



SCHOOL BOARD ACTION REPORT

DATE: December 12, 2018
FROM: Ms. Denise Juneau, Superintendent
LEAD STAFF: Bruce Skowyra, Director Facilities Operations; Stephen Nielsen, Deputy Superintendent

For Introduction: January 23, 2019
For Action: February 6, 2019

1. TITLE

Approval of Post-Consumer Food Waste (Compost) collection services contract, Bid No. B09812, to be awarded to Cedar Grove Composting.

2. PURPOSE

This Board Action Report seeks approval of a two-year contract for Post-Consumer Food Waste (compost) collection services, to be awarded to Cedar Grove Composting for \$242,164.35.

3. RECOMMENDED MOTION

I move that the School Board authorize the Superintendent to execute a contract with Cedar Grove Composting, covering the period from March 1, 2019 to December 31, 2020 in the amount of \$242,164.35, in the form of the draft Agreement dated (March 1, 2019) and attached to the School Board Action Report, with any minor additions, deletions, and modifications deemed necessary by the Superintendent, and to take any necessary actions to implement the contract.

4. BACKGROUND INFORMATION

- a. **Background** After the completion of a two-year contract with Cedar Grove and additional two one-year extensions, the District took the compost contract out to bid in October 2018. Cedar Grove was the sole bidder at the bid opening on October 16, 2018. Due to District staffing issues, the deadline to get Board approval for a new contract before the current contract expiration date of December 31, 2018 passed. This contract represents the original contract of two years, minus two months to account for the contract approval process. As noted below, a two month contract extension has been put in place for the expiring contract.
- b. **Alternatives** If no action is taken, the current contract will expire, and the compost will not be serviced. This is not recommended because the City of Seattle does not allow food in the garbage. Accumulated putrescible waste will create unsanitary and unsafe conditions for building occupants and the surrounding communities.
- c. **Research** Currently, Cedar Grove is the only compost facility within the Seattle area. Industry experts were anticipating another composting facility to be servicing Seattle by

2018, but that operation did not materialize. Other waste haulers take compost to either Cedar Grove or another facility in Stanwood, over fifty miles north of Seattle, significantly increasing cost.

5. FISCAL IMPACT/REVENUE SOURCE

Fiscal impact to this action will be \$242,164.35 over the two-year term of the contract.

The revenue source for this motion is currently budgeted for in the Utility Budget within the General Fund.

Expenditure: One-time Annual Multi-Year N/A

Revenue: One-time Annual Multi-Year N/A

6. COMMUNITY ENGAGEMENT

With guidance from the District’s Community Engagement tool, this action was determined to merit the following tier of community engagement:

Not applicable

Tier 1: Inform

Tier 2: Consult/Involve

Tier 3: Collaborate

Community engagement is not applicable in the specific action of selecting a vendor for the compost contract. However, the Resource Conservation team engages students, staff and volunteers in outreach around proper composting. The City of Seattle has mandated composting and restricted compostables and recyclables from the garbage. Our efforts to teach the students how to properly dispose of their food waste includes taking the message home to teach their parents and family.

7. EQUITY ANALYSIS

This motion was not put through the process of a full racial equity analysis, however, contracts advertises with the Washington State Office of Minority and Women’s Business Enterprises (www.omwbe.wa.gov) and minority owned business trade group Tabor 100 (www.tabor100.org)

8. STUDENT BENEFIT

Students will benefit from the outreach and education required in the contract. The vendor must provide age-appropriate compost training at fifty schools over the two-year contract period. Trainings are focused on what goes in each bin in the lunchroom.

9. WHY BOARD ACTION IS NECESSARY

- Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)
- Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)
- Adopting, amending, or repealing a Board policy
- Formally accepting the completion of a public works project and closing out the contract
- Legal requirement for the School Board to take action on this matter
- Board Policy No. _____, [TITLE], provides the Board shall approve this item
- Other: _____

10. POLICY IMPLICATION

Policy No. 6220, Procurement, requires all contract in excess of \$250,000 in value must be approved by the School Board. The original bid amount was \$265,564.70, prior to an amendment extending the current contract by two months pending Board approval of this new contract. The value for the new compost contract, shortened by two months and now beginning March 1, 2019 is now \$242,164.35 and the value of the two-month extension of the current contract was \$23,400. This motion supports the Natural Resources Conservation Policy H25.00 by wisely managing use of natural resources; encouraging recycling; educating students, teachers and staff about conservation and lessening environmental damage attributable to natural resource consumption. It also supports Natural Resources Conservation Procedure H25.01 by providing education, outreach and training regarding responsibilities over utility resources.

11. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the Operations Committee meeting on January 10, 2019. The Committee reviewed the motion and recommended approval by the full School Board.

12. TIMELINE FOR IMPLEMENTATION

Upon approval of this motion, the compost contract will be executed on March 1, 2019.

13. ATTACHMENTS

- Compost contract agreement B09812 (for approval)
 - Exhibit A: Specifications
 - Exhibit B.1: Site Service Schedule
- Compost contract amendment B09404 (for reference)

**AGREEMENT
POST-CONSUMER FOOD WASTE (COMPOST)**

This agreement, Contract No. B09812, is effective March 1, 2019 by and between Seattle School District No. 1, a Washington municipal corporation (District), and Cedar Grove Organics Recycling, LLC (Contractor). The District and Contractor agree as follows:

1. SCOPE OF WORK AND SCHEDULE

Contractor shall provide services as described in Exhibit A, Specifications. Contractor is authorized to proceed upon receipt of this signed Agreement. This contract shall be in effect from the effective date through December 31, 2020. Contractor and the District may, by mutual consent of both parties, extend this contract under the same terms and conditions for two (2) additional, one-year terms, for a total contract period not to exceed four (4) years. Extended contracts will begin on January 1 and end on December 31.

Either party may terminate this Agreement at any time upon thirty (30) days written notice.

2. CONTRACT PRICE

District agrees to pay Contractor an amount to be **TWO HUNDRED FORTY-TWO THOUSAND, ONE HUNDRED SIXTY-FOUR DOLLARS AND THIRTY-FIVE CENTS (\$242,164.35)**. This amount constitutes the "Maximum Authorized Compensation" for services to perform the work identified in Bid No. B09812. This amount is based on the following:

- March 1, 2019 through December 31, 2019 amount of **ONE HUNDRED NINE THOUSAND, THREE HUNDRED EIGHTY-TWO DOLLARS (\$109,382.00)**.
- Year Two amount of **ONE HUNDRED THIRTY-TWO THOUSAND, SEVEN HUNDRED EIGHTY-TWO DOLLARS AND THIRTY-FIVE CENTS (\$132,782.35)** as shown in Exhibit D, Bid Certification/Bid Price Form.

Contractor shall submit its invoices as requested by the District. Compensation will be paid only to the extent that the Contractor presents invoices as requested by the District.

In no case shall the total compensation exceed the Maximum Authorized Compensation. If the District adds services that result in fees that exceed the Maximum Authorized Compensation, the quoted Maximum Authorized Compensation will be adjusted accordingly.

3. COMMUNICATION

The District's representative for this contract is Rina Fa'amoe-Cross, Resource Conservation Specialist. All correspondence, requests, notices and other communications to the District, in relation to this Agreement, shall be in writing and shall be delivered to:

To the District:	Rina Fa'amoe-Cross Resource Conservation Spec. Mail Stop 23-365 Seattle School District No. 1 P.O. Box 34165 Seattle, WA 98124-1165	To Vendor:	Stephan Banchemo President Cedar Grove Organics Recycling 7343 E. Marginal Way S Seattle, WA 98108
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Either party may from time to time change such addresses by giving the other party notice of such change in accordance with the provisions in Paragraph 3 above.

4. **CONTRACTOR'S REPORTS**

Contractor shall provide reports as requested by District and as specified in Exhibit A, Specifications.

5. **THIS AGREEMENT INCLUDES THE FOLLOWING ATTACHMENTS:**

Exhibit	Topic
A	Specifications
B	Bid Response Sections for B09812 dated October 15, 2018: B.1: District Site Service Schedule B.2: Sample Invoice B.3: City of Seattle Signage B.4: References
C	General Conditions of Contract (Short Form)
D	Bid Certification/Bid Price Form

**CEDAR GROVE ORGANICS
RECYCLING, LLC**

SEATTLE SCHOOL DISTRICT NO. 1

Signature

Signature

(Contractor Representative)

Stephen Nielsen

Title

Deputy Superintendent
Title

Date Signed

Date Signed

Company Name

Employer I.D. No. or Social Security No.

SPECIFICATIONS

I. INTRODUCTION

Cedar Grove Organics Recycling, LLC will provide: **Post-Consumer Food Waste (Compost) Collection Services for all District sites**, which includes servicing of containers.

Approximately 7000 cubic yards of compostable post-consumer food waste is collected annually from District sites.

II. SCOPE OF WORK

Vendors must provide described dumpsters, on-site pickup of collected materials, and monthly reports on services. See Section V: Responsibilities of Vendor. The District requests bid prices on dumpster rental and on-site pickups. Volume estimates and a District-wide map of building locations are provided to assist vendors in locating dumpsters.

Vendors must provide post-consumer food waste (compost) services in support of compost programs throughout the District and must be able to provide off-site compost waste services for an estimated one hundred six (106) sites. The District makes approximately 100 service requests annually.

The District reserves the option to increase, decrease, or delete service in an effort to improve composting.

This bid includes typical post-consumer compostable waste generated in lunchrooms and other areas throughout the school. This bid may not include school-specific projects where post-consumer food waste is kept on-site (for example, worm bins). The District reserves the right to use other vendors for school-specific projects.

Vendors shall propose to provide compost services as one of the primary District programs in support of waste prevention and recycling programs throughout the District. Vendors must support the District goal of matching the City of Seattle recycling goal (currently 70% by 2025). Vendors must be able to provide compost collection services for all items accepted in City of Seattle curbside residential food & yard waste program.

See Section VI: Guarantee of Composting.

III. RECORD REQUIREMENTS

- A.** The Vendor represents that it has or will obtain all personnel licenses and permits and equipment required in the performance of this contract and shall pay all required fees.
- B.** The Vendor shall comply with all city ordinances, state laws, and other regulations and obtain and submit to the District properly authenticated documents confirming compliance with requirements including:

- (1) Copies of all necessary common carrier licenses, boundary permits, or transporter licenses as required by state and federal law, and
- (2) Certificate of Insurance.

C. Insurance Requirements

- (1) The Vendor shall, at its own expense, secure and maintain, for the duration of the Contract, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Vendor, its agents, representatives, employees or sub-vendors.
- (2) The Vendor shall obtain insurance of the types and limits as described in Exhibit C, General Conditions.
- (3) Insurance companies providing coverage shall be licensed to do business in the State of Washington and carry a Best's rating of "A" or better.
- (4) The coverage afforded by the insurance carrier shall be primary and non-contributing with any insurance or self-insurance pool coverage carried by the District.
- (5) Policies shall provide that coverage shall not be canceled or materially altered without forty-five (45) days prior written notice to the District and shall also provide for ten (10) days written notice in the event of cancellation for non-payment of premium.
- (6) Vendor's insurance agent shall furnish the District's myCOI online website with insurance certificates and any amendatory endorsements, including but not necessarily limited to the additional insured endorsement or equivalent. The Vendor's certificate/s of insurance shall be uploaded to the myCOI website and reviewed as compliant prior to commencement of the work and at renewal of any policy.

IV. CUSTOMER REFERENCES

The Vendor shall have been in the business of providing composting services for a period of at least one year, and must provide three commercial customer references with names, number of sites collected, addresses, phone, email address, and contact name for each reference.

V. RESPONSIBILITIES OF VENDOR

A. Dumpsters

Dumpsters must meet all applicable federal, state, and local fire code, health and safety standards.

- (1) The Vendor shall furnish for use throughout the term of this contract suitable steel dumpsters for the central collection of compostable materials. Dumpsters may be made of durable plastic for 64-gallon and 96-gallon dumpsters only. All dumpsters must be intended for outdoor use. Dumpsters shall have leak proof bottoms and be fitted with lock-capable, fire-safe covers (steel or durable plastic when determined appropriate or necessary). Covers must prevent rainwater and other non-compostable materials from accumulating in the dumpster. The District will provide padlocks with keys common to all buildings and a suitable number of keys will be furnished to the Vendor.
- (2) The Vendor shall have available the following dumpster sizes: sixty-four (64) gallons, ninety-six (96) gallons, one (1) cubic yard, two (2) cubic yards, three (3) cubic yards and four (4) cubic yards. Dumpster sizes will be selected by the District, suitable and specific to the site collection and location dimensions. The Vendor will be expected to make recommendations to the District regarding container size to ensure maximum service efficiency and cost effectiveness.
- (3) The Vendor will maintain all containers. Maintenance will include any cleaning, repainting, maintenance of signage, repair or replacement required to keep containers in good operating condition, sanitary, and of acceptable appearance.
- (4) Compost dumpsters may not be blue. Blue dumpsters are designated for mixed recycling only.
- (5) The Vendor is responsible for providing clear signage for compost dumpsters, and for maintaining signage. Signage for compost dumpster should match City of Seattle signage and should also be understandable to users whose primary language is not English. See Exhibit B.1: City of Seattle Signage Example. Vendor is not responsible for signage inside the school or for District-owned containers.
- (6) The District may, at its own option, request changes in dumpster size at various sites, add dumpsters to new sites, and remove dumpsters from old sites. Dumpsters must be appropriate color and have correct signage. Dumpsters new to a site must be delivered no more than two (2) weeks after District request. District may request dumpster size changes or moves up to one month in advance.
- (7) The District may, at its own option, choose to provide its own dumpsters at any/or all buildings. Vendors shall provide the required service whether with their own dumpsters or the District's.
- (8) Dumpster size estimates provided in Exhibit B.1: SPS Sites & Service Schedule are estimates only and should not be considered guaranteed size

requirements.

B. Service

- (1) The District may request a scheduled pickup, an on-call pickup, or an extra pickup for any dumpster.
- (2) A regular schedule will be provided to the designated vendor within 30 days of contract. Scheduled pickups may be scheduled on any business day depending on site logistics.
- (3) A designated District Representative will transmit all requests electronically to the vendor. The vendor will be responsible for transmitting completed requests back electronically. See Section V: Responsibilities of Vendor, Subsection D: Account Manager.
- (4) On-call or extra service requests require the Vendor to collect from the specified site by the close of the following business day, for requests sent to the vendor before noon, excluding weekends and major holidays. Pick-up requests will be made Monday through Friday. The District will work with the Vendor to optimize efficiency of on-call pickups.
- (5) In the case that the District exceeds a given dumpsters capacity on a regularly scheduled pickup day, Vendor must provide photographic evidence of excess waste at the time that additional charges are applied.
- (6) During school vacations which are three (3) days or longer, the District may put all dumpsters on temporary 'on-call' service. The District will provide the Vendor with the school calendar. These include, but are not limited to:
 - a. Winter Break (approximately two weeks in duration at the end of December).
 - b. Spring Break (approximately one week in duration in April).
 - c. Summer Break (approximately 10 weeks from June through September).
- (7) The Vendor can expect approximately 100 service requests annually. These include both on-call dumpsters and extra service requests.
- (8) As part of the District's ongoing efforts to right-size containers, Vendor shall notify the District of any dumpsters that appear to be unused for two (2) consecutive pickups or more during regularly scheduled service.

C. General Conditions

- (1) The Vendor may service dumpsters during any twenty-four (24) hour period and on any day when such an activity will not interfere with the normal educational process or present an undue safety hazard to students or staff or

cause excessive disturbance to surrounding neighbors. The District reserves the right to require schedule changes as necessary to meet these requirements.

- (2) The Vendor shall maintain compliance with all City ordinances, including those pertaining to noise. With the exception of the John Stanford Center for Educational Excellence (JSCEE) and Memorial Stadium, all District sites are located in a residential zone with noise restrictions after 11:00 p.m. or before 7:00 a.m.
- (3) The Vendor must drive no more than five (5) miles per hour while on school property. If the Vendor must drive over a playground when children are present, they must find a custodian to precede the truck on foot to ensure the safety of students.
- (4) The Vendor's employees shall return dumpsters and mobile stairs, if applicable, to their proper place replace all the covers and locks, close all gates they open, and ensure that no material is spilled or left on the property. Prior to hauling, the driver must cover temporary containers without lids. Keys to access gates where required will be provided by the District.
- (5) In the event of snow or ice on the streets or another disruption beyond the Vendor's control which prevents collection on the scheduled day, the Vendor will notify the District and shall make collection on the earliest succeeding scheduled workday when collection becomes possible. Vendor will notify and credit the District for any missed collections.
- (6) If the Vendor fails to collect a location's compost on the date of existing scheduled service or by the business day following the pick-up request, excluding weekends and major holidays, the Vendor shall make a special make-up collection within twenty-four (24) hours of notification by the District.
- (7) The District reserves the right to add or delete service at a building throughout the life of the contract. Additions or deletions will be initiated only by an email to the Vendor from a designated District representative. All requests will be verified by email from the vendor to a District designated representative. A list of designated representatives will be provided to the Vendor. If, for any reason, a request cannot be executed the Vendor will notify a District designated representative immediately. Vendor and the District will work together to resolve the issue.
- (8) A list of designated representatives will be provided to the successful Vendor at the time of the contract award. Additions and deletions to this list will be effective immediately, or at the soonest date convenient to both parties.
- (9) On occasion, the District will have projects that require a dumpster to be relocated (re-spot) to a different location on or off-site. Re-spots will be initiated only by email to the Vendor from a designated District representative.

- (10) Any incident caused by Vendor negligence which causes damage to the District property will be immediately reported to a designated District representative and to the Vendor's Project Manager. The District will immediately repair damage which impacts school safety or operational functioning and will provide a detailed invoice to the Vendor for reimbursement of costs associated with repairs. The Vendor's Project Manager will serve as the liaison between the Vendor's Insurance representative and the District when necessary.

D. Account Manager

- (1) The Account Manager will oversee collection services to ensure services are provided as required. The Vendor will assign an Account Manager who will be consistently available on a full-time basis to manage the collection services and respond to the District's designated representative(s) regarding issues of billing and service, service requests, emergencies, problems, complaints, penalties, collection requirements, changes, and other issues as they arise. The Vendor will provide the names, phone, pager and/or cellular phone numbers, and fax numbers of the Account Manager, and at least one other person with decision-making authority who may be contacted at all hours in an emergency, and who will promptly respond to calls from the designated District representative(s). The Vendor may choose to split these duties between two people, such as an Account Representative and Route Manager, but both people must be consistently available on a full-time basis. The Vendor's Account Manager will be responsible for:
 1. Following up on problems noted by the drivers and collection crew;
 2. Immediate handling of problems observed on site such as litter and spillage, blocked access or property damage;
 3. Keeping the District representative informed of any problems;
 4. Facilitating resolutions in a timely fashion to invoice, scheduling and service issues, in conjunction with the District;
 5. Recommending changes to the collection services that involve container sizes and pick-up frequency (for example, recommending that the dumpster size for half-full containers be reduced);
 6. Serving as the liaison between the Vendors insurance representative or other Vendor representative and the District whenever necessary.
- (2) During any absences of the Vendor's Account Manager, the Vendor will ensure that the name and contact information of an alternate representative with responsibility and authority for project administration is given to the District designated representative.
- (3) District will designate no more than three (3) District Representatives with authority to request dumpster and/or service requests. A majority of correspondence will be with one primary District Representative. Vendor is not required to correspond with each site individually for dumpster and/or service requests.

E. Education and Outreach

- (1) In order to increase participation in composting and reduce contamination, the Vendor must be able to provide or sub-contract an age-appropriate post-consumer food waste compost training at fifty (50) schools over the two-year contract period, as requested by the District. These trainings are limited to the materials covered in this contract, and do not necessarily include other mixed recycling or on-site composting.

F. Payment

The District expects to receive invoices and reports in a single monthly packet. The selected vendor is responsible for providing a paper invoice **and an Electronic Report in an Excel or comma delimited format**. The Electronic Report must be provided to the District on a monthly basis as part of the billing packet to coincide with the monthly invoice. The selected vendor must be able to provide this service within thirty (30) days of contract award. Electronic Reports and hard copy invoices must include identical information.

(1) **Electronic Reports & Hard Copy Invoices**

1. The District requires monthly, itemized, electronic reports and matching hard copy invoices for all services provided to the schools by the Vendor. Reports should individually list charges and credits per site including: site name, service from and through dates, container size, scheduled pickup day(s) of the week, frequency, monthly container rental fee, container pickup fee for scheduled service, container pickup fee for unscheduled service, delivery/removal fees, taxes, and total. Unless otherwise requested by the District, hard copy invoices must be mailed as a summaries not individual invoices to reduce paper waste. See Attachment B: Itemized Invoice & Electronic Report Layout.
2. On-call pickups must be separated from regular service pickups.
3. The number of pickups in both the electronic and hard copy invoice should reflect actual number of pickups during the given timeframe, and not be an estimated number of pickups.
4. All Electronic data should be sorted in the same order as itemized compost invoices.
5. Credits for temporary “on-call” service must be applied by site and appear on same invoice as the month such service was executed.
6. Electronic reports must be emailed to a District representative monthly in conjunction with the monthly invoices, no later than 5 business days after the hard copy invoice has been generated.
7. Any and all invoice errors and corrections must be resolved within three (3) months of the initial notification that such inaccuracy exists.
8. All billings and reports must be made available at a set time each month.

(2) Payment Schedule

1. The Vendor must send a monthly report and invoice to the following location. Email addresses will be provided to the Vendor within 30 days of the contract award.

U.S. Mail:
Seattle Public Schools
Attn: Utilities
MS 23-365, P.O. Box 34165
Seattle, WA 98124-1164

Location:
Seattle Public Schools, John Stanford Center for Educational Excellence
Attn: Utilities
MS 23-365
2445 3rd Ave S.
Seattle WA, 98134-1923

2. The District will pay the Vendor within thirty (30) days of receipt of accurate invoices. The District will pay late fees only if an accurate invoice, accompanied by the corresponding Electronic Report, is not paid within 60 days.

(3) Audit of Accounts

The District reserves the right to audit any and all account billings and/or charges, as it deems appropriate. The Vendor shall make available to the District, or its authorized representative(s) any records necessary to complete such an audit, including but not limited to, scale weight tickets, driver route logs, dumpster location records, and other documents as may be required to satisfy accepted procedure.

G. Estimates and Waste Diversion / Recycling Improvements

The District intends to aggressively reduce waste and increase composting, and therefore expects to also reduce the number of pick-ups to a minimum schedule at each site. The District reserves the right to reduce and increase service at all of the locations listed in Exhibit B.1: SPS Sites & Service Schedule. Estimates provided are not guarantees; they are provided for the purpose of bid evaluation only. The successful Vendor will be required to accommodate the District changes in service levels as the District programs increase and decrease in volume. The successful Vendor will work with the District to improve waste diversion and composting opportunities that can help reduce the volume of material sent to the landfill.

VI. GUARANTEE OF COMPOSTING

The Vendor will guarantee that the materials collected, excluding contaminants removed during processing, are composted and not land-filled. If the collected material is contaminated, or, if market conditions prevent composting of certain materials, the vendor will notify the District

Exhibit A

promptly and decide with the District representative on the appropriate disposition. The District and the Vendor will have the right to renegotiate the contract terms or terminate the contract as appropriate if commodities are not composted by the Vendor.

Prices will be firm for the duration of the contract.

EXHIBIT B.1
SITE SERVICE SCHEDULE

Location	Address	# of Containers	Size	Pick-ups per Week	M	T	W	H	F	Sa	Su
ADAMS ELEMENTARY	6110 28th Ave NW	1	1	YD		1					
AKI KUROSE/SHARPLES	3928 S Graham St	2	96	gal			1				Su
ALKI ELEMENTARY	3010 59th Ave SW	1	3	YD			1				
ARBOR HEIGHTS	3701 SW 104th St	1	2	YD			1				
B.F. DAY	3921 Linden Ave N	1	96	gal	1			1			
BAGLEY	7821 Stone Ave N	1	96	gal		1			1		
BALLARD	1418 NW 65th St	1	2	YD					1		
BEACON HILL	2025 14th Ave S	1	1	YD			1				
BLAINE	2550 34th Ave W	1	1	YD		1			1		
BOREN (STEM)	5950 Delridge Way SW	1	2	YD			1				
BROADVIEW THOMPSON	13052 Greenwood Ave N	1	2	YD		1					
BRYANT	3311 NE 60th St	1	2	YD				1			
CASCADIA	1700 North 90th St	1	96	gal		1					
CEDAR PARK	13224 37TH Ave NE	1	1	YD			1				
CLEVELAND (Lucille St.)	5511 15th Ave S	1	2	YD			1				
COE	2424 7th Ave W	2	96	gal					1		
COLUMBIA (INTERAGENCY)	3528 S Ferdinand St	1	96	gal			1				
Garden	3528 S Ferdinand St	1	4	YD		W/C					
CONCORD	723 S Concord St	1	2	YD			1				
COOPER (Pathfinder @)	1901 SW Genesee St	1	2	YD					1		
DEARBORN PARK	2820 S Orcas St	2	96	gal			1				
DECATUR	7711 43rd Ave NE	1	96	gal	1	M					
DENNY/SEALTH CAMPUS (Kitchen, Denny, loading dock)	2601 SW Kenyon St.	1	4	YD			1				Su
DENNY/SEALTH CAMPUS (Sealth custodian office)	2600 SW Thistle St	1	64	gal			1				
DUNLAP	4525 S Cloverdale St	1	1	YD			1				
EAGLE STAFF MS	1330 N 90th St	1	2	YD			1				
ECKSTEIN	3003 NE 75th St	1	2	YD				1			
EMERSON	9709 60th Ave S	1	2	YD			1				
FAIRMOUNT PARK	3800 SW Findlay St	1	2	YD			1				
FRANKLIN (custodial office)	3013 S Mt Baker Blvd	1	2	YD			1				
GARFIELD	400 23rd Ave	1	3	YD	1	M		1			
GATEWOOD	4320 SW Myrtle St	1	1	YD						1	Sa
GATZERT (BAILEY)	1301 E Yesler Way	2	96	gal				1			
GENESEE HILL	5013 SW Dakota St.	4	96	gal							
GRAHAM HILL	5149 S Graham St	1	2	YD			1				
GREEN LAKE	2400 N 65th St	1	1	YD			1				

EXHIBIT B.1
SITE SERVICE SCHEDULE

Location	Address	# of Containers	Size	Pick-ups per Week	M	T	W	H	F	Sa	Su
GREENWOOD	144 NW 80th St	1	1 YD	1			W				
HALE	10750 30th Ave NE	1	2 YD	1			W				
HALE GREENHOUSE (at Jane Addams)	11051 34th Ave NE	1	96 gal	W/C			W				
HAMILTON	1610 N 41st St	1	2 YD	1			W				
HAWTHORNE	4100 39th Ave S	1	1 YD	1			W				
HAY, JOHN	201 Garfield St	1	96 gal	2			W		F		
HAZEL WOLF K-8 (PINEHURST)	11530 12th Ave NE	1	2 YD	1					F		
HIGHLAND PARK	1012 SW Trenton St	1	96 gal	1							Su
HUGHES (Roxhill @)	7740 34th Ave SW	1	2 YD	1			W				
INGRAHAM (loading dock)	1819 N 135th St	1	2 YD	1			T				
JANE ADDAMS	11051 34th Ave NE	1	2 YD	1			T				
JSCEE (North Parking Lot)	2445 3rd Ave S										
JSIS/LATONA	4057 5th Ave NE	2	96 gal	1	M						
KIMBALL (Custodian Off.)	3200 23rd Ave S	1	1 YD	1			W				
KIMBALL (Parking Lot)	3200 23rd Ave S	1	96 gal	1			W				
LAFAYETTE	2645 California Ave SW	2	96-g gal	2			W				Su
LAURELHURST	4530 46th Ave NE	1	1 YD	2	M				H		
LAWTON	4000 27th Ave W	1	96 gal	2			W		F		
LESCHI	135 32nd Ave	1	2 YD	1					F		
LINCOLN (CLOSED FOR CONSTRUCTION)	4400 Interlake Ave N	1	1 YD	1					F		
LOWELL	1058 E Mercer St	2	96 gal	1					H		
LOYAL HEIGHTS	7735 - 25th AVE NW	1	1 YD	1			T				
M.L. KING, JR. @BRIGHTON	6725 45th Ave S.	1	2 YD	1			W				
MADISON	3429 45th Ave SW	1	96 gal	1			W				
MADRONA	1121 33rd Ave	1	96 gal	2			T		H		
MAGNOLIA (Closed Bldg)	2416 28th Ave. W.										
MANN (Nova)	2410 E Cherry St	1	1 YD	1	M						
MAPLE	4925 Corson Ave S	1	1 YD	1			W				
MARSHALL, JOHN (Queen Anne)	520 NE Ravenna Blvd	1	2 YD	1	M						
MARSHALL, THURGOOD	2401 S Irving St	1	2 YD	1			T				
MARSHALL, THURGOOD (YMCA Childcare)	2401 S Irving St	1	34 gal	1							
MCCLURE	1915 1st Ave W	1	2 YD	1			T		F		
MCDONALD	144 NE 54th St	2	96 gal	1	M						

EXHIBIT B.1
SITE SERVICE SCHEDULE

Location	Address	# of Containers	Size	Pick- ups per Week								
					M	T	W	H	F	Sa	Su	
MCGILVRA	1617 38th Ave E	2	96 gal	1	M							
MEANY	301 21st Ave E	1	2 YD	1				H				
MERCER	1600 Columbian Way S	1	2 yd	1		T						
MINOR, TT	1701 E Union St	1	96 gal	2	M		W					
MONROE (Salmon Bay)	1810 NW 65th St	2	96 gal	1		T						
MONTLAKE	2409 22nd Ave E	1	96 gal	1				H				
MUIR	3301 S Horton St	1	1 YD	1			W					
NORTH BEACH	9018 24th Ave NW	2	96 gal	1		T						
NORTHGATE	11725 1st Ave NE	1	2 YD	1		T						
NORTH QUEEN ANNE BLDG	2919 1st Ave W	1	64 gal	1				H				
OLYMPIC HILLS	13018 20th Ave NE	1	1 YD	1			W					
OLYMPIC VIEW	504 NE 95th St	1	1 YD	1		T						
QUEEN ANNE ELEM (Closed)	411 Boston St	1	96 gal	1		T						
RAINIER BEACH (Kitchen)	8815 Seward Park S	1	96 gal	1			W					
RAINIER VIEW	11650 Beacon Ave S	1	1 YD	1			W					
ROGERS	4030 NE 109th St	1	1 YD	1			W					
ROOSEVELT	1410 NE 66th St	1	2 YD	1		T						
ROXHILL BUILDING	9430 30th Ave SW	1	2 YD	1								Su
SACAJAWEA	9501 20th Ave NE	1	1 YD	1		T						
SAND POINT	6208 60th Ave NE	1	96 gal	2	M			H				
SANISLO	1812 SW Myrtle St	1	96 gal	1								Su
SCHMITZ PARK	5000 SW Spokane St	1	64 gal	1			W					
SOUTH LAKE	8601 Rainier Ave S	1	96 gal	1			W					
SOUTH SHORE	4800 S Henderson St	1	2 YD	1			W					
STEVENS	1242 18th Ave E	1	1 YD	1				H				
THORNTON CRK	7712 40th Ave NE	1	1 YD	1				H				
TOPS@SEWARD	2500 Franklin Ave E	1	1 YD	1		T						
VAN ASSELT @ AAA	8311 Beacon Ave S	1	1 YD	1			W					
VAN ASSELT, OLD (north end) Mrytle&Beacon (Wing Luke)	7201 Beacon Ave S	1	96 gal	1			W					
VIEW RIDGE	7047 50th Ave NE	2	96 gal	1				H				
VIEWLANDS	10525 3rd Ave NW	2	96 gal	1					F			
WASHINGTON (Kitchen)	2101 S Jackson	1	2 YD	2	M			H				
WEDGWOOD	2720 NE 85th St	2	96 gal	1				H				
WEST SEATTLE ELEM	6760 34th Ave SW	1	2 YD	1			W					
WEST SEATTLE HS	3000 California Ave SW	1	4 YD	1								Su
WEST WOODLAND	5601 4th Ave NW	1	1 YD	1	M							
WHITMAN	9201 15th Ave NW	1	2 YD	1		T						
WHITTIER	1320 NW 75th St	1	96 gal	2		T				F		

EXHIBIT B.1
SITE SERVICE SCHEDULE

Location	Address
WHITWORTH (@ORCA)	5215 46th Ave S
WING LUKE (Closed for construction)	3701 S Kenyon St

# of Containers	Size	Pick-ups per Week								
			M	T	W	H	F	Sa	Su	
1	96 gal	1			W					

SEATTLE PUBLIC SCHOOLS
Personal Service Contract Renewal Cover Sheet
(Used for contracts awarded as a result of the RFP/RFQ/BID process only)
B09404: POST-CONSUMER FOOD WASTE (COMPOST)

CONTRACTOR NAME AND ADDRESS

(Legal Name – MUST be same as registered with Tax ID number)

CEDAR GROVE ORGANICS RECYCLING, LLC

Name

DBA

7343 E. Marginal Way S

Address

Seattle

WA

98108-3518

City

State

Zip

CONTRACT MUST BE FULLY EXECUTED IN ADVANCE OF SERVICES

602 632 255

WA State Business License UBI#)

Phone

Fax

Jsb3@cgcompost.com

Email

Acctg Use: Vendor#

PO#

This agreement is made between the Seattle School District ("the District") and the above-named contractor (the "Contractor") District employees, other than personnel in the District Financial Services Department are not authorized to make promises for contractual services, promises for a particular period of time or promises of a particular level of payment. Any verbal or written statements to that effect by District employees other than Financial Services personnel are null and void.

Description of Services and Expected Objective
Exercise the final option of renewal for one (1) additional contract term to provide Post-Consumer Food Waste (Compost) services.
Dates of Services: From: January 1, 2019 To: February 28, 2019
Payment: Payment is based on the following rates: Hourly: Daily: Other:
Estimated total for services: \$23,400
Other reimbursable expenses (Specify):
TOTAL PAYMENT (Services + Approved Expenses) ON THIS CONTRACT WILL NOT EXCEED: \$23,400

Purchasing/PO Information			
Original Contract Dates	December 18, 2014	December 31, 2016	
Amendment No. 1	January 1, 2017	December 31, 2017	Executed 12/5/16
Amendment No. 2	January 1, 2018	December 31, 2018	Executed 1/2/18
Amendment No. 3	January 1, 2019	February 28, 2019	Current
End User/Contact	Facilities	Rina Fa'amoe-Cross	
Attachments	Amendment 3, Amendment 2, Amendment 1, Original Contract, (PO Number 7600021466)		

SEATTLE PUBLIC SCHOOLS

Personal Service Contract Renewal Cover Sheet

(Used for contracts awarded as a result of the RFP/RFQ/BID process only)

B09404: POST-CONSUMER FOOD WASTE (COMPOST)

SCHOOL/DEPARTMENT BUDGET AUTHORITY

School/Department Name Facility Operations Mail Stop 23-365 Phone 252-0653

As an authorized representative of the originating school/department and having budget authority to authorize the disbursement of funds from the budget line give below, I declare that:

1. I have personally verified the existence of funds available within the appropriate unit to pay this contract.
2. I am satisfied that the contractor meets the eligibility requirements for an independent contractor as outlined in the attached Classification Checklist.
3. The services being provided do not violate any labor agreement regarding contracting out for services.

Having completed these steps, I hereby authorize the release of funds from the budget line coded below.

Print Name Kathy Johnson Title Facility Operations Program Mgr.

Signature *Kathy Johnson* Date 12/11/2017

DocuSigned by:
Kathy Johnson
3AA2482BBC4543A

SCHOOL BASED CONTRACTS OVER \$25,000

Executive Director for Schools _____

Print Name _____ Signature _____ Date _____

FISCAL YEAR	FUND	FUND CENTER/COST CENTER	COMMITMENT ITEM
FY2018/FY2019	1000	39197651A0	7120
			7120
			7120

FINAL SEATTLE PUBLIC SCHOOLS APPROVAL

Contracts up to \$75,000 *Amy Fleming* DocuSigned by: _____ Date 12/21/2017 Accounting Manager
 Contracts \$75,000 and over *Linda Sebring* DocuSigned by: _____ Date 12/26/2017 Asst. Supt. for Business and Finance
 Contracts over \$100,000 *Larry Nyland* DocuSigned by: _____ Date 1/2/2018 Superintendent

05640FACE3DC FOR ACCOUNTING USE ONLY

Funds Available _____ Date 12/18/2017

Grants Acctg Review _____ Funds Encumbered *AM* Contract Acctg Review _____

SEATTLE PUBLIC SCHOOLS

**AMENDMENT NO. 2
CONTRACT NO. B09404
POST-CONSUMER FOOD WASTE (COMPOST)**



THIS AMENDMENT is made between the Seattle School District No. 1, (hereinafter called "District"), and CEDAR GROVE ORGANICS RECYCLING, LLC (hereinafter called "Vendor") regarding Contract No. B09404, Post-Consumer Food Waste (Compost).

Whereas, the District and the Vendor entered into a contract dated December 18, 2014; and later amended on December 5, 2016, herein incorporated by this reference; and,

Whereas, the District and the Vendor acknowledge that the contract allows for up to two (2) annual contract renewals and wish to exercise its second and final option to renew and extend the term of the contract for one (1) additional year; and

Whereas, due to the increase in the amount of Post-Consumer Food Waste (Compost) the District and Vendor wish to increase the contract amount by Seventy Five Percent (75%) of the previous annual contract amount of \$79,875.30.

NOW, THEREFORE, District and Vendor agree as follows:

1. Extension Term. The term of the contract is extended from January 1, 2018 to December 31, 2018.
2. Contract Amount. The total contract amount for this Extension Term shall not exceed **ONE HUNDRED FORTY THOUSAND DOLLARS (\$140,000.00)**.
3. Any of the other provisions of the subject contract not modified in writing shall remain in full force and effect.

[SIGNATURE PAGE FOLLOWS]