



City of Tacoma, WA

**CITY OF TACOMA / ENVIRONMENTAL SERVICES  
DEPARTMENT / SOLID WASTE MANAGEMENT DIVISION**

**REQUEST FOR INFORMATION**

**ORGANICS PROCESSING SERVICE CONTRACT**

**SPECIFICATION NO. ES21-0538F**



**City of Tacoma**  
**Environmental Services Department/Solid Waste Management Division**  
**REQUEST FOR INFORMATION ES21-0538F**  
**Organics Processing Service Contract**

**Submittal Deadline:** 11:00 a.m., Pacific Time, Tuesday, June 29, 2021

**Submittal Delivery:** Sealed submittals will be received as follows:

**By Email:**

[bids@cityoftacoma.org](mailto:bids@cityoftacoma.org)

Maximum file size: 35 MB. Multiple emails may be sent for each submittal.

**Bid Opening:** Held virtually each Tuesday at 11AM. Attend [via this link](#) or call 1 (253) 215 8782. Submittals in response to a RFI will be recorded as received. As soon as possible, after 1:00 PM, on the day of submittal deadline, preliminary results will be posted to [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org).

**Solicitation Documents:** An electronic copy of the complete solicitation documents may be viewed and obtained by accessing the City of Tacoma Purchasing website at [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org).

- [Register for the Bid Holders List](#) to receive notices of addenda, questions and answers and related updates.
- Click here to see a [list of vendors registered for this solicitation](#).

**Pre-Proposal Meeting:** A pre-proposal meeting will not be held.

**Project Scope:** The City of Tacoma Environmental Service Department is seeking information from qualified firms to enter into a long term contract for organics processing services. This Request for Information is to support future development of a Request for Proposals.

**Estimate:** N/A

**Paid Sick Leave:** The City of Tacoma requires all employers to provide paid sick leave as set forth in Title 18 of the Tacoma Municipal Code. For more information, visit [our Minimum Employment Standards Paid Sick Leave webpage](#).

**Americans with Disabilities Act (ADA Information):** The City of Tacoma, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. Specification materials can be made available in an alternate format by emailing Gail Himes at [ghimes@cityoftacoma.org](mailto:ghimes@cityoftacoma.org), or by calling her collect at 253-591-5785.

**Federal Title VI Information:** "The City of Tacoma" in accordance with provisions of Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. sections 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract

entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin in consideration of award.

**Additional Information:** Requests for information regarding the specifications may be obtained by contacting Dawn DeJarlais, Buyer by email to [ddejarlais@cityoftacoma.org](mailto:ddejarlais@cityoftacoma.org)

**Protest Policy:** City of Tacoma [protest policy](#), located at [www.tacomapurchasing.org](http://www.tacomapurchasing.org), specifies procedures for protests submitted prior to and after submittal deadline.




Meeting sites are accessible to persons with disabilities. Reasonable accommodations for persons with disabilities can be arranged with 48 hours advance notice by calling 253-502-8468.

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## SUBMITTAL CHECK LIST

This checklist identifies items to be included with your submittal. Any submittal received without these required items may be deemed non-responsive and not be considered for award. Submittals must be received by the City of Tacoma Purchasing Division by the date and time specified in the Request for Information page.

<b>The following items make up your submittal package:</b>	
Content To Be Submitted (See Section 7)	

## 1. INTRODUCTION

The Solid Waste Management Division (SWM) of the City of Tacoma Environmental Services Department is soliciting responses to a Request for Information (RFI) from firms experienced in, and capable of, processing organic materials. The RFI is intended to be the first step in the process of a Request for Proposal (RFP) that will be issued later this year. At the conclusion of the RFP process, the City will negotiate for a contract with the successful proposer(s). It is the intent of SWM to enter into 5-year contracts (beginning at the end of November 2022) with two optional 5-year renewal periods. The City, however, also reserves the right not to enter into a contract or enter into a shorter contract(s) as appropriate, as the result of this RFI and RFP (to follow) process.

The Proposer's facility and technology for processing organics shall have the capability to receive and process up to all (100%) or a portion (between 30-100%) of the total available amount) of City organic material collected, during the term of the contract. Current volumes of new materials are included below for the past 9 years. The technology must be proven as demonstrated by multiple full size operations to process organics in a scale equivalent to the amount of material handled by the City of Tacoma and future volumes that might be generated by the City or surrounding communities that utilize Tacoma's facility for disposal and must be designed to control the emissions of noxious odors. At a minimum each processor would receive at least 30% of the total organics available.

### Current Volumes:

The following represents the monthly actual totals of curbside and self-haul collection in tons from 2012 through 2020. Pre-consumer waste vegetable produce volumes are incorporated into these figures of annual totals of materials collected. If a breakdown of the volumes of materials is required, provide a Q&A to Dawn Dejarlias, Buyer at [ddejarlias@cityoftacoma.org](mailto:ddejarlias@cityoftacoma.org).

		2012	2013	2014	2015	2016	2017	2018	2019	2020
Curbside	January	906.97	947.13	1,025.66	1,124.15	1,018.93	921.59	1,130.86	1,352.59	981.55
	February	1,353.29	986.60	668.31	1,323.28	1,177.89	864.06	939.91	662.26	1,221.46
	March	1,290.93	1,742.05	1,713.20	2,132.08	2,158.90	1,220.73	1,913.26	1,660.59	1,964.04
	April	3,368.94	3,416.43	3,507.51	3,287.55	3,853.27	2,729.61	2,542.95	3,129.74	3,863.04
	May	4,746.62	3,940.09	4,587.74	3,526.25	3,622.01	4,813.63	4,474.55	4,137.58	4,408.19
	June	4,050.86	3,612.76	3,633.74	2,954.70	2,957.35	3,879.64	2,926.36	2,973.76	4,427.79
	July	3,455.13	3,207.67	2,570.85	2,013.60	2,544.25	2,486.20	2,204.91	2,552.87	3,450.04
	August	2,393.03	2,104.94	1,977.14	1,807.64	2,275.79	1,929.49	1,957.31	2,148.24	2,237.33
	September	1,695.80	2,309.83	2,101.40	2,426.37	1,990.26	1,709.09	1,834.95	2,133.65	2,253.25
	October	1,784.80	2,453.61	2,372.89	2,317.28	1,967.65	1,951.82	2,207.66	2,305.54	2,611.86
	November	2,340.57	2,379.60	2,292.48	2,362.58	2,616.28	2,439.95	2,513.13	2,424.35	2,821.94
	December	1,349.62	987.28	1,556.15	1,408.53	1,127.34	1,494.62	1,269.74	1,236.76	1,833.01
		<b>Total</b>	<b>28,736.56</b>	<b>28,087.99</b>	<b>28,007.07</b>	<b>26,684.01</b>	<b>27,309.92</b>	<b>26,440.43</b>	<b>25,915.59</b>	<b>26,717.94</b>
Self Haul	January	1,509.99	247.07	308.63	320.50	262.30	252.97	296.78	343.23	221.62
	February	1,122.20	338.33	199.39	371.36	349.56	222.48	255.18	232.18	364.90
	March	577.08	533.31	435.55	499.25	561.77	316.21	481.08	615.91	400.81
	April	851.73	555.08	555.69	472.28	689.34	522.04	439.93	476.14	219.75
	May	804.90	596.89	671.87	644.06	650.02	589.05	628.97	594.47	695.46
	June	782.23	768.08	700.29	538.87	615.52	649.90	591.43	707.64	689.39
	July	875.85	659.35	578.48	477.80	614.07	609.88	530.29	683.77	603.40
	August	613.62	558.01	480.79	484.04	473.92	522.34	426.71	596.63	548.20
	September	608.62	481.44	518.04	555.18	439.32	437.08	474.12	485.31	457.22
	October	443.74	529.43	465.64	456.91	364.78	382.26	376.82	408.78	531.43
	November	407.42	488.15	419.32	417.36	397.31	360.50	379.60	516.20	367.57
	December	296.32	236.95	302.16	266.09	201.42	253.43	221.39	239.92	306.24
		<b>Total</b>	<b>8,893.70</b>	<b>5,992.09</b>	<b>5,635.84</b>	<b>5,503.70</b>	<b>5,619.33</b>	<b>5,118.14</b>	<b>5,102.30</b>	<b>5,900.18</b>
<b>Grand Total</b>		<b>37,630.26</b>	<b>34,080.08</b>	<b>33,642.91</b>	<b>32,187.71</b>	<b>32,929.25</b>	<b>31,558.57</b>	<b>31,017.89</b>	<b>32,618.12</b>	<b>37,479.48</b>

Description of Organic Materials Currently Collected:

The City currently collects organic materials from three sources including residential curbside collection, self-haul material brought to the City's Recovery and Transfer Center and pre-consumer produce waste collected at businesses. These materials are composted at Pierce County Recycling, Composting and Disposal, LLC. The contract expires in November 2022. The City may consider adding other organic materials such as post-consumer food waste in the future. In addition, organic materials from other City agencies may be included in the organic waste stream, as well as organic material from outside the City. These materials are described below.

Residential

Residential curbside organic material includes grass clippings, leaves, prunings, etc. Tree trimming limbs and brush are required to be cut tied and bundled in lengths of no more than three (3) feet. There is no guarantee that all materials will be under the three (3) feet in length. Containers are inspected by City collection staff prior to, and during, placement into the collection vehicles. Plastic bags are not included with organics.

### Self-Haul Materials

Self-Haul organic material typically contains a higher percentage of woody material and can include larger materials such as tree limbs. Self-haul materials are inspected for content and acceptability by City staff prior to unloading at the Recovery and Transfer Station (RTC). The City owns and operates a Rotochopper grinder at the facility that is used to grind woody debris as needed. Materials may be delivered to the selected vendor's facility already ground or un-ground, at the City's discretion.

### Pre-consumer Produce Collection

The City collects pre-consumer waste vegetable produce from commercial food establishments and florists. The amount of pre-consumer produce collection is outlined in the 2015 Waste Characterization Study. Produce waste is collected weekly year around. Produce waste collected will be incorporated into the materials prior to delivery. At the City's discretion, there may be an increase during the life of the contract to increase the collection of produce waste.

### Wood Material Diversion

If conditions warrant, the City may decide, at its own discretion, to use the woody material separately from this contract.

### Program History:

The City of Tacoma has developed documents, policies and programs that provide history, support sustainable management of Tacoma's waste stream, support social and environmental justice and climate action planning. These documents are summarized below and provided as information to the Respondents. The City will be using these documents to develop evaluation criteria for the Request for Proposal phase.

### Tacoma Pierce County Solid Waste Management Plan

The Tacoma Pierce County Solid Waste Management Plan is a planning tool adopted by the City of Tacoma for the management of solid waste activities. The Plan's goals, policies and recommendations provide guidelines for development of programs, capital facilities and annual budgets. The Plan provides a legal basis for Tacoma, Pierce County, the Tacoma-Pierce County Health Department, other jurisdiction and government agencies to make permitting decisions on solid waste or recycling facilities. Private industry can use this Plan to coordinate with municipalities in the planning and delivery of collection, disposal and recycling services.

### [Tacoma-Pierce County Solid Waste Management Plan](#)

#### 2016 Supplement to the Solid Waste Management Plan

This Plan update provides the goals and objectives for the focus of energy and efforts for the next five years to coordinate efforts across Pierce County, minimize waste, make recycling easier away from home and focus dollars on the right services to achieve the goals. The vision



for the 2016 Supplement to the Solid Waste Management plan is an emphasis on waste reduction and working together with our community. The Plan update provides goals for our systems, culture, decision making and measuring for effectiveness.

#### [2016 Supplement to the Solid Waste Management Plan](#)

#### [2015 Waste Stream Composition Study](#)

In 2015, the City of Tacoma conducted a characterization study to examine the materials in the City's disposed waste and organics material streams. The objective of the study was to assess how the disposed waste stream has changed since the 2009 study, inform Tacoma's sustainable materials management plan and the assessment of Materials Recovery Facility options, and collect residential organics set-out and composition data to assist the City in planning for increased organics diversion.

#### [2015 Waste Stream Composition Study](#)

#### [Sustainable Materials Management Plan](#)

In 2014, the City established a policy to reaffirm the City's commitment to divert 70 percent of Tacoma's solid waste away from landfills by 2028. The policy called for development of a sustainable materials management plan to ensure that diversion goal of 70 percent or more by 2028 is met and it defined sustainable materials management as "an approach that includes waste prevention and discard management, while seeking to reduce environmental impacts by managing materials through all stages of their life." The commissioned study of Tacoma's waste stream and recycling levels, projects of future diversion levels under business as usual conditions and an analysis of alternative options and strategies to achieve the 70 percent diversion goal are documented in the Plan. The Plan involved significant stakeholder engagement through interviews, forums and workshops.

#### [Sustainable Materials Management Plan](#)

#### [Environmental Services Equity and Empowerment Framework](#)

As part of the overall City of Tacoma Equity and Empowerment Framework, the Environmental Services Department established three goals to meet and achieve equity, advance empowerment and attain excellence under this framework. The three goals are 1) The City of Tacoma Workforce Reflects the Community It Serves through increasing the racial and gender diversity of the workforce and improving accountability for ensuring equity in hiring processes; 2) Purposeful Community Outreach and Engagement by developing and maintaining relationships with people and organizations that represent diverse racial, ethnic, and cultural communities and make efforts to continue and improve meaningful engagement; 3) Equitable Service Delivery to All Residents and Visitors by applying an equity lens to programs and services annually to address inequities in service delivery.

#### [Environmental Services Equity and Empowerment Framework](#)

## Climate Action Plan

Tacoma's Climate Action Plan establishes carbon reduction goals for the City and community and offers more than 40 strategies to achieve those goals. The City's commitment is to reduce greenhouse gas emissions. In 2006, the City adopted a policy supporting efforts to curb global warming and reduce greenhouse gases, while encouraging the continued growth and development of clean technology businesses in Tacoma. The 2006 policy noted that greenhouse gas reduction activities complement many of the City's environmental values, including the promotion of clean and efficient energy use, commuter trip reduction efforts and clean air initiatives, solid waste reduction and recycling, salmon recovery, assuring a reliable and affordable water supply, protecting urban and rural forests and promoting low-impact development.

## Climate Action Plan

To learn more about the City of Tacoma, visit [www.cityoftacoma.org](http://www.cityoftacoma.org).

Submittals submitted may be used for projects of similar type and scope at the sole discretion of the City for up to one year.

### **2. PURPOSE**

The City of Tacoma (City) is issuing this Request for Information (RFI) to solicit information about the availability of services to dispose and process the City's organic wastes.

### **3. CALENDAR OF EVENTS**

This is a tentative schedule only and may be altered at the sole discretion of the City.

The anticipated schedule of events concerning this RFI is as follows:

Question Deadline:	<b>6/23/2021</b>
Questions and Answers Posted:	<b>6/25/2021</b>
Submittal Due Date:	<b>6/29/2021</b>

The City anticipates issuing a Request for Proposal (RFP) as a result of this RFI. The anticipated schedule of events concerning the RFP is as follows:

Publish and issue RFP:	<b>10/26/2021</b>
Pre-Submittal Questions:	<b>11/10/2021</b>
Response to Questions:	<b>11/12/2021</b>
Submittal Due Date:	<b>11/16/2021</b>
Submittal Evaluated:	<b>12/1/2021</b>
Interviews/presentations, on or about:	<b>12/6/2021</b>

## 4. INQUIRIES

- 4.1 Questions marked confidential will not be answered or included.
- 4.2 The City reserves the discretion to group similar questions to provide a single answer or not to respond when the requested information is confidential.
- 4.3 The answers are not typically considered an addendum.
- 4.4 The City will not be responsible for unsuccessful submittal of questions. Questions and request for clarifications of the specifications may be submitted in writing by 3:00 p.m., Pacific Time, June 23, 2021, to Dawn Dejarlais, Senior Buyer, Purchasing Division, via email to [ddejarlais@cityoftacoma.org](mailto:ddejarlais@cityoftacoma.org). No further questions will be accepted after this date and time. The City will not be responsible for unsuccessful submittal of questions. Written answers to all questions submitted will be posted on the Purchasing website at [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org) on or about June 25, 2021. The City reserves the discretion to group similar questions to provide a single answer or not to respond when the requested information is confidential. The answers are not typically considered an addendum.

## 5. DISCLAIMER

Please note that this Request for Information is not a Request for Bids (RFB) or a Request for Proposals (RFP), and there is no guarantee that either a RFB or RFP will be issued. A Respondent's decision to respond, or not to respond, to this RFI will NOT be a factor in evaluating any later RFB or RFP.

While the intent of this RFI is to help identify vendors who meet various requirements for a competitive solicitation, there is no guarantee that any specific information presented by any Respondent will ultimately be included in any future solicitation issued by the City.

Each Respondent shall bear all expenses incurred by the preparation and presentation of its RFI response. The City will therefore reject any claim made against them in this matter, regardless of the results of the subsequent processes, if any.

## 6. QUALIFYING REQUIREMENTS

- 6.1 **Step 1 (current step)** – The City will release a RFI which includes basic performance specifications (capacity to process between 30 and 100% of available organics). The City will review and evaluate the information from the RFI based on the contents to be submitted outlined.
- 6.2 **Step 2** – The City will release a Request for Proposal (RFP) following Step 1.
- 6.3 **Step 3** – The City will review the results, evaluate the proposals using specified evaluation criteria, and develop a ranking, then would select the highest ranked proposer(s).

- 6.4** Firm must be a legal entity with a Washington State Business License and must have at least 3 years experience with relevant organics processing, permitting, and regulatory compliance and must demonstrate that its proposed primary processing facility and all potential backup processing facilities have “adequate capacity.” For the purposes of this RFI, “adequate capacity” means that the respondent has demonstrated its ability to manage the anticipated annual and seasonal peak demonstrated in the last 9 years as shown in the Table above under Current Volumes in a manner consistent with its permits and in a manner that limits non-marketable residuals.
- 6.5** The City reserves the right to visit the primary facilities of Respondents for the purpose of verifying the information included in submittals.
- 6.6** The City may use references to clarify information in the submittals. The City reserves the right to contact references other than those included in the submittal.
- 6.7** Following completion of Step 1, the City will issue an RFP to qualified firms.
- 6.8** A draft of the proposed RFP evaluation criteria are provided below. The City is providing this as information to inform the respondents of the criteria anticipated to be used in the final RFP when issued. However, this draft criteria is subject to change. The City will be using the responses to the RFI to better inform develop the final RFP evaluation criteria.
1. **Performance** – Proposed Technology, Environmental Controls, End Products (30 points)
  2. **Feasibility** – RFI completeness (0-points for complete but poor responses, 1-point for acceptable responses, 2-point for outstanding responses), Proposer Experience, Financial Resources, Site Readiness, Schedule (10 points)
  3. **Support for Workforce, Community, Sustainability, and Diversity in Employment and Contracting** (10 points)
  4. **System Costs** (50 points)

## **7. CONTENT TO BE SUBMITTED**

- 7.1** Respondents are to provide complete and detailed responses to all items below. Submittals that are incomplete or conditioned in any way that contain alternatives or items not called for in this RFI, or not in conformity with law, may be rejected as being non-responsive. The City will not accept any submittal containing a substantial deviation from the requirements outlined in this RFI.

Submittals should present information in a straightforward and concise manner, while ensuring complete and detailed descriptions of the respondent's/team's abilities to meet the requirement of this RFI. Emphasis will be on completeness of content. Organization of the submittal shall follow the sequence of contents below so that essential information can be located easily during review.

1. Provide a cover letter of interest in response to the RFI indicating your companies intent to proceed beyond the RFI process. Include the companies point of contact the City may contact as follow up in this process.
2. Legal name of the lead firm, type of firm (corporation, partnership, individual, LLC, or other; if "other," please describe). Also include the firm names and roles of other team partners.
2. Please provide the following information for the lead firm:
  - a. Corporate office – address, phone number, email address and website.
  - b. Local / Regional office – Address, phone number, email address and website (if different than Corporate).
  - c. Federal tax ID#.
  - d. Project manager and direct contact information.
3. Provide a brief description about the status of your proposed primary and potential backup processing facilities including whether they are fully operational, are in the process of being expanded, or new facility under development.
4. Name and address of proposed primary processing facility and all potential backup processing facilities, and any proposed staging area where trailers would be transferred if that is likely to be part of your proposal.
5. The City would like the vendor to be able to accept the following materials: Yard debris (leaves, grass clippings, prunings that are 4 inches or less in diameter); All food scraps (including meat, fish, dairy and both pre-consumer and post-consumer produce); Food-soiled paper (including soiled paper plates, cardboard, towels, and napkins); Non-contaminated leaves and organic material from street sweeping in fall. The City may not currently be accepting all the above described materials advertise that all such materials are acceptable, but it would like that flexibility from its vendor. Provide a statement confirming your permit and process can accommodate all of these materials and note any concerns you have about this list of materials.

6. The Proposer's facility and technology for processing organics shall have the capability to receive and process up to all (100%) or a portion (between 30-100%) of the total available amount) of City organic material currently collected. How much is your company comfortable proposing on? 100 percent, 30 percent, or anywhere in between of the available organics waste?
7. Provide monthly in-coming quantities (in tons), from January 2018 through December 2020 for the primary processing facility and all potential backup processing facilities and compare that to the permitted capacity of those facilities.
8. Indicate which of the following categories your product has been used/sold/gone to in 2018, 2019, and 2020: retail compost, wholesale compost, public sector uses (such as roadway medians, Department of transportation roadway uses, stormwater diversion or filtering via compost socks), landfill cover, other beneficial uses, for the primary processing facility and all potential backup processing facilities. Also indicate which of these categories received the most product.
9. Provide a narrative that outlines how you will manage springtime peak material flows. For example, do you have a single site that has adequate capacity, will you engage backup partner sites, are you planning to develop a new site?
10. The City plans to weigh trailers at its scales and transport organics from its transfer station to the vendor's processing facility or a vendor-proposed staging yard. Would you propose a different method for weighing?
11. Where would you propose the delivery point be for the primary facility? Where would you propose the delivery point be for all potential backup facilities?
12. The City may select multiple vendors. Provide a narrative discussing your ability to accommodate changes in material quantities from the City (i.e, more or less based on vendor performance in addition to seasonal flows). How much notice would you require to increase or decrease quantities by 50% of your initial allocation, and what would you do operationally should the City make such a request.
13. Provide a copy of the current operating permit for the primary processing facility. and all potential backup processing facilities.
14. Information Release and Public Records

The City reserves the right to request clarification of any aspect of a firm's submittal, or request additional information that might be required to properly evaluate the submittal. A firm's failure to respond to such a request may result in rejection of the firm's submittal. Firms are required to provide responses to any request clarification within two (2) business days.

Requests for clarification or additional information shall be made at the sole discretion of the City. The City's retention of this right shall no way diminish a Proposer's responsibility to submit a submittal that is current, clear, complete and accurate.

Equity in Contracting (informational purposes only)

Is your firm, or the firm you are partnering with, certified with Washington State for any of the below categories (select all that apply)? Selecting any item below will award all points for this category.

- Disadvantaged Business Enterprise (DBE)
- Minority Business Enterprise (MBE)
- Minority/Women Business Enterprise (MWBE)
- Small Business Enterprise (SBE)
- Socially and Economically Disadvantaged Business Enterprise (SEDBE)
- Women Business Enterprise (WBE)

**8. INSURANCE**

During the course and performance of the testing and demo phase, Supplier will provide proof and maintain the insurance coverage in the amounts and in the manner specified in the City of Tacoma Insurance Requirements document applicable to the services, products, and deliverables provided under the RFP (future). The City of Tacoma Insurance Requirements document will be fully incorporated into the RFP.

**9. ENVIRONMENTALLY PREFERABLE PROCUREMENT**

In accordance with the City of Tacoma's [Sustainable Procurement Policy](#), it is the policy of the City of Tacoma to encourage the use of products or services that help to minimize the environmental and human health impacts of City Operations. Respondents are encouraged to incorporate environmentally preferable products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, products, manufacturing, packaging, distribution reuse, operation, maintenance or disposal of the product or service.

The City of Tacoma encourages the use of sustainability practices and desires any awarded contractor(s) to assist in efforts to address such factors when feasible for:

- Reduction of pollutant releases
- Toxicity of materials used
- Waste generation
- Greenhouse gas emissions, including transportation of materials and services
- Recycle content
- Comprehensive energy conservation measures

- Waste manage reduction plans
- Potential impact on human health and the environment

## **10. EQUITY IN CONTRACTING**

The City of Tacoma is committed to encouraging firms certified through the [Washington State Office of Minority and Women's Business Enterprise](#) to participate in City contracting opportunities. See the **TMC 1.07 Equity in Contracting Policy** at the City's [Equity in Contracting Program website](#).

## **11. PROPRIETARY OR CONFIDENTIAL INFORMATION**

The Washington State Public Disclosure Act ([RCW 42.56 et seq.](#)) requires public agencies in Washington make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act, or are otherwise privileged. Documents submitted under this RFI shall be considered public records and, with limited exceptions, will be made available for inspection and copying by the public.

Information that is confidential or proprietary must be clearly marked. Further, an index must be provided indicating the affected page number(s) and location(s) of all such identified material. Information not included in said index will not be reviewed for confidentiality or as proprietary before release.

## **12. ADDENDUMS**

In the event it becomes necessary to revise any part of the RFI, an addenda will be issued to all registered plan holders, as well as, posting the notice on the Purchasing website that an addenda has been issued.