity | # of Containers Owned | | # of Containers Leased | |
| | Compacted | Non-Compacted | Compacted | Non-Compacted |
| 32 to 96 Gallon | | | | |
| ½ to 9 Cubic Yard | | | | |
| 10 Cubic Yard | | | | |
| 20 Cubic Yard | | | | |
| 30 Cubic Yard | | | | |
| 35 Cubic Yard | | | | |
| 40 Cubic Yard | | | | |
| 45 Cubic Yard | | | | |
| Other (please specify) | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total # of Containers | | | | |

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- 3) For the Proposer, list your current number of employees servicing the New York City area. For joint ventures, please submit full forms below for each firm in such venture. If you are planning to utilize Designated Carters as subcontractors to provide commercial waste collection services under the Agreement, do **not** include the Designated Carters in your responses to this question.

| Current Employees* | | |
|------------------------------|----------------|---------------------------|
| Field Employees | # of Employees | Average Working Hours/Day |
| Drivers | | |
| Helpers | | |
| Mechanics | | |
| Dispatchers | | |
| Garage Employees | | |
| Office Employees | | |
| Officers | | |
| Administrative Staff | | |
| Sales & Marketing Staff | | |
| Other (please specify below) | | |
| | | |
| | | |
| | | |
| Total Employees | | |

*Employees with multiple job responsibilities must be classified under their primary job responsibilities.

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- 4) For each Designated Carter that the Proposer intends to subcontract with to provide commercial waste collection services under the Agreement, please provide the current numbers of vehicles and containers servicing the New York City area.

| Subcontractor's Current Trucks | | | | | |
|---|-------------------------------|-----------------------------------|-------------------------------|-----------------------------------|-------|
| Trucks (Used in the Collection of Commercial Waste) | # of Trucks Owned | | # of Trucks Leased | | Total |
| | Number of Compactors in Fleet | Number of Non-Compactors in Fleet | Number of Compactors in Fleet | Number of Non-Compactors in Fleet | |
| Rear End Loaders | | | | | |
| Front End Loaders | | | | | |
| Roll-off Trucks | | | | | |
| Dump Trucks | | | | | |
| Box Trucks | | | | | |
| Vans | | | | | |
| Tractors | | | | | |
| Split Hoppers | | | | | |
| Other (please specify below) | | | | | |
| | | | | | |
| | | | | | |
| Total Number of Trucks | | | | | |

| Subcontractor's Current Other Vehicles | | | |
|--|---------------------|----------------------|-------|
| | # of Vehicles Owned | # of Vehicles Leased | Total |
| Service Vehicles | | | |
| Company Cars | | | |
| Other (please specify below) | | | |
| | | | |
| | | | |
| Total Other Vehicles | | | |

| Subcontractor's Current Carts, Bins, Containers, and Compactors | | | | |
|---|-----------------------|---------------|------------------------|---------------|
| Capacity | # of Containers Owned | | # of Containers Leased | |
| | Compacted | Non-Compacted | Compacted | Non-Compacted |
| 32 to 96 Gallon | | | | |
| ½ to 9 Cubic Yard | | | | |
| 10 Cubic Yard | | | | |
| 20 Cubic Yard | | | | |
| 30 Cubic Yard | | | | |
| 35 Cubic Yard | | | | |

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| Subcontractor's Current Carts, Bins, Containers, and Compactors | | | | |
|---|-----------------------|---------------|------------------------|---------------|
| Capacity | # of Containers Owned | | # of Containers Leased | |
| | Compacted | Non-Compacted | Compacted | Non-Compacted |
| 40 Cubic Yard | | | | |
| 45 Cubic Yard | | | | |
| Other (please specify) | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total # of Containers | | | | |

- 5) For each Designated Carter that the Proposer intends to subcontract with to provide commercial waste collection services under the Agreement, please provide the current number of employees servicing the New York City area.

| Subcontractor's Current Employees* | | |
|------------------------------------|----------------|---------------------------|
| Field Employees | # of Employees | Average Working Hours/Day |
| Drivers | | |
| Helpers | | |
| Mechanics | | |
| Dispatchers | | |
| Garage Employees | | |
| Office Employees | | |
| Officers | | |
| Administrative Staff | | |
| Sales & Marketing Staff | | |
| Other (please specify below) | | |
| | | |
| | | |
| | | |
| Total Employees | | |

*Employees with multiple job responsibilities must be classified under their primary job responsibilities.

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- 6) The following questions address the Proposer's ability to scale up operations for full service to meet the needs of customers while complying with all requirements of the Commercial Waste Zone program and all applicable laws.

- (a) What is the maximum number of awards (zones and/or citywide containerized) you anticipate being reasonably able to service under the Agreement, while maintaining full compliance with all program requirements and all applicable laws?

Max number of Zones: _____ (provide a number between 0 and 15)

Citywide containerized? Yes ☐ No ☐

- (b) What is the maximum number of customers you anticipate being reasonable able to service under the Agreement, while maintaining full compliance with all program requirements and all applicable laws?

Max number of Zone customers: _____

Max number of Citywide containerized customers: _____

- (c) What is the maximum amount of waste you would reasonably be able to collect annually under the Agreement, while maintaining full compliance with all program requirements and all applicable laws?

Max annual tons of commercial waste _____

- (d) What are **maximum** numbers of vehicles and containers the Proposer will be able to acquire to service the Zone(s) awarded between the time of Proposal submission and the end of the Transition Period, which will occur within 2 years after entering into the agreement? **Note:** Do NOT include counts of current/existing vehicles and containers. Do NOT include Designated Carter's (subcontractor's) vehicles and containers.

| Maximum Additional Trucks | | | | | |
|---|-------------------------------|-----------------------------------|-------------------------------|-----------------------------------|-------|
| Trucks (Used in the Collection of Commercial Waste) | # of Trucks Owned | | # of Trucks Leased | | Total |
| | Number of Compactors in Fleet | Number of Non-Compactors in Fleet | Number of Compactors in Fleet | Number of Non-Compactors in Fleet | |
| Rear End Loaders | | | | | |
| Front End Loaders | | | | | |
| Roll-off Trucks | | | | | |
| Dump Trucks | | | | | |
| Box Trucks | | | | | |
| Vans | | | | | |
| Tractors | | | | | |
| Split Hoppers | | | | | |
| Other (please specify below) | | | | | |
| | | | | | |
| | | | | | |
| Total Number of Trucks | | | | | |

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| Maximum Additional Other Vehicles | | | |
|-----------------------------------|---------------------|----------------------|-------|
| | # of Vehicles Owned | # of Vehicles Leased | Total |
| Service Vehicles | | | |
| Company Cars | | | |
| Other (please specify below) | | | |
| | | | |
| | | | |
| Total Other Vehicles | | | |

| Maximum Additional Carts, Bins, Containers, and Compactors | | | | |
|--|-----------------------|---------------|------------------------|---------------|
| Capacity | # of Containers Owned | | # of Containers Leased | |
| | Compacted | Non-Compacted | Compacted | Non-Compacted |
| 32 to 96 Gallon | | | | |
| ½ to 9 Cubic Yard | | | | |
| 10 Cubic Yard | | | | |
| 20 Cubic Yard | | | | |
| 30 Cubic Yard | | | | |
| 35 Cubic Yard | | | | |
| 40 Cubic Yard | | | | |
| 45 Cubic Yard | | | | |
| Other (please specify below) | | | | |
| | | | | |
| | | | | |
| Total # of Containers | | | | |

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- (e) What is the maximum number of employees the Proposer anticipates being able to hire to service the Zone(s) awarded between the time of Proposal submission and the end of the Transition Period , which will occur within 2 years after entering into the agreement, while maintaining full compliance with all program requirements and all applicable laws? **Note:** Do NOT include counts of current/existing employees. Do NOT include Designated Carter's (subcontractor's) employees.

| Maximum Additional Employees* | | |
|-------------------------------|----------------|---------------------------|
| Field Employees | # of Employees | Average Working Hours/Day |
| Drivers | | |
| Helpers | | |
| Mechanics | | |
| Dispatchers | | |
| Garage Employees | | |
| Office Employees | | |
| Officers | | |
| Administrative Staff | | |
| Sales & Marketing Staff | | |
| Other (please specify below) | | |
| | | |
| | | |
| | | |
| Total Employees | | |

*Employees with multiple job responsibilities must be classified under their primary job responsibilities.

- (f) What are **maximum** numbers of vehicles and containers each of your **Designated Carters** (subcontractors) will be able to acquire to service the Zone(s) awarded between the time of Proposal submission and the end of the Transition Period, which will occur within 2 years after entering into the agreement? **Note:** Do NOT include counts of current/existing vehicles and containers.

| Subcontractor's Maximum Additional Trucks | | | | | |
|---|-------------------------------|-----------------------------------|-------------------------------|-----------------------------------|-------|
| Trucks (Used in the Collection of Commercial Waste) | # of Trucks Owned | | # of Trucks Leased | | Total |
| | Number of Compactors in Fleet | Number of Non-Compactors in Fleet | Number of Compactors in Fleet | Number of Non-Compactors in Fleet | |
| Rear End Loaders | | | | | |
| Front End Loaders | | | | | |
| Roll-off Trucks | | | | | |
| Dump Trucks | | | | | |
| Box Trucks | | | | | |
| Vans | | | | | |
| Tractors | | | | | |
| Split Hoppers | | | | | |

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| Subcontractor's Maximum Additional Trucks | | | | | |
|---|-------------------------------|-----------------------------------|-------------------------------|-----------------------------------|-------|
| Trucks (Used in the Collection of Commercial Waste) | # of Trucks Owned | | # of Trucks Leased | | Total |
| | Number of Compactors in Fleet | Number of Non-Compactors in Fleet | Number of Compactors in Fleet | Number of Non-Compactors in Fleet | |
| Other (please specify below) | | | | | |
| | | | | | |
| | | | | | |
| Total Number of Trucks | | | | | |

| Subcontractor's Maximum Additional Other Vehicles | | | |
|---|---------------------|----------------------|-------|
| | # of Vehicles Owned | # of Vehicles Leased | Total |
| Service Vehicles | | | |
| Company Cars | | | |
| Other (please specify below) | | | |
| | | | |
| | | | |
| Total Other Vehicles | | | |

| Subcontractor's Maximum Additional Carts, Bins, Containers, and Compactors | | | | |
|--|-----------------------|---------------|------------------------|---------------|
| Capacity | # of Containers Owned | | # of Containers Leased | |
| | Compacted | Non-Compacted | Compacted | Non-Compacted |
| 32 to 96 Gallon | | | | |
| ½ to 9 Cubic Yard | | | | |
| 10 Cubic Yard | | | | |
| 20 Cubic Yard | | | | |
| 30 Cubic Yard | | | | |
| 35 Cubic Yard | | | | |
| 40 Cubic Yard | | | | |
| 45 Cubic Yard | | | | |
| Other (please specify below) | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total # of Containers | | | | |

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- (g) What is the maximum number of employees each of the Designated Carters (subcontractors) anticipates being able to hire to service the Zone(s) awarded between the time of Proposal submission and the end of the Transition Period, which will occur within 2 years after entering into the agreement, while maintaining compliance with all applicable laws, including but not limited to minimum wage and other labor and employment laws? **Note:** Do NOT include counts of current/existing employees.

| Subcontractor's Maximum Additional Employees* | | |
|---|----------------|---------------------------|
| Field Employees | # of Employees | Average Working Hours/Day |
| Drivers | | |
| Helpers | | |
| Mechanics | | |
| Dispatchers | | |
| Garage Employees | | |
| Office Employees | | |
| Officers | | |
| Administrative Staff | | |
| Sales & Marketing Staff | | |
| Other (please specify below) | | |
| | | |
| | | |
| | | |
| Total Employees | | |

*Employees with multiple job responsibilities must be classified under their primary job responsibilities.

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- 7) Describe the Proposer's staffing plan to ensure continuity and safety in the delivery of commercial waste collection services. In your response, you may reference your answers in questions 1 through 6, and explain how you will utilize existing staff and/or hire new staff to meet the market needs of customers in the zone or zones for which you are applying, or the market needs of Citywide containerized commercial waste customers, as applicable, while maintaining compliance with all applicable laws, rules and regulations, including but not limited to minimum wage and other labor and employment laws, all applicable health and safety laws, and all commitments under the Agreement.

| Proposer's Staffing Plan: | |
|---------------------------|--|
| | |

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- 8) Describe how the economic effects of the COVID-19 pandemic are continuing to impact the Proposer's business. Describe how the Proposer has addressed these impacts to be able to provide the scope of services for the Zone(s) applied for or for citywide containerized commercial waste collection, as applicable. Describe how the Proposer will enact protections against potential similar risks of similar nature (such as sudden dramatic reductions in waste, staff, and revenue). *(Bulleted responses are acceptable.)*