



San Luis Obispo County Integrated Waste Management Authority
EXECUTIVE COMMITTEE MEETING AGENDA

Wednesday, July 15, 2026, 1:30 PM

Location of In-Person Meeting:

555 Chorro Street, Suite D2, San Luis Obispo, CA 93405

Mission Statement:

The Mission of the IWMA is to provide coordinated efforts to follow state waste and recycling policy on behalf of member agencies through practical, cost-effective programs, education, and technical support.

EXECUTIVE COMMITTEE MEMBERS:

President, Navid Fardanesh, Special Districts

Vice President, Scott Newton, City of Pismo Beach

Past President, James Guthrie, City of Arroyo Grande

Public Comment:

Person(s) who wish to submit written Public Comment regarding an agenda item may send it to Janet Weldon, Clerk of the Board, at clerk@iwma.com. All correspondence submitted by 9:00 AM on the day of the meeting will be distributed to each board or committee member and will become part of the official record of the meeting. IWMA staff may upload written correspondence onto the agency's website. The agenda and public meeting materials are available for inspection during regular business hours at the IWMA office at 555 Chorro Street, Suite D2, San Luis Obispo, CA 93405.

Members of the public attending the meeting will have the opportunity to address the Executive Committee concerning any item on the agenda below before consideration of that item.

Americans with Disabilities Act Compliance:

In compliance with the Americans with Disabilities Act (ADA), the IWMA is committed to including the disabled in all its services, programs, and activities. If you need special aid to participate in this meeting, please get in touch with Janet Weldon, Clerk of the Board, at least 72 hours before the meeting to enable the IWMA to make reasonable arrangements to ensure accessibility to the meeting. The IWMA Clerk of the Board can be reached at (805) 781-2191 and through email at clerk@iwma.com.

1. Call To Order
2. Roll Call
3. Pledge Of Allegiance

Closed Session Public Comment Period

CLOSED SESSION

The Board of Directors will recess into closed session pursuant to the Ralph M. Brown Act on the following items:

4. Public Employee Performance Evaluation

Pursuant to Government Code § 54957: Public Employee Performance Evaluation
Title: Executive Director

Readjourn to Open Session and Closed Session Report

5. Report Out of Closed Session

General Public Comment Period

Members of the public may address the Executive Committee on any items of interest within the jurisdiction of the Committee, including items not scheduled on this agenda. In compliance with the Brown Act, the Committee cannot discuss or act on items not on the agenda but may set items for future agendas.

STAFF REPORTS

6. Executive Director's Report

Led by Executive Director, Coby Skye.

CONSENT AGENDA

7. Executive Committee Meeting Minutes

Recommendation: Approve the Executive Committee Meeting Minutes for the May 28, 2026 meeting.

REGULAR AGENDA

8. Authorize Issuance of Request for Proposals for Administrative Office Remodeling Project

Recommendation: Review, discuss, and approve issuing the draft Request for Proposals for IWMA Administrative Office Remodeling Project.

9. Recording Executive Committee Meetings

Discussion: Direction on Recording Executive Committee Meetings and Posting on SLO-SPAN.

10. Executive Committee Member Communications

Provide Executive Committee members with an opportunity to make an announcement and briefly report on their activities directly related to agency business.

ADJOURNMENT

Upcoming Meetings and Events			
Board of Directors	September 9, 2026	November 12, 2026	January 13, 2027
Executive Committee	August 12, 2026	October 14, 2026	December 9, 2026

TO: San Luis Obispo County Integrated Waste Management Authority
FROM: Janet Weldon, Clerk of the Board
RE: Executive Committee Meeting Minutes

BACKGROUND:

N/A

RECOMMENDATION:

Approve the Executive Committee Meeting Minutes for the May 28, 2026 meeting.

FISCAL IMPACT:

N/A

ATTACHMENTS:

- A. Executive Committee Meeting Minutes: May 28, 2026



SAN LUIS OBISPO COUNTY

INTEGRATED WASTE MANAGEMENT AUTHORITY

Connecting the Community to Waste Solutions

Executive Committee Meeting Minutes

Thursday, May 28, 2026, 10:00 AM
555 Chorro Street, Suite D-2, San Luis Obispo, CA 93405

Executive Committee Members

President, James Guthrie, City of Arroyo Grande
Vice President, Navid Fardanesh, Special Districts
Past President, Robert Robert, City of Grover Beach

1. Call To Order

President Guthrie called the Executive Committee to order on May 28, 2026, at 10:00 AM.

2. Roll Call

Present: Directors Fardanesh, Guthrie, Robert
Absent: None

3. Pledge Of Allegiance

General Public Comment Period

None

STAFF REPORTS

4. Executive Director's Report

Executive Director Coby Skye highlighted Mr. Robert's three years serving on the Executive Committee and thanked him for his dedicated service.

Consent Agenda Public Comment Period

No public comment received.

CONSENT AGENDA

5. Executive Committee Meeting Minutes Review – April 30, 2026

Recommendation: Approve April 30, 2026, Executive Committee Meeting Minutes.

6. Routeware Waste Wizard and ReCollect Services Contract (Quote No. Q-14834)

Recommendation: Approve the sole source award of the Routeware Contract (Quote No. Q-14834) for Waste Wizard (Sole Source), ReCollect, and related services as amended to reflect a one-year term (July 1, 2026 through June 30, 2027), and authorize the Executive Director to finalize any remaining negotiations and execute the final agreement on behalf of the IWMA.

Motion by Guthrie

Second by Robert

Motion passed approving consent agenda items 5 and 6 as presented. No public comment received.

ROLL CALL VOTE:

Ayes: Fardanesh, Guthrie, Robert

Noes: None

Abstain: None

CARRIED (3-0)

REGULAR AGENDA

7. Board Meeting Agenda Draft Review – June 10, 2026

Recommendation: Review, discuss, and approve the draft June 10, 2026, IWMA Board Meeting Agenda.

Motion by Guthrie

Second by Fardanesh

Motion passed approving Item 7 as presented on the following roll call vote:

Ayes: Fardanesh, Guthrie, Robert

Noes: None

Abstain: None

CARRIED (3-0)

8. Executive Committee Member Communications

None

ADJOURNMENT 10:08 AM

Janet Weldon, Clerk of the Board
San Luis Obispo County Integrated Waste Management Authority

TO: San Luis Obispo County Integrated Waste Management Authority

FROM: Coby Skye, Executive Director

RE: Authorize Issuance of Request for Proposals for Administrative Office Remodeling Project

BACKGROUND:

In 2024, the IWMA purchased a new building consisting of two commercial condominiums at 555 Chorro St. in San Luis Obispo to accommodate expanded staffing necessitated by new state recycling mandates and regulations, in particular Senate Bill 1383. The new office provides sufficient space for the current IWMA staff, however a number of important improvements to the facility have been deferred which would make the space more cost effective, functional, and responsive to the IWMA staff, our community partners, and members of the public, as outlined in the attached Request for Proposals (RFP).

Improvements identified include increasing the number of usable work spaces to provide more flexibility for interns and temporary staff to work out of the office; improving sound isolation so staff in adjacent workspaces can hold concurrent meetings or video/phone calls without disruption; improving connectivity between different portions of the office to improve collaboration among staff; enhancing meeting space in the office to better accommodate public meetings; and increasing the office's environmental performance to reduce utility costs, thereby minimizing future expenses.

The contractor will be instructed to make use of options for grants, rebates, incentives and discounts to the extent feasible, which may reduce the final expense to the IWMA.

RECOMMENDATION:

Review, discuss, and approve issuing the draft RFP for IWMA Administrative Office Remodeling Project. Approval will allow staff to move forward with the process including advertising, setting up a review panel, and reviewing received proposals. After review of all proposals received, a recommendation will be brought to the Board for consideration. The proposed solicitation will be conducted as an RFP to allow qualifications-based, best-value evaluation consistent with the Project's scope (design, permitting, and construction).

FISCAL IMPACT:

The FY 26/27 Budget as approved by the Board included \$150,000 set aside for capital improvements at the IWMA office, including interior improvements and necessary upgrades to ensure a comfortable, collaborative, and accessible work environment for IWMA staff, community partners, and members of the public. The RFP is consistent with this budget item.

ATTACHMENT:

- A. Draft Request for Proposals for IWMA Administrative Office Remodeling Project



REQUEST FOR PROPOSALS (RFP)

Administrative Office Remodeling Project

San Luis Obispo County Integrated Waste Management Authority (IWMA)

SECTION I - Introduction and Background

A. Introduction

The San Luis Obispo County Integrated Waste Management Authority (IWMA) is requesting proposals from qualified Contractors to complete an office improvement and remodeling project (Project) for the IWMA's headquarters, as described below. The IWMA is requesting proposals from qualified Contractors to complete all aspects of the Project, including design, permitting and construction.

All proposals must be received by, on, or before **12:00PM NOON, Wednesday, August 19, 2026**. The preferred method for proposal submission is electronic via email to CLERK@IWMA.COM. However, if you wish to submit a paper copy, please submit it in a sealed envelope, for receipt by deadline, to:

**SLO County IWMA
Attn: CLERK OF THE BOARD
555 Chorro Street, Suite D2
San Luis Obispo, CA 93405**

B. About the IWMA

The IWMA is a government entity formed through a Joint Powers Agreement governed by a nine-person Board of elected officials. The IWMA Board of Directors consists of seven incorporated City representatives, one Special IWMA representative, and one County representative. The Board of Directors oversees the IWMA office and its mission to make continuous progress towards reducing waste in San Luis Obispo County to assist our member agencies in compliance with state waste and recycling policies.

The Executive Director reports directly to the Board of Directors and performs all duties necessary for proper and efficient management of the IWMA, as determined by the Board, state and federal law. The IWMA currently has a professional staff of seven working under the direction of the Executive Director.

SECTION II - OVERVIEW

- The IWMA is requesting proposals from qualified Contractors to complete an office improvement and remodeling project (Project) for the IWMA's headquarters located at 555 Chorro Street, Suite D2 in San Luis Obispo. The Project will include interior remodeling, efficiency improvements, replacement of flooring and other fixtures in compliance with all applicable laws and regulations, as detailed below.
- Firms, or persons, proposing on this RFP must be legally licensed to provide the requested services in the State of California, and must have been in business for at least 5 years. The selected firm will perform the requested services in person.



SECTION III – SCOPE OF SERVICES

A. Scope of Work

The Contractor is expected to complete the following tasks associated with the Project:

1) Planning

- a. Design – Contractor shall submit a detailed design and layout for remodeling the IWMA office. Refer to attached exhibits for current layout and other details referenced in this section. The submitted design must meet all of the following objectives:
 - i. Improve connectivity and flow between workspaces in the office;
 - ii. Support safety and security for IWMA personnel and visitors
 - iii. Create a meeting space that can accommodate at least 15 participants at one time;
 - iv. Create 2 separate workspaces, with walls and separate entrances, from workspace “B” in Exhibit 1;
 - v. Improve sound dampening throughout all workspaces, to allow for concurrent meetings to occur in adjacent spaces;
 - vi. Provide for sufficient storage and space for 5 years of historical physical file storage, office supplies, printer/copier station, and routine supply storage; Contractor shall propose a minimum number or cubic feet of total space within context of its plan;
 - vii. Create an employee break room with room for storage, meal preparation and consumption, retaining the existing sink; and
 - viii. Design services shall be prepared by or under the responsible charge of a California-licensed architect and/or engineer as required for building permits and code compliance. Proposals must identify the licensed design professional(s) on the team and their relevant experience with similar projects.
- b. Schedule - Following approval of Task 1.a, Contractor shall submit final estimated schedule for completion of all tasks in the Scope of Work.
- c. Final Budget - Following approval of Task 1.a, Contractor shall submit a final budget accounting for any revisions from the proposed budget due to revisions in the design. Contractor shall pursue and/or support all relevant grants, rebates, incentives and discounts that may support the Project and reduce the final expense to the IWMA.

2) Permitting

- a. Permits – Contractor shall obtain all necessary permits and other pre-clearances required.
- b. Survey – Contractor shall complete a survey of the property, as needed.

3) Construction

- a. Contractor shall be responsible for completing all construction work to implement the final approved design, as well as all Ancillary Improvements listed in Task 4
- b. Contractor shall submit for approval any subcontractors prior to assigning them any work. Subcontractors shall be bound to the same terms and conditions as the Contractor.
- c. Contractor shall document all construction and demolition debris generated by the project as reused, recycled or otherwise diverted from landfill disposal, unless exemption is approved by the Executive Director.



4) Ancillary Improvements

- a. Contractor shall recommend Sustainability & Energy Efficiency (SEE) improvements to the office to reduce long-term utility (e.g. electricity, water, gas, trash) costs, including updating Heating, Ventilation and Air Conditioning (HVAC) system throughout the office.
 - i. Upon approval of the Executive Director, Contractor shall implement all recommended improvements.
 - ii. Contractor shall use reasonable efforts to pursue all appropriate grants, rebates, incentives and discounts to offset the cost of SEE and HVAC improvements. Any such incentives that may require additional commitments by the IWMA shall be subject to pre-approval of the Executive Director.
- b. Contractor shall replace flooring throughout the office, using durable and sustainable materials that are easy to maintain; the break room area shall not be carpeted.
- c. Exterior Public Access: Contractor shall install a physical access ramp to facilitate ADA-compliant access to customers without relying on a powered lift.

The Contractor shall submit a budget that details the costs for each task in the Scope of Work. The IWMA reserves the right to proceed, suspend, or decline to proceed with any individual task or subtask detailed in an approved proposal. Contractor may not proceed in completing a task or subtask until clear written authorization has been received from the Executive Director.

Exhibits: Exhibit 1 – Current Office Layout and Floor Plan (with Work Space “B” labeled) and Exhibit 2 – Photos of Existing Conditions are attached hereto and incorporated by reference. Proposers are strongly encouraged to visit the site during the inspection period.

SECTION IV – QUALIFICATIONS

A. Qualifications of Contractor and Personnel

The ideal Contractor will have the following characteristics:

1. Current Contractor’s License, in good standing with the CA Contractors State License Board (CSLB), with appropriate classification(s) for the trade(s) you seek to perform.
2. Active registration with CA Department of Industrial Relations (DIR) under Labor Code §1725.5 (list all registration numbers for the entity names/licenses that will bid/work).
3. No Debarment/Disqualification; not debarred by any public agency; no outstanding DIR wage/penalty assessments.
4. Acceptance of all conditions under Section VII, including compliance with applicable Prevailing Wage requirements and specified Insurance Requirements.

Design Professional Requirement: The design portion of the work shall be prepared by or under the responsible charge of a California-licensed architect and/or engineer as appropriate for permitting. Proposals must include the names, California license numbers, and relevant experience of the licensed design professional(s) who will be responsible for the design and permit drawings.

SECTION V – PROPOSAL REQUIREMENTS AND TIMELINE

The following represents the tentative schedule for this RFP. Any change in the scheduled dates for the Pre-Proposal Conference, Deadline for Final Questions, Proposal Submission Deadline, or Interviews will be advertised in the form of an addendum to this RFP. The schedule for other milestone dates may be adjusted without notice.



A. Proposal Format and Content Requirements

All proposals must include, and will be evaluated on, the following criteria:

1. Qualifications of Contractor and Personnel (30%)

- Describe your staff's unique qualifications and training for this type of work.
- The names, title, and qualifications of the proposed project manager and support staff and subcontractors, who will be conducting this work assignment, including their experience and projects in which they had "hands-on" responsibility and length of time with the firm. The project manager will be expected to be fully involved and conversant in the details of the project on a day-to-day basis.
- Describe the organizational structure of staff members and sub-consultants (if any).
- Describe your contingency plan for unexpected interruptions in your staff's capacity to ensure IWMA deliverables are consistently met in a timely manner.

2. Budget, Retainer, and/or Rates (30%)

- A description of the Project budget itemized according to individual tasks and subtasks. Each subtask must have a line-item budget.
- A requested payment schedule should accompany the work schedule.
- Each phase of work should have an itemized budget including labor costs and expenses for each piece of work.
- The proposal should include staff hourly rates.
- Consultant's billing rate schedule: A copy of the Consultant's hourly rate schedule and a written statement that the hourly rate schedule is part of the Consultant's quote for use in invoicing for progress payments and for extra work incurred that is not part of this RFP.

3. Outline: Timeline and Deliverables (25%)

- Provide an outline of the proposed plan
- Provide a timeline that provides an overall schedule including any milestones and potential public meetings.
- If selected, please provide your firm's availability to begin contract services with the IWMA.

4. Client References (15%)

- Provide a list of current and former clients, including the governmental agencies you have serviced. Include client name, contact person and title, complete address, telephone number, type of organization, and a brief description of work performed.

5. Identify Existing and Potential Conflicts of Interest (Pass/Fail)

- List all current public clients in San Luis Obispo County for which the Contractor provides service. To the extent they are reasonably foreseeable, please indicate any actual or potential conflicts of interest that might arise from the Contractor's representation of the IWMA. Please outline the manner in which conflicts would be resolved, mitigated, or avoided.



6. Disclosure of Litigation (Pass/Fail)

- Contractor must include in its Proposal a complete disclosure of any civil or criminal litigation or indictment involving the Contractor. Contractor must also disclose any civil or criminal litigation or indictment involving any of its joint ventures, strategic partners, prime Contractor team members, and subcontractors. This disclosure requirement is a continuing obligation, and any litigation commenced after a Contractor has submitted a Proposal under this RFP must be disclosed to the IWMA in writing within five (5) days after the litigation has commenced.

7. Additional Information

- Include the location of the business and the availability of appropriate professionals as needed. Identify any other related qualifications and information not specified in this RFP that the firm may consider essential and relevant to the IWMA.

B. Timeline

DATE – 2026	EVENT
7/17	RFP release date
7/27	Date of Bidder's Conference (Optional)
7/20 – 8/7	IWMA Office available for physical inspection and measurements, by appointment <u>only</u>
8/5	Deadline to submit written questions, by 12:00 PM (PST)
8/19	Proposals due by 12:00 PM (PST)
8/31	Preliminary screening process complete; negotiate and finalize contract.
9/9	Board consideration of staff recommended Contractor (including proposer presentation, if requested)
TBD	IWMA Board President signs contract (if applicable)
On or after 9/10	Contract begins

C. Questions

All questions (requests for interpretations or corrections) pertaining to the content of this RFP must be made in writing to CLERK@IWMA.COM with the email subject line of **QUESTIONS – IWMA OFFICE REMODELING RFP by Wednesday, August 5, 2026, 12:00 PM**. Requests submitted after said date may not be considered. Questions will receive a response within five (5) business days.

Questions and responses will be posted anonymously on the IWMA website:

<https://www.iwma.com/open-bids-rfps>. The IWMA reserves the right to determine the appropriateness of comments/questions that will be posted on the IWMA website.



D. Submittal Instructions

If you are interested and qualified, please submit one (1) electronic copy of your proposal, in Portable Document Format (.pdf) format, to CLERK@IWMA.COM with the email subject line of **PROPOSAL – IWMA OFFICE REMODELING RFP, by Wednesday, August 19, 2026, 12:00 PM.**

SECTION VI - RFP PROPOSAL EVALUATION AND SELECTION PROCESS

A. Criteria Weight

All proposals shall be reviewed by an independent RFP review panel, which may include internal IWMA staff and external IWMA partners, based on the criteria and scale in Section V above. The goal is to contract with a Contractor that is best qualified to provide services to the IWMA.

Proposals will be reviewed upon receipt, and the most qualified firms may be requested to make a presentation to the IWMA Executive Committee and/or Board of Directors.

B. Final Selection

IWMA Staff will formulate its recommendation for award of the Contract and forward its selection to the Board of Directors for approval. The final contract will be signed by the IWMA Board President.

C. Contract Award and Execution

The IWMA reserves the right to enter into a contract without further discussion of the submitted proposal. Therefore, the proposal should be initially submitted on the most favorable terms the proposer can offer. The IWMA reserves the right to withdraw the RFP in whole or in part, at any time and for any reason. Submission of a proposal confers no rights upon a proposer and does not obligate the IWMA in any manner. The IWMA reserves the right to award no contract and to solicit additional offers at a later date.

The contract awarded for this request will be written by the IWMA. Each proposer, by submitting a proposal, agrees that if the IWMA accepts its proposal, such proposer will furnish all items and services upon the terms and conditions in this RFP and subsequent contract. Proposals that do not meet the mandatory requirements set forth in this RFP will not be considered. Proposers may be disqualified, and the proposal may be rejected by the IWMA for any of, but not limited to, the following reasons:

- Failure to properly respond to the RFP.
- Failure to comply with the specification requirements of the RFP.

Terms, conditions, prices, methodology, or other features of the proposal may be subject to negotiation and subsequent revision.

The RFP document and the successful proposal, as amended by agreement between the IWMA and the successful proposer, including e-mail or written correspondence relative to the RFP, may become part of the contract documents. Additionally, the IWMA may verify the successful proposer's representations that appear in the proposal. Failure of the successful proposer to perform as represented may result in elimination of the successful proposer from competition or in contract cancellation or termination.



The requirements listed in this RFP are not negotiable and will remain unchanged unless the IWMA determines that a change in such requirements is in the best interest of the IWMA.

The IWMA expressly reserves the right, in its sole judgment, to accept or reject any or all proposals, with or without cause, modify, alter, waive any technicalities or provisions, or to accept the proposal which, in its sole judgment, is determined to be the best evaluated offer resulting from negotiation and taking into consideration other evaluation factors set forth in the RFP. The successful proposer will be expected to enter into a contract with the IWMA. If the successful proposer fails to sign a contract within fourteen (14) calendar days, unless the IWMA grants an extension following the delivery of the contract documents, the IWMA may elect to negotiate a contract with the next-highest ranked proposer.

IWMA shall not be bound, or in any way obligated, until both parties have executed a contract. The selected proposer may not incur any chargeable costs prior to final contract execution. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiation of the final Contract.

The supplies and services are to be provided in compliance with all applicable state and federal standards, rules, and regulations. The IWMA reserves the right to request additional written and/or oral information from proposers at any time before contract award, to obtain clarification of their responses.

SECTION VII - GENERAL CONDITIONS

A. IWMA Rights & Options

All proposals must be submitted to the IWMA email address: CLERK@IWMA.COM with the email subject line of: **PROPOSAL – IWMA OFFICE REMODELING RFP**, in Portable Document File (.pdf) format, **by Wednesday, August 19, 2026, 12:00 PM.**

- 1) All costs incurred in the preparation and submission of proposals and related documentation will be borne solely by the proposer.
- 2) This RFP does not constitute an offer of employment or contract for services.
- 3) The IWMA may, in its sole and absolute discretion, accept or reject all proposals, in whole or in part, with or without cause, in response to this RFP and to make more than one award, or no award, or postpone or cancel, at any time, this RFP process, if the IWMA determines such action to be in its best interests.
- 4) The IWMA reserves the right to remedy technical errors, modify the published scope of services and approve or disapprove the use of all sub-consultants.
- 5) The issuance of this RFP does not constitute an agreement by the IWMA that any subsequent selection process will occur, or that any contract will be entered into by the IWMA. Proposals and other materials will not be returned.
- 6) The IWMA has the right to use any or all ideas or concepts presented in any proposal or interview without restriction and without communication to all applicants.
- 7) All documents submitted to the IWMA in response to this RFP will become the exclusive property of the IWMA.
- 8) All proposals shall remain active for one hundred twenty (120) days, following the closing date for receipt of proposals.



- 9) The IWMA reserves the right to award the contract to the Contractor who presents the proposal which, in the judgment of the IWMA, best accomplishes the desired results.
- 10) The term of the contract shall be 12 months, with a start date on or after September 10, 2026. The contract may be renewed on a month-to-month basis, at the discretion of IWMA, for no more than six additional months. Any request by the Contractor to increase pricing may not exceed national or regional CPI and must align with the IWMA's budget cycle.
- 11) Any contract awarded pursuant to this RFP will incorporate the requirements and specifications contained in this RFP. All information presented in the proposal will be considered binding upon selection of the successful proposer, unless otherwise modified and agreed to by the IWMA during subsequent negotiations.
- 12) Under the provisions of the California Public Records Act (the "Act"), Government Code section 6250 et seq., all "public records" (as defined in the Act) of a local IWMA, such as the IWMA, must be available for inspection and copying upon the request of any person. Under the Act, the IWMA may be obligated to provide a copy of all responses to this RFP, if such requests are made after the contract is awarded. One exception to this required disclosure is information which fits within the definition of a confidential trade secret [Government Code section 6254(k)] or contains other technical, financial, or other data whose public disclosure could cause injury to the proposer's competitive position. If any proposer believes that information contained in its response to this RFP should be protected from disclosure, the proposer **MUST** specifically identify the pages of the response that contains the information by properly marking the applicable pages and inserting the following notice in the front of its response:
- NOTICE: The data on pages _ of this response identified by an asterisk (*) contain technical or financial information, which are trade secrets, or information for which disclosure would result in substantial injury to the proposer's competitive position. Proposer requests that such data be used only for the evaluation of the response but understands that the disclosure will be limited to the extent the IWMA considers proper under the law. If an agreement is entered into with the proposer, the IWMA shall have the right to use or disclose the data as provided in the agreement, unless otherwise obligated by law.***
- 13) The IWMA will not honor any attempt by proposer to designate its entire proposal as proprietary. If there is any dispute, lawsuit, claim or demand as to whether information within the response to the RFP is protected from disclosure under the Act, proposer shall indemnify, defend, and hold harmless the IWMA in any action arising out of such dispute, lawsuit, claim, or demand.
- 14) The proposer warrants that no official or employee of the IWMA has an interest, has been employed or retained to solicit or aid in the procuring of any contract resulting from this RFP, if any, and further warrants that such person will not be employed in the performance of the contract without immediate written notice to the IWMA.
- 15) Contractors submitting proposals shall warrant that their offer is made without any previous understanding, agreement, or connection with any person, Contractor or corporation submitting a separate proposal for the same service and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. This condition shall not apply to proposals which are submitted by Contractors who have partnered with others to submit a cooperative proposal that clearly identifies a primary Contractor and the associated sub-Contractors.
- 16) Proposers shall comply with all laws and regulations governing nondiscrimination in employment, including the Americans with Disabilities Act of 1990, the Fair Employment and Housing Act (California Government Code, § 12900, et seq.), and the applicable regulations promulgated thereunder (2 California Code of Regulations, § 7285, et seq.).

- 17) Nondiscrimination: The proposer, regarding the work performed by them during the Contract, shall not discriminate on the grounds of race, color or national origin or other legally protected criteria in employment or the selection and retention of any potential subcontractors.
- 18) Prevailing Wage: The Project constitutes a “public work” under California Labor Code section 1720 et seq. The Contractor and all subcontractors performing construction, alteration, installation, demolition, or repair work on the Project shall comply with all applicable prevailing wage laws, including payment of prevailing wages to workers performing such work, DIR registration, certified payroll submission, and jobsite posting requirements. Purely professional design, architectural, and engineering services are generally not subject to construction prevailing wage rates. However, any on-site work performed by design professionals or their staff that constitutes construction or preconstruction labor under Labor Code § 1720 may be subject to prevailing wage requirements which include:
- Payment of not less than the general prevailing rate of per diem wages as determined by the Director of the Department of Industrial Relations (DIR) for the relevant craft, classification, and locality;
 - Compliance with apprenticeship, hours of labor, payroll record-keeping, and other requirements;
 - Contractor/subcontractor registration with DIR (where required; small project exemptions may apply for contracts \$25,000 or less for construction or \$15,000 or less for maintenance);
 - Posting of prevailing wage rates at the job site and submission of certified payroll records as required;
 - Prevailing wage rates and further information are available on the DIR website at <https://www.dir.ca.gov/public-works/prevailing-wage.html> or upon request from the IWMA;
 - The Project may be subject to compliance monitoring and enforcement by the DIR;
 - The Contractor shall ensure that all subcontractors are informed of and comply with these requirements as applicable. Purely professional services (e.g., planning, design, oversight) are not subject to prevailing wage;
 - Contractors shall acknowledge awareness of these potential requirements in their SOQ; and.
 - Failure to comply with applicable prevailing wage laws may result in penalties, withholding of payments, or contract termination.
- 19) Unforeseen additional items and/or services may be required. The IWMA therefore reserves the right to negotiate with the successful proposer for additional items and/or services beyond what is described in the final contract.

B. Changes to the RFP

This RFP is posted on the IWMA’s website: <https://www.iwma.com/open-bids-rfps>. Any changes, additions, or deletions to this RFP will be in the form of written addenda issued by the IWMA. Any addenda will be posted on the website. Prospective proposers must check the website for addenda or other relevant added information during the response period. The IWMA is not responsible for the failure of any prospective proposer to receive such addenda. All addenda so issued shall become a part of this RFP. Any proposer who already submitted their proposal and desires to make corrections, may remove and replace their proposal up to the date and time for which this RFP closes.



C. Communications

All communications concerning this RFP shall be directed to CLERK@IWMA.COM with the email subject line of: **QUESTIONS – IWMA OFFICE REMODELING RFP**. All other communication is not binding and shall in no way modify the RFP or the obligations of the IWMA.

After the solicitation has closed, proposers can view the RFP on the IWMA website where any available award information will be posted and updated within the solicitation. Any questions and requests for information must be addressed to CLERK@IWMA.COM with the email subject line of: **QUESTIONS – IWMA OFFICE REMODELING RFP**.

D. Insurance

The selected proposer will be required to provide insurance coverage in the amount of one million dollars (\$1,000,000) Commercial General Liability Insurance, and two million dollars (\$2,000,000) of Professional Liability Insurance.

INSURANCE REQUIRED	COVERAGE LIMITS
Commercial General Liability & Property Damage	\$1,000,000 Per Occurrence
Professional Liability	\$1,000,000 Per Occurrence/ \$2,000,000 Aggregate
Auto Liability / Property Damage / Bodily Injury	\$1,000,000 Per Occurrence
Workman's Compensation & Disability Benefits	Statutory Limits (EPL \$1,000,000 recommended)

The selected proposer shall provide, within five (5) days after the contract for services is executed by all parties, a certificate of liability insurance naming the IWMA and its employees and officers as additionally insured. This shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the IWMA.

E. Exceptions and Deviations

Any exceptions to or deviations from the requirements set forth in this RFP must be declared in the proposal submitted by the proposer. Such exceptions or deviations must be segregated as a separate element of the proposal under the heading "Exceptions and Deviations". The IWMA may waive any immaterial deviation or defect in a proposal.

F. Award

The IWMA reserves the right to make awards within One Hundred Twenty, (120) days after the date of the RFP closing.

Thank you for your consideration!

San Luis Obispo County Integrated Waste Management Authority
555 Chorro Street, Suite D2 | San Luis Obispo, CA 93405 | (805) 782-8530 | iwma.com



Exhibit 1– Current Office Layout and Floor Plan

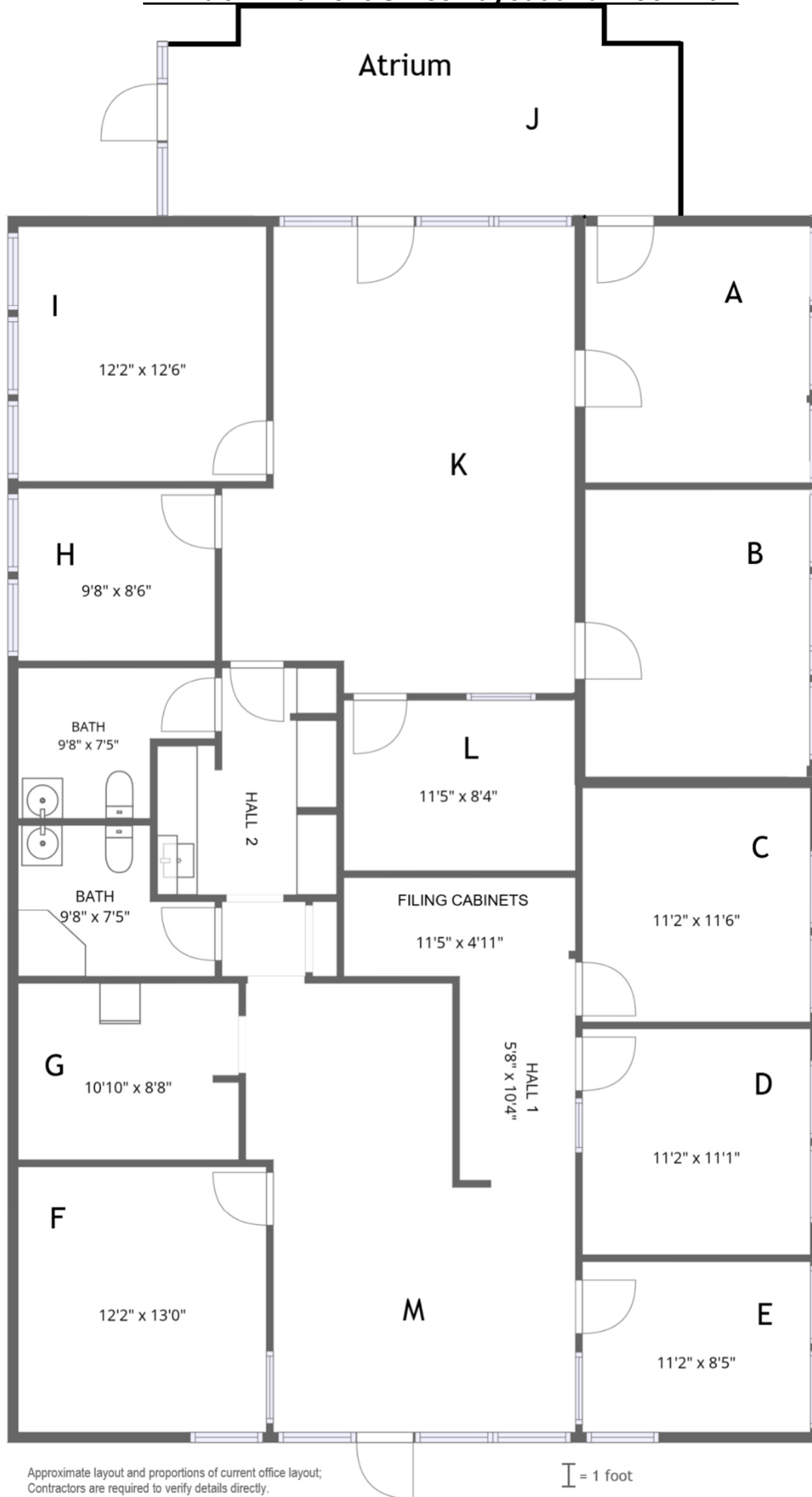


Exhibit 2 – Photos of Existing Conditions



Workspace "B" with 2 workstations



Atrium ("J")



Filing Cabinets near "Hall 1"



Storage in workspace "G"



Workspace "I" with additional file cabinets



Workspace "L" with printer, server, bulletin board and supplies



Workspace "K" used for larger meetings



Wide-angle view of workspace "M"



Hall 2

TO: San Luis Obispo County Integrated Waste Management Authority

FROM: Coby Skye, Executive Director

RE: Recording Executive Committee Meetings

BACKGROUND:

Executive Committee (EC) meetings have historically not been recorded or posted on any public site, such as SLO-SPAN. For the July 15 meeting and going forward, staff is seeking clear direction on whether to begin recording meetings using the IWMA's Zoom account and conference room equipment (in-house option), and whether to pay AGP to post the recordings on SLO-SPAN.

Considerations

- The agency may record EC meetings without adopting a new policy. The Brown Act expressly permits recording of open public meetings.
- Any recording made by or at the direction of the agency is a public record subject to inspection under the Public Records Act, but there is no requirement to post or broadcast such recordings on SLO-SPAN or any other platform. Minutes remain the official record.
- Public participation via Zoom is a separate matter. Allowing remote public comment would require Board adoption of appropriate teleconferencing policies consistent with Brown Act requirements and ADA compliance. Consistent with past Board direction, staff is not proposing or implementing virtual public participation at this time.

RECOMMENDATION:

Provide direction to the Executive Director on recording Executive Committee Meetings and posting on SLO-SPAN. Options for EC consideration, from least to most expensive:

1. Direct staff not to record EC meetings at this time.
2. Direct staff to record EC meetings internally using Zoom, but not post them on SLO-SPAN (relying on written minutes as the public record).
3. Direct staff to record EC meetings internally using Zoom and post them on SLO-SPAN, via our agreement with AGP.
4. Direct staff to have AGP record EC meetings and post them on SLO-SPAN
5. Provide other direction.

FISCAL IMPACT:

Under the newly adopted meeting schedule approved by the Board, the Executive Committee is expected to hold 6 regular meetings each year. Below is the external cost for different recording and publishing options available to the Executive Committee, not including staff time. Costs would be adjusted up or down if the Executive Committee held special meetings or cancelled meetings. Additional minimal staff time would be required for setup and for processing and archiving recordings if the Executive Committee directs staff to setup recordings using in-house resources.

1. No recording/posting: no additional cost.
2. AGP posting of in-house recordings: \$200 per meeting.
3. Full AGP production, including setup and posting on SLO-SPAN: \$1,800 per meeting.

ATTACHMENT:

None