

Vendor's Offer  
Form 201-B (RFP)

It is required that Offeror complete, sign and submit the original of this form to the City Procurement Office with the proposal response offer. An unsigned "Vendor's Offer", late proposal response and/or a materially incomplete response will be considered nonresponsive and rejected.

Offeror is to type or legibly write in ink all information required below.

Company Name: Singh Farms LLC

Company Mailing Address: 6929 N. Hayden Rd Bldg C-4 #263

City: Scottsdale State: Arizona Zip: 85250

Contact Person: Ken Singh Title: manager

Phone No.: 480-225-7199 FAX: \_\_\_\_\_ E-mail: singhfarms@netscape.net

Company Tax Information:

Arizona Transaction Privilege (Sales) Tax No.: SR00707 or \_\_\_\_\_

Arizona Use Tax No.: \_\_\_\_\_

Federal I.D. No.: 86-1030071

City & State Where Sales Tax is Paid: SRPME, Arizona

If a Tempe based firm, provide Tempe Transaction Privilege (Sales) Tax No.: \_\_\_\_\_

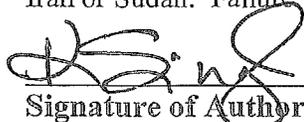
THIS PROPOSAL IS OFFERED BY

Name of Authorized individual (TYPE OR PRINT IN INK) Ken Singh

Title of Authorized Individual (TYPE OF PRINT IN INK) manager

REQUIRED SIGNATURE OF AUTHORIZED OFFEROR (MUST SIGN IN INK)

By signing this Proposal Offer, Offeror acknowledges acceptance of all terms and conditions contained herein and that prices offered were independently developed without consultation with any other Offeror or potential Offeror. In accordance with A.R.S. 35-393, et seq., the Offeror hereby certifies that it does not have scrutinized business operations in Iran or Sudan. Failure to sign and return this form with proposal offer will be considered nonresponsive and rejected.

  
Signature of Authorized Offeror

11-09-09  
Date

## Scope of Work

The City of Tempe is interested in developing a sustainable, cost effective green waste/compost program. The resulting contract(s) will have an initial one-year period with renewal options per the Special Terms and Conditions section of this Request for Proposal. The primary intent of the program is to:

- Divert a portion of the green waste generated by the City and Tempe residents from landfill operations
- Divert City of Tempe water treatment plant dewatered sludge from landfill operations
- Convert the green waste into a high quality compost material with characteristics of high stability and maturity
- Make the compost available for use and/or sale throughout the Tempe community and/or other users

The City will entertain all proposals and evaluate them based upon the evaluation criteria identified herein.

When applicable, the City of Tempe is interested in purchasing processed compost and mulch from processors per pricing submitted as part of this proposal. The City makes no guarantee as to volume or certainty of purchasing.

The City envisions several potential options for its green waste/compost program including:

- The contracted vendor receives green waste from the City and operates a composting facility with no direct involvement from the City of Tempe.
  - The City would entertain an offer for a turnkey operation which would include collection of green waste materials.
- The City manages a standalone operation which would be wholly owned and operated by the City of Tempe.
  - The contracted vendor would provide the City with all necessary training, assist in site selection, equipment selection, provide technical expertise, including input on any site recommendations by the City and a standard operating procedures manual, to properly and safely operate a composting facility.
- Two stage process:
  - The City collects and transports materials to the vendor's facility for processing. This will enable the City to establish routes, develop schedules, and determine the quantity and quality of materials that would be available to sustain the program.
  - The contracted vendor would provide the City with all necessary training, assist in site selection, equipment selection, provide technical expertise, including input on any site recommendations by the City and a standard operating procedures manual, to properly and safely operate a composting facility which would be wholly owned and operated by the City of Tempe.

The City has established minimum specification for this Green Waste Pilot Program. Each submitting firm is to include a **detailed outline of work to be provided** to the City as part of the submitting firms involvement in the program.

In all cases, the City intends to tour all top rated firms submitting proposals which would process the City's green waste prior to award of a contract.

All firms that would process green waste for the City are to include a detailed processing schedule and timeline for materials from delivery until saleable product is produced.

**Pre Bid Conference**

A pre-bid conference will be held on Thursday, October 22, 2009 at 9:30 A.M to review the specifications with prospective vendors for possible modification of scope and specifications before final submission deadline. While attendance is not mandatory, it is strongly encouraged.

The Pre-bid conference will be held at:

City of Tempe  
Priest Yard Assembly Hall  
53 S. Priest  
Tempe, AZ 85281

## Specifications

The selected vendor shall provide at a minimum, when applicable, as part of their consulting work the following services:

- Develop an acceptable green waste material list for distribution to City residents
- Develop an estimated quantity of materials that would be available for facility operation and estimates of saleable product based upon the pilot program
- Develop processing procedures and requirements for collected materials
- Develop methods of collection, for example:
  - Materials from City parks
  - Dewatered sludge from City water treatment plants
  - Curbside/alley pickup – frequency of pickups
  - Drop off locations
- Develop methods of educating the public in the programs intent and collectable materials
- Provide staffing needs for operation of a City operated facility
- Participate in evaluation of site for City-operated composting facility to include, at a minimum:
  - Location of facility
  - Site requirements
  - Accessibility feature
  - Soil drainage
  - Infrastructure needs
- Provide details concerning environmental considerations and concerns that would be encountered:
  - Regulatory issues
  - Emergency response plan in the event of a problem at the composting facility
- Provide complete education and schedules for testing of green waste to insure a high quality end product
- Provide detailed equipment needs for plant operation
- Provide marketing guidelines for end product based upon the quality of product produced
- Provide a complete Operating Manual that includes, at a minimum:
  - Standards for production of a high-quality end product
  - Date to ensure a controlled environment to prevent environmental nuisances and hazards
  - Daily or routine maintenance standards to ensure proper levels of hydration, aeration, pH and any other biological issues that dictate proper balances.

### Cost/Revenue Analysis

- Provide a cost/revenue analysis for:
  - Contracted vendor composts material for the City
  - City operated composting operation

### Timelines

- Start up for contracted vendor processing of material
- Establishment of a City operated facility
- Time necessary to compost materials
  - Include steps/processes that are necessary

## Proposal Questionnaire

Bidders shall submit answers to the following questions. Responses will be utilized in determination of contract award. The City of Tempe may consider other information, whether or not specifically provided by the bidder in response to the RFP.

Depending on the involvement of the firm, some questions may not be applicable. Please answer all pertinent questions and mark those that don't apply with "Not Applicable to Proposal."

1. Please provide the address of your firm.

6929 N. Hayden Rd Bldg C-4 #263  
Scottsdale, AZ. 85250

2. Describe your company and its history

Singh Farms has been at its current location since 2002  
We have worked on principles of sustainability to create healthy,  
nutritious food & chemical-free landscaping alternatives using EPA & USDA  
standards as guidelines.

3. Please provide contact information for the account representative to be assigned to the City of Tempe contract, if awarded. Name, phone, cell phone and e-mail

Ken Singh

480-225-7199

singhfarms@netscape.net

4. Can you provide all the services requested by the City of Tempe?

Yes  No

If No, explain below

5. Do you agree to the Terms and Conditions of this RFP?

Yes  No

If No, explain below

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6. List three (3) references, governmental or large corporate accounts preferred, for which you have provided similar products and services.

Firm	Contact	Phone
ASU	Ellen Newell	480-965-2682
Wildhorse Pass Dev. Authority	Dwight Fujimoto	520-796-5389
Desert Botanical Gardens	Kirti Mathura	480-981-0175

7. What elements of this RFP will your submission cover?

To provide an operating compost facility to accept and process City's greenwaste and to assist in future to establish City's own facility.

8. Do you currently market compost and mulch that you produce?

Yes  No

If Yes, what is the quality of the product?

horticulture quality

9. Provide a customer list for the products you sell – government or large corporate accounts preferred.

ASU, Desert Botanical Gardens, Phoenix Country Club, Cardinals Stadium, Western Tree Co., City of Phoenix, Biltmore, Phoenician, Camelback Golf Club, Royal Palms Resort

10. What volumes of compost and mulch do you generate?

depending on season and quality feedstock -  
approximately 4,000 yds monthly

11. Can your firm compost or mulch materials for the City of Tempe

Yes  No

12. Do you have, or will you establish, a local processing facility for the Green Waste from the City of Tempe?

Yes  No

Provide details below:

Singh Farms located on the N.E. corner 101 Fwy + Thomas Rd. Scottsdale established in 2002 - With the potential in 1st quarter 2010 for additional facility south of Tempe

13. Provide complete information on facility – location, capabilities, etc. that would be used to process the City of Tempe green waste

20 acres with permits and leases to operate an additional 15 yrs. All equipment necessary is available on site and composting is an integral part.

14. At what percentage of capacity is the facility currently operating?

50%

15. What are the predicted specifications for the product you would produce for the City?

Please complete chart below:

Parameter	Range
pH	6.5 - 7.2
Organic Matter (%)	> 25%
Soluble Salts (dS/m)	3 - 6
Moisture Content (%)	
C:N	17-1 to 22-1
Inerts (%)	1%
Particle Size (inches)	1/4" minus - 2"
List other parameter below	

16. Can you provide an analysis of compost you produce that has been tested by an independent laboratory?

Yes  No

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17. Have you attached a copy of the independent lab analysis to your proposal?

Yes  No

If no, please explain below:

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18. Has your facility every been cited or warned for any environmental, health or safety issues?

Yes  No

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19. Can you provide copies of all permits issued to your firm from ADEQ or any related agency?

Yes \_\_\_\_\_ No

If No, please explain below:

Please check with Mark Aaron - Senior Environmental Specialist for Salt River Pima Maricopa Indian Community - have permits for organic farming, composting, farmers market. Direct - 480-362-7688 - cell 480 252-8685

20. Have you attached copies of your permits to your proposal

Yes \_\_\_\_\_ No

21. Give complete information about the training that will be provided to City employees who will run the composting facility

After city has worked on collection and transport of greenwaste, and finished product, location if City desires and training from PM 2.5, Stormwater to operation of compost facility can be initiated

22. Provide a detailed description of the services you would offer the City of Tempe. Add pages if necessary.

Singh Farms will provide close proximity for City to bring greenwaste for processing and return with finished product for City use.

23. If the decision is made for the City of Tempe to operate a composting operation, would your firm be interested in purchasing any excess compost or mulch that the City may produce?

Yes  No \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Processing and Purchase		Cost
1.	Tipping fee for green waste delivered to vendor location	\$ 20.00 per ton
2.	Cost for the City to purchase processed compost	\$ 20.00 per cu./yd
3.	Cost for the City to purchase processed mulch	\$ 10.00 per cu./yd
Consulting		Cost
	Per (hr/project/etc)	
4.	Consulting fee	\$ /
Optional services offered by firm		
	Description	Cost
		\$
		\$
		\$
		\$
		\$
		\$

\* Applicable Tax \_\_\_\_ %

\* State correct jurisdiction to receive sales tax on the Vendor's Bid Offer, form CS-P201 (B) included in this Invitation for Bid document.

Less prompt payments discount terms of \_\_\_ % \_\_\_ days/ or net thirty (30) days. (To apply after receipt and acceptance of an itemized monthly statement.) For bid evaluation purposes, the City cannot utilize pricing discounts based upon payments being made in less than thirty (30) days from receipt of statement.

Ordering and Invoice Instructions

In order to facilitate internal control and accounting, each City Department will order and must be invoiced separately. Monthly invoices must be segregated by City Department number and mailed or delivered directly to the City Customer Department. For most materials, there will be between three (3) and six (6) ordering departments. At the time an order is placed, the Contractor must obtain the ordering department's cost center numbers for billing purposes. The use of the department's cost center numbers will be in addition to the purchase order number. Once a month, the Contractor shall submit a consolidated statement which shall itemize the invoice numbers, invoice date, invoice amounts, and the total amount billed to Accounting. Discount offering will be based upon days from receipt of the consolidated monthly statement. Invoice(s) shall not show previous balances.