



PRE-PROPOSAL MEETING AGENDA

PROJECT NAME: COMPOST PROCESSING SERVICES (SOLICITATION NO. 202370730)

MEETING DATE: November 14, 2023

MEETING TIME: 11:00 a.m.

TELECONFERENCE: [Join via Microsoft Teams](#) or by Phone at (720) 388-6219 / Conference ID: 311 855 26#

General information about teleconference: *6 will mute/unmute phone if using the call-in number.

I. Introductions

- a. Contract Administrator – Michele Foust
- b. DOTI Project Manager – Nina Waysdorf
- c. Auditor’s Office/Prevailing Wage – Jasmine Madlock
- d. Treasury – Yekaterina Shimkina

II. [Auditor’s Office](#) (Jasmine Madlock)

- a. Prevailing Wage Rates (if applicable) – HEAVY CONSTRUCTION PROJECTS
- b. Exhibit D of Sample Agreement (Attachment 2)

III. [Treasury](#) (Yekaterina Shimkina)

- a. www.denvergov.org/content/denvergov/en/denver-department-of-finance/our-divisions/treasury-division.html

IV. Risk Management

- a. Insurance coverage requirements – Section 10 of the Sample Agreement (Attachment 2)
- b. Standard 3 coverages required (Commercial General Liability, Business Automobile, Workers Compensation)
- c. Additional coverage for transportation of hazardous materials must be carried under the Business Automobile policy or under Contractors Pollution Liability (include transportation coverage)
- d. Insurance and indemnity requirements are non-negotiable

V. RFP Administration (Michele Foust)

- a. RFP is available on [BidNet](#). (Solicitation No. 202370730)
- b. After today’s meeting, a list of firms that have downloaded the RFP document will be posted in [BidNet](#) under the *Communication* tab titled **Solicitation Document Report**. Make sure you have the correct contacts listed for you firm. To be on this list, you must download the RFP to be considered a document holder.
- c. Verify and use legal name per [Colorado Secretary of State](#).
- d. Confirm registration with the [System for Award Management \(SAM\)](#); registration is free.
- e. Addenda and/or notices will be posted on BidNet at least 5 business days prior to submittal due date.
- f. **Important Dates:**
 1. **Question Deadline – November 29, 2023, no later than 2:00 p.m. All questions must be sent to doti.procurement@denvergov.org.**
 2. **Submittals Due – December 8, 2023, by 3:00 p.m.**

City and County of Denver Department of Transportation & Infrastructure
Office of the Executive Director
201 W. Colfax Avenue, Dept. 608 | Denver, CO 80202
www.denvergov.org/doti
Phone: 720-865-8630



- g. Submittals for this RFP will ONLY be received and accepted via the online electronic bid service through [BidNet](#).
- h. **REMINDER:** All communication must be sent to doti.procurement@denvergov.org. Any Proposer that contacts any member of the Selection Committee, other than the designated contact, from the date of issuance of the RFP and prior to the completion of the selection process may be disqualified from further participation at the City's sole discretion.

VI. Project Overview (Nina Waysdorf)

The City and County of Denver, Department of Transportation and Infrastructure, Solid Waste Management is soliciting a compost facility to process the organic material collected and hauled by the City from its residential, municipal, and Denver Public School customers. The organic material is collected from customers and transported by Solid Waste to the facility for processing.

VII. Q & A - please send any additional questions or those needing a more thorough answer to doti.procurement@denvergov.org so they may be answered in a subsequent addendum.