

ATTACHMENT 01 - PROPOSAL COVER LETTER WITH CHECKLIST

TITLE: **Solid Waste Management Services for Commercial Waste Zones** - To provide commercial waste hauling services for 20 established Commercial Waste Zones (CWZ) and containerized commercial waste citywide. Services include Refuse, Recycling and Organic Waste collection, Transport and Removal from commercial establishments.

PIN: 82720AD0038, **E-PIN:** 82721P0001

Proposer:

Firm or Joint Venture Name: _____

Address: _____

Tax Identification #: _____

Proposer's Contact Person:

Name: _____

Title: _____

Telephone #: _____

Email: _____

Proposer's Authorized Representative:

Name: _____

Title: _____

Signature: _____

Date: _____

RFP PART 2: PROPOSAL PACKAGE & ATTACHMENT CHECKLIST

Proposers are encouraged to use this checklist to confirm that all required forms and supporting documents are included.

For each Designated Carter listed by the Proposer as a Subcontractor, the Proposer must ensure all questions specific to Designated Carters are answered within the appropriate Attachments, and that all requested supporting documentation are provided, such as but not limited to their BIC trade waste removal license, history of compliance, and financial and business information.

1. Program Information

Required Forms	Completed Form
Attachment 01: Proposal Cover Letter with Checklist	<input type="checkbox"/>
Attachment 02: Certification of Compliance with Minimum Qualification Requirements	<input type="checkbox"/>
Attachment 03: Certification of Authority Affidavit	<input type="checkbox"/>
Attachment 04: Acknowledgment of Addenda	<input type="checkbox"/>
Attachment 05: Iran Divestment Act Compliance and Rider for NYC Contractors	<input type="checkbox"/>
Attachment 06: Hiring and Employment Rider: HireNYC and Reporting Requirements	Read Only
Attachment 08: Doing Business Data Form	<input type="checkbox"/>

2. Capacity and Operations

Required Forms	Completed Form
Attachment 09: Proposer's Experience	<input type="checkbox"/>
Attachment 10: History of Compliance	<input type="checkbox"/>
Attachment 11: Financial and Business Information	<input type="checkbox"/>
Attachment 12: Capacity and Services	<input type="checkbox"/>

3. Technical Proposal (CWZ Plans)

Required Forms	Completed Form
Attachment 13.1: Subcontracting Plan	<input type="checkbox"/>
Attachment 13.2: Customer Transition Plan	<input type="checkbox"/>
Attachment 13.3: Education and Outreach Plan	<input type="checkbox"/>
Attachment 13.4: Customer Service Plan	<input type="checkbox"/>
Attachment 13.5: Zero Waste Plan	<input type="checkbox"/>

Required Forms	Completed Form
Attachment 13.6: Waste Management Plan	<input type="checkbox"/>
Attachment 13.7: Health and Safety Plan	<input type="checkbox"/>
Attachment 13.8: Air Pollution Reduction Plan	<input type="checkbox"/>

4. Price Proposal

Required Forms	Completed Form
Attachment 14: Maximum Rate Schedules Form	<input type="checkbox"/>

5. Appended Supporting Documents

Related Attachment	Appended Documents	Check if Appended
Attachment 02	Updates to the Proposer's submissions to Part 1 of the RFP	<input type="checkbox"/>
Attachment 02	Proposer's active Trade Waste Removal License issued by BIC	<input type="checkbox"/>
Attachment 02	Letter issued by BIC noting the Proposer's pending Trade Waste Removal License approval / renewal application	<input type="checkbox"/>
Attachment 02	Signed, notarized letter from a principal of the Proposer certifying that it currently has a pending Trade Waste Removal License application with BIC	<input type="checkbox"/>
Attachment 09	Organization charts detailing the authority, responsibilities, and inter-relationships that the identified entities, principals, key staff, personnel, and subcontractors (including all Designated Carters)	<input type="checkbox"/>
Attachment 10	Records of CDL violations	<input type="checkbox"/>
Attachment 10	Records of driving infractions	<input type="checkbox"/>
Attachment 10	Records of collisions, injuries, and fatalities	<input type="checkbox"/>
Attachment 10	Records of vehicle maintenance and motor carrier safety violations	<input type="checkbox"/>
Attachment 10	Records of workers' compensation cases	<input type="checkbox"/>
Attachment 10	Records of health and safety violations	<input type="checkbox"/>
Attachment 10	Wages and benefits	<input type="checkbox"/>
Attachment 10	Records of labor and employment violations	<input type="checkbox"/>
Attachment 10	Records of antidiscrimination violations	<input type="checkbox"/>
Attachment 10	Records of waste collection, removal, and disposal violations	<input type="checkbox"/>
Attachment 10	Records of environmental protection violations	<input type="checkbox"/>
Attachment 10	Records of other violations	<input type="checkbox"/>
Attachment 11	Financial statement for calendar year 2020	<input type="checkbox"/>
Attachment 11	Financial statement for calendar year 2019	<input type="checkbox"/>
Attachment 11	Financial statement for calendar year 2018	<input type="checkbox"/>

Related Attachment	Appended Documents	Check if Appended
Attachment 11	Narrative for inability to provide the 2020 statement	<input type="checkbox"/>
Attachment 11	Certified audit of the 2019 financial statements; if unavailable, Proposers may instead submit 2019 and 2020 business tax returns with supporting schedules	<input type="checkbox"/>
Attachment 11	Narrative describing the Proposer's plan for being financially ready to meet all minimum program requirements on the first day of the Transition Period, and any plans for scaling up the size of your operation during the Transition Period for each Zone or Zones for which you are applying	<input type="checkbox"/>
Attachment 11	Only for citywide containerized commercial waste – Narrative describing your plan for being financially ready to meet all minimum program requirements on the first day of the Transition Period, and any plans for scaling up the size of your operation during the Transition Period	<input type="checkbox"/>
Attachment 11	Narrative on access to working capital	<input type="checkbox"/>
Attachment 13.1	Designated Carter's active BIC Trade Waste Removal License	<input type="checkbox"/>
Attachment 13.1	Letter issued by BIC noting the Designated Carter's pending Trade Waste Removal License approval / renewal application	<input type="checkbox"/>
Attachment 13.1	Signed, notarized letter from a principal of the Designated Carter certifying that it currently has a pending Trade Waste Removal license application with BIC	<input type="checkbox"/>
Attachment 13.7	Proposer Corporate Health and Safety Procedures	<input type="checkbox"/>
Attachment 13.7	Designated Carter Corporate Health and Safety Procedures	<input type="checkbox"/>