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## ***MEMORANDUM***

**TO:** HONORABLE MAYOR &  
CITY COUNCIL

**FROM:** Vitaly B. Troyan, P.E.

**SUBJECT:** Zero Waste RFP Release

**DATE:** July 20, 2012

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City Administrator

Date

Approval /s/ Deanna J. Santana

7/20/12

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### **INFORMATION**

On August 3, 2012 Public Works Agency will begin the release of the Request for Proposals (RFP) for Zero Waste Services. Effective this date all inquiries and conversations regarding the RFP must be directed to the Process Coordinator, Garrett Fitzgerald, as adopted in the Protocol for Process Integrity (Resolution No. 83729 C.M.S).

The Protocol established a Code for Communication that requires all prospective respondents communicate with the City **only** through the designated Process Coordinator identified in the RFP. Prospective respondents shall not communicate with City staff, City agents, and elected officials and instead will refer any inquiries to the designated Process Coordinator.

After the publication of the recommendation of the top ranked proposers and the completion of the protest period, contact between respondents and City staff, City agents, and elected officials is permissible.

If someone contacts you, please refer them to Mr. Fitzgerald at (510) 238-6179 or [zerowasterfp@oaklandnet.com](mailto:zerowasterfp@oaklandnet.com). All documents regarding the RFP are posted on the City's website in the news section at [www.zerowasteoakland.com](http://www.zerowasteoakland.com).

Respectfully submitted,

/s/ Brooke Levin for

VITALY B. TROYAN, P.E.

Director, Public Works Agency