



If you're not for Zero Waste... How much waste are you for?

Proposal to Provide Zero Waste Consultant Services to the Town of Southwest Ranches, Florida

RFP No: 25-22 – ZERO WASTE CONSULTANT (RE-ISSUE)
October 15, 2025



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A. Cover Letter - Company Information

October 15, 2025

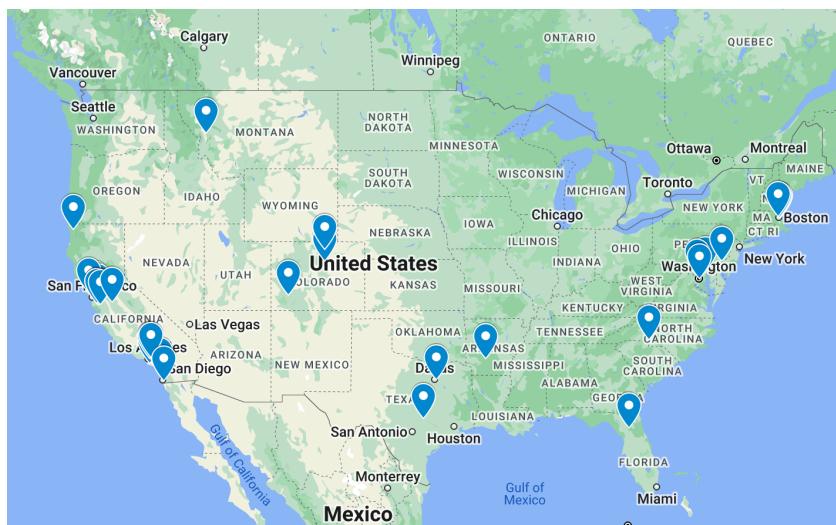
Christina Semeraro, Procurement Officer
13400 Griffin Road
Southwest Ranches, Florida 33330
Email: csemeraro@swranches.org

Dear Procurement Officer Semeraro:

We are pleased to submit our response to the Request for Proposals (RFP) No. 25-22 to provide Zero Waste Consultant Services to the Town of Southwest Ranches (Town). We have assembled a world-class team of Zero Waste experts to help move the Town from a linear economy to a circular economy.

We understand that the Town is committed to preserving its unique character while advancing sustainability goals that reduce environmental impact, promote responsible waste management, and engage residents in Zero Waste practices. This initiative will support the Town in achieving its broader objective of fostering long-term environmental stewardship through inclusive, actionable policies.

Our team is dedicated to Zero Waste planning, program implementation, and facility development. We have supported communities across the country to plan and implement Zero Waste plans and programs. The map below illustrates over 25 Zero Waste plans developed by our team.



Zero Waste Plans Developed by Our Team

Alameda, CA	Long Beach, CA
Austin, TX	Los Angeles, CA
Baltimore, MD	Mecklenburg County, NC
Berkeley, CA	Menlo Park, CA
Boston, MA	Montgomery County, MD
Brookline, MA	Mountain View, CA
Broomfield, CO	Palo Alto, CA
Castro Valley, CA	Pasadena, CA
Dallas, TX	San Jose, CA
Delaware County, PA	Santa Monica, CA
Fort Collins, CO	Stanislaus County, CA
Gainesville, FL	Washington, DC
Lexington, MA	

In addition to our national experience, our team is providing Zero Waste consulting services locally to the Miami-Dade County Department of Solid Waste Management.

We have done extensive research on the collection, recyclables processing and composting opportunities in the region and documented local and regional examples of Zero Waste strategies.

We will hit the ground running with no learning curve. We offer the team with the most relevant Zero Waste experience and the energy and enthusiasm needed to address the challenges on the path to Zero Waste.

As the project manager for this assignment, I am authorized to obligate our team to perform the commitments contained in this proposal. Please do not hesitate to contact me at 415.235.1356 or Ruth.Abbe@abbeassociates.com if you have any questions about our proposal.

Very truly yours,

A handwritten signature in black ink, appearing to read "Ruth C. Abbe".

Ruth C. Abbe, Principal
Abbe & Associates LLC dba Zero Waste Associates

B. Qualifications and Experience



Zero Waste Associates is a full-service management consulting firm specializing in Zero Waste planning, program development, economic analysis, collection and processing procurement, contract negotiations, and stakeholder engagement. We work with municipal clients, special districts, and institutional and commercial generators to plan and implement the social and physical infrastructure needed to reach Zero Waste.

Our principals are Board Members of Zero Waste USA, the U.S. National Affiliate of the Zero Waste International Alliance. We support municipalities across the country to embrace and achieve Zero Waste following the internationally peer-reviewed definition of Zero Waste and the Zero Waste Hierarchy, as codified by the Zero Waste International Alliance.

We have extensive experience working with communities and institutions to develop Zero Waste plans and programs similar to those requested by the Town. The following table summarizes recent Zero Waste planning projects undertaken by our team.

Our services include

- Sustainability services, including Zero Waste planning and greenhouse gas accounting
- Stakeholder engagement, outreach and education
- Waste prevention, reuse, and recycling, including processing and recovery facilities and marketing recovered materials
- Local and regional integrated waste management master plans
- Economic, environmental, and feasibility analyses
- System and facility procurements
- Organics management
- Collection efficiency studies, rate review, and hauler procurements and negotiations assistance
- Diversion and disposal studies
- Waste composition and generation projections
- Waste reduction technical assistance to large commercial and institutional generators

Project	Stakeholder outreach	Equity and inclusion	Program/financial analysis	Greenhouse gas analysis
Austin Resource Recovery Plan	✓	✓	✓	✓
Baltimore Fair Development Plan for Zero Waste	✓	✓	✓	✓
Boston Zero Waste Plan	✓		✓	✓
Broomfield Zero Waste Action Plan	✓		✓	
Gainesville Zero Waste Pathway			✓	✓
Miami-Dade County Zero Waste Master Plan	✓	✓	✓	✓
Palo Alto Zero Waste Strategic Plan	✓		✓	✓
San Francisco Zero Waste Assistance & Analysis	✓		✓	
San José Zero Waste Element	✓	✓	✓	✓
Zero Waste DC Plan	✓	✓	✓	✓

B1. Key Team Members

This section provides brief resumes for Key Team Members.



Ruth Abbe | Project Manager

Ruth Abbe is a senior management consultant with over 25 years of experience in program planning and implementation, facility and collection procurement, contract negotiation, financial analysis, and stakeholder engagement. As president of Zero Waste USA, she is a national leader in Zero Waste planning and works with municipalities across the country to develop the social and physical infrastructure to achieve Zero Waste.

Ruth has worked with more than 100 communities and private sector clients to plan and implement their recycling, organics, and construction and demolition debris programs and Zero Waste strategies. She has provided Zero Waste planning and program implementation services to the cities of Austin and Dallas (TX), Baltimore (MD), Boston, Brookline, and Lexington (MA), Fort Collins (CO); Washington (DC); Berkeley, Los Angeles, Mountain View, Palo Alto, Pasadena, San Francisco, and San José (CA). She has assisted the cities of Austin (TX), Fort Collins (CO), and Los Angeles (CA) to evaluate the feasibility of implementing their mandatory recycling and composting ordinances. She is leading the Zero Waste Associates team on the Miami-Dade Zero Waste Master Plan.



Richard Ramcharitar | Community & Stakeholder Engagement

Richard is the Lead Organizer of a grassroots community group, Broward Clean Air. He is involved in environmental stewardship and educating various community stakeholders including elected officials about incinerators, landfills, and Zero Waste alternatives and measures such as Zero Waste education, municipal programs, policies, initiatives, composting and infrastructure to help build a sustainable circular economy in South Florida cities and throughout the state with an objective of achieving a 75 percent recycling goal by 2030 in 67 counties. Richard is a Zero Waste Associate. He is trained to support communities, businesses, and institutions in embracing and achieving Zero Waste and he will work with a team of experienced certified Zero Waste consultants to work on Zero Waste plans for South Florida cities. He is currently supporting the Zero Waste Associates team conducting stakeholder outreach and program analysis for the Miami-Dade County Zero Waste Master Plan.



Amanda Rice Waddle | Policy & Program Analysis

Amanda is a Zero Waste consultant working with communities to build their Zero Waste Master Plans. Amanda lives in Gainesville, Florida with her husband and two daughters and has been instrumental in getting Gainesville and Alachua County on the path to Zero Waste through her volunteer work as co-chair of Zero Waste Gainesville. Amanda is also the Director of Zero Waste at The Repurpose Project, where she works with K-12 schools, small businesses, and events to get them on the path to Zero Waste.

Amanda also creates educational material on Zero Waste, plastic pollution, reuse, environmental and social justice related to plastic pollution, and Zero Waste communities. Amanda is also a co-instructor for Zero Waste USA's Zero Waste Associates classes. Amanda is especially interested in data management and modeling Zero Waste analytics for communities. Amanda's love of animals and connection to nature is what drives all of her sustainability work. Amanda worked for many years as a biologist and specifically studied American alligators and amphibian communities from north Florida through the Everglades. She has a deep understanding of natural systems, where nothing is wasted and this basic natural wonder is communicated through her Zero Waste work.



Randy Russell | Community Engagement & Program Analysis

Randall is a sustainable materials management specialist with expertise in resource conservation, Zero Waste planning, organics management, and developing recycling markets with a focus on local/state ordinance compliance programs and public-private partnerships.

He is currently managing the Miami-Dade Zero Waste Master Plan project for WSP and has supported Zero Waste Associates in Zero Waste planning projects for Berkeley, CA, San Jose, CA, and San Francisco, CA. Randall recently relocated to South Florida and resides in Broward County.

Integrating his technical expertise and proficiency for interpersonal communication, Randall has teamed on numerous projects that involve measuring impact, identifying reduction strategies, implementation, and program rollout. Randall has a proven professional track record and experience, comprehensive knowledge and expertise to undertake, analyze, develop, recommend implementation methodologies and complete the critical process required for usable and adaptable Integrated Zero Waste Plans.

He is certified to provide third-party verification of sustainable development with the Institute for Sustainable Infrastructure (Envision), Zero-Waste-To-Landfill analysis, and construction and demolition debris recovery with the Recycling Certification Institute.

B2. Example Projects

This section provides examples of similar work we have undertaken within the past five years.

Location:

Miami-Dade County, Florida

Timeline:

2025-2026

Contract Value

\$99,750 (Zero Waste Associates)

Client:

Miami-Dade County, Department of Solid Waste Management

Client Project Manager:

Nick Ciancio, Resilience Division Director, Department of Solid Waste Management, Intergovernmental Affairs & Constituent Services
Nicholas.Ciancio@miamidade.gov
305-514-6066

Team Project Manager:

- Ruth Abbe, Zero Waste Associates
- Randall Russell, WSP

Key Deliverables:

- Zero Waste Master Plan
- Stakeholder engagement
- Community survey
- Policy & program analysis
- Goals and milestones
- Implementation plan

Miami-Dade County Zero Waste Master Plan



As a subconsultant to WSP, Zero Waste Associates is providing Zero Waste consulting services to the Miami-Dade County for the development of its Zero Waste Master Plan.

During Phase 1, our team has developed the Zero Waste Master Plan outline, situation report, draft framework, and has identified over 30 Zero Waste initiatives to be evaluated for countywide implementation.

We have also developed the engagement plan to identify and map the stakeholders, plan and implement the workshops, conduct stakeholder interviews and regional committee meetings, and develop guidelines and talking points, community surveys, and presentations. The engagement plan will launch in August 2025 and the planning process is anticipated to conclude by August 2026.

During Phase 2, our team will conduct focus groups, participate in workshops and subgroup meetings, assist WSP in conducting research and analysis, and support the development of project deliverables. Special topics to be evaluated will include:

- Organics processing infrastructure
- Food recovery
- Recycling of additional materials
- Waste reduction, reuse, repurpose and repair
- Construction and demolition debris deconstruction, reuse and recycling
- Extended producer responsibility
- Household hazardous waste, electronics, and appliances
- Greenhouse gas emissions analysis
- Economic analysis

Location:
Lexington, Massachusetts

Timeline:
2022-2023
Contract Value
\$20,000

Client:
Town of Lexington

Client Project Manager:
David Pinsonneault, Director
Department of Public Works
Town of Lexington
201 Bedford Street
Lexington, MA 02420
dpinsonneault@lexingtonma.gov
781-274-8314

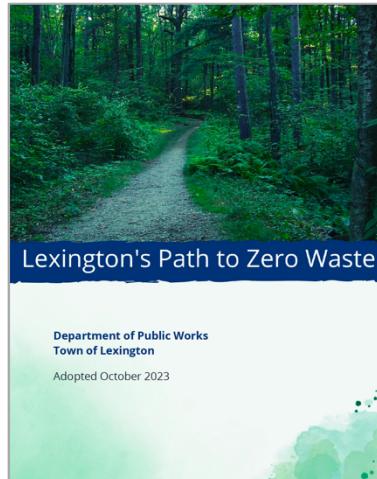
Team Project Manager:

- Ruth Abbe

Key Deliverables:

- Zero Waste Plan
- Stakeholder Outreach
- Current program analysis
- Townwide survey
- Town Hall workshops
- Zero Waste Committee meetings
- Policy & program analysis
- Goals and milestones
- Implementation plan

Lexington Zero Waste Plan



Lexington Town Meeting adopted a Zero Waste Resolution in April 2022 that called for the Town to adopt and model the guiding principles of Zero Waste as overarching goals for the community and all municipal and school operations; and to develop a Zero Waste Plan as soon as possible.

For this project, we met regularly with the Town's sustainability staff and Zero Waste Advisory Committee, conducted stakeholder interviews, listening sessions and an on-line survey; reviewed current programs and identified service opportunities; analyzed potential new or expanded policies, programs and infrastructure; prepared planning cost estimates and an implementation plan; and presented the findings and recommendations at Town Hall workshops and before the Town Meeting.

Twenty-two Zero Waste initiatives were identified for implementation in the short-term (1-3 years), medium-term (4-7 years) and long-term (8-10 years).

The Zero Waste initiatives were grouped into seven categories to evaluate their potential impacts, planning level costs, and strategies for implementation.

- Product Policies & Programs
- Deconstruction, Construction & Demolition
- Recycling Requirements
- Expand Infrastructure at Hartwell
- Lead by Example
- Outreach & Education
- Changes to the Collection System
- Technical Assistance & Enforcement

Implementation of the Zero Waste initiatives identified in the plan has the potential to increase Lexington's overall diversion rate from 60% to 90%.

Link to Zero Waste Plan:

<https://www.lexingtonma.gov/1267/Zero-Waste>

Location:
Palo Alto, California

Timeline:
2017-2022

Contract Value
\$500,000 total
\$88,000 Zero Waste Plan

Expenditure:
\$342,000 total
\$60,400 Zero Waste Plan

Client:
Palo Alto Department of Public Works, Environmental Services Division

Client Project Manager:
Paula Borges, Zero Waste Manager
City of Palo Alto
3201 East Bayshore Road
Palo Alto, CA 94303
Paula.Borges@cityofpaloalto.org
408.396.0591

Team Project Manager:
▪ Ruth Abbe

Key Deliverables:
▪ Zero Waste Plan
▪ Stakeholder Outreach
▪ Current program analysis
▪ Materials Characterization
▪ Policy and Program Planning
▪ Refuse Contracting Options Analysis
▪ Contract Development Support
▪ Environmental Documentation
▪ Technical assistance in support of mandatory recycling and composting ordinance
▪ Food waste reduction and food recovery research

Palo Alto Zero Waste Plan and Technical Support



We assisted the City of Palo Alto in planning and implementing the policies and programs needed to reach its goal of 95% diversion of materials from landfills by 2030, and 80% reduction of greenhouse gases by the same year. To identify needed new policies, programs and infrastructure, we conducted a citywide materials characterization study and single family residential “capture rate” study. Through the capture rate study, we determined that 86% of recyclables and 83% of organics were being diverted from disposal through the City’s collection programs. Specific material types, such as plastic and food were captured at a lower rate (62% and 46% respectively). We conducted stakeholder interviews and citywide workshops to obtain input on potential new or expanded Zero Waste initiatives. We prepared the 2018 Zero Waste Plan which was an update to the original plan that we prepared in 2007. The new plan identified 48 Zero Waste initiatives for implementation in the short-term 2018-2019, medium-term 2020-2026, and long-term 2027-2030.

We assisted the City in identifying contracting options for extending its collection contract and negotiating a new processing contract. We are now supporting the City by providing on-site technical assistance to help implement the City’s mandatory recycling and composting ordinance. We are also conducting research to identify options for food waste reduction and food recovery and will assist the City in its development of a new ordinance requiring surplus food generators to reduce wasted food and donate surplus food to food recovery organizations.

Link to Zero Waste Plan:

<https://www.cityofpaloalto.org/civicax/filebank/documents/66620>

Location:
Washington, DC

Timeline:
2022-2023
Contract Value
\$227,950

Client:
Office of Waste Diversion,
District of Columbia

Client Project Manager:
Sarah Hofman-Graham
2000 14th Street NW, 6th Floor
Washington, DC 20009
Sarah.hofman-graham@dc.gov
202-710-3969

Team Project Manager
▪ Ruth Abbe

Key Deliverables:
▪ Zero Waste Plan
▪ Zero Waste Framework
▪ Public Workshops
▪ Policy & program analysis
▪ Cost-benefit analysis
▪ Goals and milestones
▪ Implementation plan

Zero Waste DC Plan



The District of Columbia Sustainable Solid Waste Management Amendment Act of 2014 established an Interagency Waste Reduction Working Group and charged it with producing and implementing a Zero Waste plan.

For this project, our work included: collecting and analyzing data to develop the draft Zero Waste Framework, developing the public engagement strategy, conducting 20 public workshops, conducting a cost-benefit analysis, drafting Zero Waste DC Plan (analyzing 43 Zero Waste actions to be implemented through 2040) and Zero Waste DC Transformation Order (codifying the policies and programs).

The plan was designed to provide a unified and comprehensive strategy for sustainable solid waste management over the planning period of 2023 to 2040 and is intended to inform future policy development and decision-making at a leadership level.

The Zero Waste DC Plan, if implemented in full, will achieve the following by 2040:

- Reduction of the citywide solid waste stream by 18%.
- A citywide solid waste diversion rate of 80% in achievement of the District Government Zero Waste goal.
- Annual greenhouse gas (GHG) emissions reductions of 1.38 million MTCO2e.
- Creation of nearly 300 green jobs within District Government and inject \$67 million in financial assistance and incentives into the community.

Link to the Zero Waste Plan:

<https://zerowaste.dc.gov/zwdcplan>

C. Task and Deliverables Work Plan

This section describes our approach to the specific tasks identified by the Town in the Request for Proposals.

Phase I Adoptable Zero Waste Plan

Stakeholder Interviews, Listening Sessions and On-line Survey

For this task, we will conduct interviews with Town staff and conduct listening sessions with key stakeholders (which could include school representatives, community organizations, business representatives, environmental and environmental justice organizations, and local and regional service providers).

We will prepare an on-line survey for distribution by the Town, to gather public input on the barriers and opportunities for reducing waste and increasing recycling and composting in Southwest Ranches.

Deliverables:

- 10 interviews or listening sessions
- Summary notes, documenting outcomes
- On-line survey and summary memo of survey results

Meeting 1 - Introduction to Zero Waste and Guiding Principles

We will kick-off the project with an overview of Zero Waste planning and present sample goals and guiding principles for the plan. We will discuss the goals of the project and the goals of the plan. At this meeting, we will also receive input from the Town to identify specific areas of research to be undertaken and review the information request.

We recommend close coordination with the Zero Waste Advisory Board to guide our work. These meetings could be conducted with the Advisory Board and stakeholders from representative groups or non-profits.

We anticipate conducting two on-line Town Hall meetings open to the public, based on project milestones.

Deliverables:

- Agenda and presentation materials
- Sample goals and guiding principles
- Zero Waste Planning Checklist and Service Opportunities
- Information request
- Presentation at on-line Town Hall meeting

Meeting 2 - Review Zero Waste Planning Checklist and Service Opportunities

The Town staff and the Advisory Board will review the checklists results and discuss the service opportunities (new or expanded policies, programs and infrastructure) and provide direction for the Zero Waste initiatives to be included for evaluation in the plan. Based on information provided by Town staff and other available research, we will prepare a situation report.

Deliverables:

- Agenda and presentation materials
- Situation report based on current programs, diversion and destructive disposal data

Meeting 3 - Prioritize Zero Waste Initiatives

At this meeting, Town staff and the Advisory Board will review the Zero Waste initiative descriptions and prioritize them for inclusion in the plan. Each initiative description will include a description and regional and national examples from other communities with similar demographics or existing conditions. We will discuss timing for implementation (short-, medium- and long-term), planning level costs, funding and action steps. Town staff and the public will give guidance for the development of the draft plan elements.

Deliverables:

- Agenda and presentation materials
- Zero Waste initiative descriptions
- Presentation at on-line Town Hall meeting

Meeting 4 - Review Draft Plan Elements

At this meeting, the Town staff and the Advisory Board will review and provide comments on the draft plan elements. This is anticipated to be a high-level action plan describing the background, initiatives and next steps for implementation. This document will be prepared using the Town's preferred format and style guidelines

Deliverables:

- Agenda and presentation materials
- Zero Waste Plan Elements
- Revised Zero Waste Plan Elements
- Diversion potential and greenhouse gas analysis
- Presentation of Zero Waste Plan to Town Council

Assumptions:

- The Town will provide us with background information on current services, outreach programs, diversion tonnages, and demographics.
- We will prepare meeting documents and agendas one week in advance of each meeting (to be posted and distributed in accordance with Town guidelines).
- Meetings will be conducted via Zoom (our platform) or another online meeting platform provided by the Town.
- We will provide planning level diversion and cost estimates for each of the initiatives selected by the Town.
- We will provide one draft and one revised Zero Waste Plan document, incorporating feedback from the public and Town staff.
- Costs will be billed based on project milestones.

Phase II Implementation Support

Our team provides implementation assistance to municipalities, institutions and businesses, including:

- Door-to-door outreach in support of recycling and compost collection
- Green Team training for municipalities, businesses, schools and faith organizations
- Development of outreach and education materials, including website design, fact sheets, FAQs, brochures, newsletters, email outreach and social media.
- Contract negotiation for collection and processing services
- Systems analysis and facility development
- Grant-writing, grant management and oversight

We would be delighted to support the Town in implementing any of the Zero Waste strategies identified in the Zero Waste Plan.

C1. Project Timeline

We understand that the Town anticipates completion of the Zero Waste Plan within six months of the award date. We propose regularly monthly meetings with Town staff and the Zero Waste Advisory Board focused on the project milestones. We will kick off the stakeholder engagement and first meeting in Month 1 and complete the final plan in Month 6. Depending on the noticing requirements of the Town Council, the presentation to the Town Council would occur in Month 6 or 7.

Task	Timeframe
Stakeholder Interviews	Month 1
On-line Community Survey	
Meeting 1: Guiding Principles	Month 1
On-line Town Hall	
Meeting 2: Zero Waste Checklist	Month 2
Meeting 3: Zero Waste Initiatives	Month 3
On-line Town Hall	
Meeting 4: Draft Plan Elements	Month 4
Draft Plan and Analysis	Month 5
Revised Plan and Analysis	Month 6
Presentation to Town Council	Month 6 or 7

D. Resources and Availability

Zero Waste Associates has a deep bench of Zero Waste professionals available to support the Town on the path to Zero Waste.

Our colleagues have a diverse skill set which include:

- Economic analysis
- Engineering support
- Procurement assistance
- Program analysis
- Planning and implementation
- Graphic design
- Website support
- Community-Based Social Marketing
- Zero Waste ambassador training

Two of our team members (Richard and Randall) are based in Broward County and can provide on-site support to the Town.

E. Client References

Our team members are Zero Waste practitioners who work every day to plan and implement Zero Waste policies, programs, and infrastructure. In the following tables, we have summarized recent project examples that demonstrate our ability to provide services similar to those requested by the Town.

While we maintain excellent relationships with all of our clients, the references that we have chosen to include here are especially relevant to the work that the Town is requesting consultant services for, and represents work that we are especially proud of.

REFERENCE 1

Name of Client

City of Boston, MA

Contact Person Susan Cascino (retired)	Telephone Number 617-309-0335	Email susancascino@gmail.com
Dates of Service August 2017 - May 2019	Cost of Service \$148,000	

Brief Description of Services Provided

We developed the [Boston Zero Waste Plan](#), which included: organizing and facilitating meetings of the Zero Waste Advisory Committee, summarizing existing data, policies and programs, assessing waste reduction and diversion opportunities for residential, commercial, industrial, and institutional sectors, performing cost/benefit analyses, drafting the Zero Waste Plan and presentation materials, drafting a market and economic development strategy, and drafting public education case studies.

REFERENCE 2

Name of Client

Department of Public Works, Town of Lexington, Massachusetts

Street Address 201 Bedford Street	City Lexington	State MA	Zip Code 02420
Contact Person David Pinsonneault	Telephone Number 781-274-8314	Email Address dpinsonneault@lexingtonma.gov	
Dates of Service May 2022-October 2023	Cost of Service \$20,000		

Brief Description of Services Provided

We prepared the [Lexington Zero Waste Plan](#), which included: regular meetings with the Town's sustainability staff and Zero Waste Advisory Committee,

stakeholder interviews, listening sessions and an on-line survey. We reviewed current programs and identified service opportunities; analyzed potential new or expanded policies, programs and infrastructure; prepared planning cost estimates and an implementation plan; and presented the findings and recommendations at Town Hall workshops and before the Town Meeting.

REFERENCE 3

Name of Client City of Palo Alto, CA			
Street Address 3201 East Bayshore Road	City Palo Alto	State CA	Zip Code 94303
Contact Person Paula Borges, Zero Waste Manager	Telephone Number 408.396.0591		Email Paula.Borges@cityofpaloalto.org
Dates of Service August 2017 - May 2019	Cost of Service \$148,000		

Brief Description of Services Provided

We conducted a citywide materials characterization study and single family residential "capture rate" study. Through the capture rate study, we determined that 86% of recyclables and 83% of organics were being diverted from disposal through the City's collection programs. Specific material types, such as plastic and food were captured at a lower rate (62% and 46% respectively). We conducted stakeholder interviews and citywide workshops to obtain input on potential new or expanded Zero Waste initiatives.

We prepared the 2018 Zero Waste Plan which was an update to the original plan that we prepared in 2007. The new plan identified 48 Zero Waste initiatives for implementation in the short-term 2018-2019, medium-term 2020-2026, and long-term 2027-2030.

REFERENCE 4

Name of Client Office of Waste Diversion, District of Columbia			
Street Address 2000 14 th Street NW, 6 th Floor	City Washington	State DC	Zip Code 20009
Contact Person Sarah Hofman-Graham	Telephone Number 202-710-3969	Email Address Sarah.hofman-graham@dc.gov	
Dates of Service June 2022-June 2023	Cost of Service \$227,950		

Brief Description of Services Provided

We prepared the [Zero Waste DC Plan](#), which included: collecting and analyzing data to develop the draft Zero Waste Framework, developing the public engagement

strategy, conducting 20 public workshops, conducting a cost-benefit analysis, drafting Zero Waste DC Plan (analyzing 43 Zero Waste actions to be implemented through 2040) and Zero Waste DC Transformation Order (codifying the policies and programs).

REFERENCE 5

Name of Client

Zero Waste Division, City of Berkeley, California

Street Address	City	State	Zip Code
1201 Second Street	Berkeley	CA	94701
Contact Person Leticia Jauregui, Division Director	Telephone Number 510-377-4622	Email ljauregui@berkeleyca.gov	
Dates of Service February 2023-Present	Cost of Service \$500,000		

Brief Description of Services Provided

We prepared a Materials Characterizations Study classifying each materials stream (recycling, organics, refuse) into over 100 material types for each generator sector (single-family, multifamily commercial and self-haul). Estimated diversion and capture rate.

We are now preparing the Integrated Zero Waste Strategic Plan which includes: outreach and stakeholder engagement, operations review, transfer station feasibility study integration, Zero Waste programs, policies, and ordinances, Zero Waste Division staffing, program outreach and education recommendations, Zero Waste Division staffing, financial analysis, and Integrated Zero Waste Strategic Plan.

REFERENCE 6

Name of Client

Office of Sustainability, Delaware County, Pennsylvania

Street Address	City	State	Zip Code
201 W Front Street, Rm 209H	Media	PA	19063
Contact Person Rebecca Yurkovich	Telephone Number 484-846-2075	Email Address Yurkovichr@co.delaware.pa.us	
Dates of Service December 2022-Present	Cost of Service \$215,000		

Brief Description of Services Provided

We prepared the [Municipal Waste Management Plan – Delaware County’s Path to Zero Waste](#), which included: evaluating scenarios for long-term waste disposal, conducting extensive public outreach (including workshops, stakeholder meetings and focus groups), developing goals and objectives for the plan, conducting a

solid waste facility inventory, developing projections for waste quantity and composition, developing Zero waste initiatives, projecting potential diversion estimates and planning level costs, conducting a strategic analysis and life-cycle analysis.

F. Price

We propose to undertake the following tasks for the not-to-exceed budget of \$35,000. We are flexible about our approach and can modify our scope and budget based on the needs of the Town.

Task	Budget
Stakeholder Interviews, on-line survey	\$5,000
Meeting 1: Guiding Principles	\$4,500
Meeting 2: Zero Waste Checklist	\$4,500
Meeting 3: Zero Waste Initiatives	\$4,500
Meeting 4: Draft Plan Elements	\$4,500
Draft Plan and Analysis	\$7,000
Revised Plan and Analysis	\$5,000
Total Cost	\$35,000

Hourly rates:

Principal \$200

Technical Analysis \$175

Outreach & Education Assistance \$150

G. Value-Added Capabilities

Zero Waste Associates has a wide network of Zero Waste professionals operating regionally and nationally. We have undertaken smaller, competitively-priced projects and large, multi-year, multi-million engagements. We are deeply invested in the success of the local community. We believe that the Town can be a leader in Zero Waste and provide an example for other communities in Broward County. In addition to our professional consulting work in Zero Waste, we are educators and networkers and have conducted Zero Waste trainings locally, nationally and internationally. We look forward to collaborating with the Town and the Zero Waste Advisory Board on your path to Zero Waste.

H. Exceptions

We take no exceptions to the RFP or the sample agreement included in the RFP.

Other – Required Forms

Please find each of the required forms included in the RFP attached to this section.

- Offeror's Qualification Statement
- Price Proposal Form
- Drug Free Workplace
- Governmental Contact Information
- Anti-Lobbying Certification
- Acknowledgment of Conformance with O.S.H.A. Standards
- Proposer Experience
- Acknowledgement of Addenda
- Liability Claims (None)
- Form W-9
- Proof of Insurance
- 44 C.F.R. Part 18 - Certification Regarding Lobbying
- E-Verify Memorandum of Understanding
(Note that we have applied and are pending enrollment)
- Other Federal, State and Local Requirements

Notarized forms are included as a separate attachment.

- Disclosure of Ownership Interest Affidavit
- Disclosure of Ownership Interests
- Sworn Statement Pursuant to Section 287.133(3)(A) Florida Statutes on Public Entity Crimes
- Non-Collusion Affidavit
- Anti-Lobbying Certification Form
- Certificate of Authority (If Individual / Sole Proprietor)
- Proposer Confirmation of Qualifications

TOWN OF SOUTHWEST RANCHES, FLORIDA
ZERO WASTE CONSULTANT
RFP NO. 25-22 (RE-ISSUE)

OFFEROR'S QUALIFICATION STATEMENT
[Please print clearly]

NAME: Abbe & Associates LLC dba Zero Waste Associates

ADDRESS: 1028 Fair Oaks Avenue, Alameda CA 94501

FEIN: 46-5630095

LICENSE NUMBER: _____ STATE OR COUNTY: _____

LICENSE TYPE: _____
(Attach copy of license)

LICENSE LIMITATIONS, IF ANY: _____
(Attach a separate sheet, if necessary)

LICENSEE SIGNATURE: _____

LICENSEE NAME: _____

PROPOSER'S SIGNATURE: Ruth Abbe _____

PROPOSER'S NAME: Ruth Abbe _____

PROPOSER'S ADDRESS: 1028 Fair Oaks Avenue, Alameda CA 94501

PROPOSER'S PHONE NUMBER: Office: _____ Cell: 415-235-1356

PROPOSER'S EMAIL ADDRESS: ruth.abbe@abbeassociates.com

By: _____

Abbe & Associates LLC
Name of Corporation/Entity

1028 Fair Oaks Avenue, Alameda CA 94501
Address of Corporation/Entity

Ruth Abbe
Signature of President or Authorized Principal

By: Ruth Abbe

Title: Principal

(If the Proposer is a Corporation, affix corporate seal)

TOWN OF SOUTHWEST RANCHES, FLORIDA
ZERO WASTE CONSULTANT
RFP NO. 25-22 (RE-ISSUE)

PRICE PROPOSAL FORM

The Town will accept sealed proposals from qualified consultants to provide Zero Waste Consultant services. This solicitation aligns with the Town's broader commitment to sustainability and community-driven solutions and seeks a consultant who can help translate the Town's vision into actionable Zero Waste programs, education, and policy initiatives.

As part of the scope, the selected consultant shall prepare a comprehensive Zero Waste Implementation Plan, to be completed and presented to Town staff, Town Council **and the Zero Waste Advisory Board** within six (6) months of the award date.

Proposals shall include all associated costs, including professional fees, insurance, and any materials or resources necessary to perform the required services, as well as pricing for a minimum of one Town Council presentation and hourly rates for additional services to be activated at the Town's request.

The undersigned hereby submits the following cost proposal:

A. Proposal Price (Turnkey – All-Inclusive Price for entirety of Phase I as detailed herein)

\$ 35,000

B. Hourly Rate(s) for Additional Consulting Services (Phase II)
(only if activated in writing by the Town via contract addendum)

Principal \$200, Technical Analysis \$175, Outreach & Education Assistance \$150
Hourly Rate: \$ _____ / hour
(attach additional position rates as applicable)

I have attached a **detailed breakdown of this price proposal**, prepared in accordance with the specifications herein (ref Section 4: Proposal Format, item "F").

Check one:

Yes (detailed price proposal attached) - see page 17 of the proposal
 No (detailed price proposal not attached)

Note – Rates for Additional Professional Services

If it should become necessary for the Town of Southwest Ranches to request the Consultant to render any additional services to supplement those requested in this RFP, such additional work shall only be performed if set forth in an addendum to the contract between the Town and the Consultant. Any such additional work agreed to between the parties shall be performed at the same hourly rates set forth in the final negotiated agreement.

Proposer Name: Abbe & Associates LLC dba Zero Waste Associates

Authorized Representative (Print): Ruth Abbe, Principal

Signature: Ruth Abbe

Date: 10-15-25

TOWN OF SOUTHWEST RANCHES, FLORIDA
ZERO WASTE CONSULTANT
RFP NO. 25-22 (RE-ISSUE)

DRUG FREE WORKPLACE

Proposer must certify that they will provide a drug-free workplace. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under Proposal a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under Proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
- 5) Impose a sanction on (or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community), any employee who is so convicted or takes a plea.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

PROPOSER'S SIGNATURE: Ruth C Abbe

PROPOSER FIRM: Abbe & Associates LLC dba Zero Waste Associates

TOWN OF SOUTHWEST RANCHES, FLORIDA
 ZERO WASTE CONSULTANT
 RFP NO. 25-22 (RE-ISSUE)

GOVERNMENTAL CONTACT INFORMATION

Please list name of agency, address, phone number, contact person and email of any other Governmental Agencies or Quasi-governmental agencies for which you have conducted business on similar project within the past five years.

NAME OF AGENCY	ADDRESS	PHONE NUMBER	CONTACT PERSON & EMAIL
Miami-Dade County Department of Solid Waste Management	Dr. Martin Luther King Office Plaza 2525 NW 62nd St, 5th Floor Miami, FL 33147	305-514-6066	Nick Ciancio, Nicholas.Ciancio@miamidade.gov
Town of Lexington Department of Public Works	201 Bedford Street Lexington, MA 02420	781-274-8314	David Pinsonneault dpinsonneault@lexingtonma.gov
Palo Alto Department of Public Works, Environmental Services Division	3201 East Bayshore Road Palo Alto, CA 94303	408.396.0591	Paula Borges Paula.Borges@cityofpaloalto.org
Office of Waste Diversion, District of Columbia	2000 14th Street NW, 6th Floor Washington, DC 20009	202-710-3969	Sarah Hofman-Graham Sarah.hofman-graham@dc.gov
Zero Waste Division, City of Berkeley, California	1201 Second Street Berkeley, CA 94701	510-377-4622	Leticia Jauregui ljauregui@berkeleyca.gov
Office of Sustainability, Delaware County, Pennsylvania	201 W Front Street, Rm 209H Media, PA 19063	484-846-2075	Rebecca Yurkovich Yurkovichr@co.delaware.pa.us

Proposer's Firm: Abbe & Associates LLC dba Zero Waste Associates

TOWN OF SOUTHWEST RANCHES, FLORIDA
ZERO WASTE CONSULTANT
RFP NO. 25-22 (RE-ISSUE)

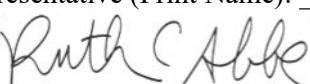
ANTI-LOBBYING CERTIFICATION

Pursuant to the requirements of the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352) and applicable State of Florida lobbying regulations, the undersigned hereby certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
4. The undersigned acknowledges and affirms compliance with the applicable State of Florida lobbying registration and disclosure requirements for entities seeking to influence state or municipal decisions, including but not limited to executive branch lobbying for procurement contracts valued at \$20,000 or more, and any applicable local ordinances governing lobbying activities within Florida municipalities.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Contractor/Company Name: Abbe & Associates dba Zero Waste Associates
Authorized Representative (Print Name): Ruth Abbe Title: Principal
Signature:  Date: 10-15-25

TOWN OF SOUTHWEST RANCHES, FLORIDA
ZERO WASTE CONSULTANT
RFP NO. 25-22 (RE-ISSUE)

**ACKNOWLEDGMENT OF CONFORMANCE
WITH O.S.H.A. STANDARDS**

TO THE TOWN OF SOUTHWEST RANCHES:

Abbe & Associates LLC _____, hereby acknowledges and agrees that as Consultant for the Town of Southwest Ranches within the limits of the Town of Southwest Ranches, Florida, we have the sole responsibility for compliance with all requirements of the Federal Occupational Safety and Health regulations, and agree to indemnify and hold harmless the Town of Southwest Ranches, including its Council Members, officers and employees, from and against any and all legal liability or loss the Town may incur due to Abbe & Associates LLC's failure to comply with such regulations.

ATTEST

Abbe & Associates LLC
CONSULTANT

BY: Ruth C Abbe

Ruth Abbe, Principal
Print Name

Date: 10-15-25

Proposer's Firm: Abbe & Associates LLC dba Zero Waste Associates

TOWN OF SOUTHWEST RANCHES, FLORIDA
ZERO WASTE CONSULTANT
RFP NO. 25-22 (RE-ISSUE)

PROPOSER EXPERIENCE

In order to receive consideration for an award, it is a requirement that the following "Information Sheet" be completed and returned with your response to this RFP.

Proposer (company name): Abbe & Associates LLC dba Zero Waste Associates
Address: 1028 Fair Oaks Avenue, Alameda, CA 94501
Telephone No: (415)235-1356
Contact person: Ruth Abbe Title: Principal
Number of years in business: 11 Years
Address of nearest facility: 1028 Fair Oaks Avenue, Alameda CA 94501

Provide three (3) client entities where these services have been provided:

1. Company Name: Department of Public Works, Town of Lexington, Massachusetts
Telephone No: (781)274-8314
Contact Person: David Pinsonneault
Title: Director
Contract Amount: \$20,000
Project: Lexington Zero Waste Plan
Email: dpinsonneault@lexingtonma.gov
Date Services Provided: 2022-2023

2. Company Name: Palo Alto Department of Public Works, Environmental Services Division
Telephone No: (408)396.0591
Contact Person: Paula Borges
Title: Zero Waste Manager
Contract Amount: \$60,400
Project: Palo Alto Zero Waste Plan
Email: Paula.Borges@cityofpaloalto.org
Date Services Provided: 2017-2022

3. Company Name: Office of Waste Diversion, District of Columbia
Telephone No: (202)710-3969
Contact Person: Sarah Hofman-Graham
Title: Team Lead
Contract Amount: \$227,950
Project: Zero Waste DC Plan
Email: Sarah.hofman-graham@dc.gov
Date Services Provided: 2022-2023

ACKNOWLEDGEMENT OF ADDENDA

TOWN OF SOUTHWEST RANCHES, FLORIDA
ZERO WASTE CONSULTANT
RFP NO. 25-22 (RE-ISSUE)

Proposer shall indicate receipt of any addendum by initialing below for each addendum received.

Addendum No. 1 RA

Addendum No. 2 _____

Addendum No. 3 _____

Addendum No. 4 _____

[Remainder of page intentionally left blank]

TOWN OF SOUTHWEST RANCHES, FLORIDA
ZERO WASTE CONSULTANT
RFP NO. 25-22 (RE-ISSUE)

LIABILITY CLAIMS

Please list the following information for all/any Liability Claims for the past five (5) years. If none state NONE:

NONE

1. Name and Location of project: _____

2. Contact information for Project Owner:
 - a. Name: _____
 - b. Address: _____
 - c. Phone: _____
 - d. Email: _____
3. Nature of Claim: _____

4. Date of Claim: _____
5. Resolution Date of Claim and how resolved: _____

6. If applicable:
 - a. Court Case Number: _____
 - b. County: _____
 - c. State: _____

PROPOSER FIRM: _____

TOWN OF SOUTHWEST RANCHES, FLORIDA
ZERO WASTE CONSULTANT
RFP NO. 25-22 (RE-ISSUE)

W-9

INSERT IRS FORM W – 9
Must be the current IRS form October 2018 revision,
signed, dated and legible W-9

Request for Taxpayer
Identification Number and CertificationGo to www.irs.gov/FormW9 for instructions and the latest information.Give form to the
requester. Do not
send to the IRS.Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See <i>Specific Instructions</i> on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	Ruth C. Abbe					
	2 Business name/disregarded entity name, if different from above.	Abbe & Associates LLC					
3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.							4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
<input checked="" type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____							Exempt payee code (if any) _____
3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____							Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____
5 Address (number, street, and apt. or suite no.). See instructions. 1028 Fair Oaks Avenue							Requester's name and address (optional)
6 City, state, and ZIP code Alameda, CA 94501							
7 List account number(s) here (optional)							

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
<input type="text"/>	<input type="text"/>	<input type="text"/> - <input type="text"/>							
or									
Employer identification number									
4	6	-	5	6	3	0	0	9	5

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Ruth C. Abbe	1-31-25
			Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

TOWN OF SOUTHWEST RANCHES, FLORIDA
ZERO WASTE CONSULTANT
RFP NO. 25-22 (RE-ISSUE)

PROOF OF INSURANCE

INSERT PROOF OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/28/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT	
	NAME: PHONE (A/C, No. Ext): (888) 202-3007 E-MAIL ADDRESS: contact@hiscox.com	FAX (A/C, No):
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Hiscox Insurance Company Inc	10200	
INSURED	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		Y	P100.354.411.7	06/26/2025	06/26/2026	EACH OCCURRENCE	\$ 2,000,000	
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	
							MED EXP (Any one person)	\$ 5,000	
							PERSONAL & ADV INJURY	\$ 2,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$ 4,000,000	
	OTHER:						PRODUCTS - COMP/OP AGG	\$ S/T Gen. Agg.	
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		Y	P100.354.411.7	06/26/2025	06/26/2026	COMBINED SINGLE LIMIT (Ea accident)	\$	
							BODILY INJURY (Per person)	\$	
							BODILY INJURY (Per accident)	\$	
							PROPERTY DAMAGE (Per accident)	\$	
							CGL HNOA Limit (per occurrence)	\$ 2,000,000	
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE	\$	
							AGGREGATE	\$	
								\$	
	DED <input type="checkbox"/> RETENTION \$								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y / N	N / A				PER STATUTE	OTHR-	
							E.L. EACH ACCIDENT	\$	
							E.L. DISEASE - EA EMPLOYEE	\$	
							E.L. DISEASE - POLICY LIMIT	\$	
	A Professional Liability						Each Claim: \$ 1,000,000		
							Aggregate: \$ 2,000,000		

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/03/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER NUTMEG INS AGENCY INC/PHS 76210775 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	CONTACT NAME: PHONE (A/C, No, Ext): (888) 925-3137	FAX (A/C, No):
	E-MAIL ADDRESS:	
INSURER(S) AFFORDING COVERAGE		NAIC#
INSURED ABBE AND ASSOCIATES LLC 1028 FAIR OAKS AVE ALAMEDA CA 94501-3922	INSURER A : Hartford Casualty Insurance Company	29424
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGEs

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS		
	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR						EACH OCCURRENCE		
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence)		
	OTHER:						MED EXP (Any one person)		
	AUTOMOBILE LIABILITY						PERSONAL & ADV INJURY		
	ANY AUTO						GENERAL AGGREGATE		
	ALL OWNED AUTOS						PRODUCTS - COMP/OP AGG		
	Hired AUTOS								
	SCHEDULED AUTOS								
	NON-OWNED AUTOS								
	UMBRELLA LIAB EXCESS LIAB								
DED <input type="checkbox"/> RETENTION \$							COMBINED SINGLE LIMIT (Ea accident)		
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	Y/N	N/A	76 WEC AB7E7J	05/02/2025	05/02/2026	X PER STATUTE	OTHEr	
							E.L. EACH ACCIDENT	\$1,000,000	
							E.L. DISEASE -EA EMPLOYEE	\$1,000,000	
							E.L. DISEASE - POLICY LIMIT	\$1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan L. Castaneda

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TOWN OF SOUTHWEST RANCHES, FLORIDA
ZERO WASTE CONSULTANT
RFP NO. 25-22 (RE-ISSUE)

44 C.F.R. PART 18 - CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Consultant, Abbe & Associates LLC, certifies or affirms the truthfulness and Accuracy of each statement of its certification and disclosure, if any. In addition, the Consultant understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.



Signature of Consultant's Authorized Official

Ruth Abbe, Principal

Name and Title of Consultant's Authorized Official

10-15-25

Date

INSERT E-VERIFY MEMORANDUM OF UNDERSTANDING

PROVIDE PROOF OF E-VERIFY REGISTRATION

- a) Page showing USCIS verified electronic approval.
- b) Page listing Company name & EIN number, matching W9 submitted.

To Enroll in E-Verify, Go to <https://idp.uscis.gov/enroll/Everify> - and click on [I Agree] to register, save registration as a PDF document and include memorandum of Understanding document with this bid.

To access your Company's MOU:

1. Log in to your Company's E-Verify Account, Click on My Company Profile/Account (right upper section of the main page)
2. Scroll down on the following screen for the link "view/print MOU.

DO NOT INCLUDE MOU OF COMPANY DIFFERENT TO W9 SUBMITTED.

E-Verify Information:

Beginning January 1, 2021, every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, contractor, or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system.

1. If a contractor enters into a contract with a subcontractor, the subcontractor must provide the contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien.
2. The contractor shall maintain a copy of such affidavit for the duration of the contract. In accordance with F.S. 448.095 Contractor/Consultant acknowledges and agrees to the following:
 - a) Shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Vendor/Contractor during the term of the contract; and
 - b) Shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term



E-Verify Enrollment

Enrollment Pending



It's okay! We are temporarily unable to approve your enrollment at this time.

We couldn't immediately approve your enrollment in E-Verify because we were unable to verify the information you entered. Please contact the E-Verify Customer Support team at 888-464-4218 or email us at E-Verify@uscis.dhs.gov within five federal government workdays in order to confirm the information provided during enrollment. **Do not enroll your company again in E-Verify. If you attempt to re-enroll, your enrollment may be further delayed.**

Thanks for signing up for E-Verify. Your participation is vital in ensuring a legal U.S. workforce. We look forward to hearing from you shortly to confirm your enrollment information.

[Log out of E-Verify](#)

OTHER FEDERAL, STATE AND LOCAL REQUIREMENTS (2 CFR 200 COMPLIANCE)

The Contractor must adhere to all requirements and regulations established by the Federal Emergency Management Agency (FEMA), the Federal Highway Administration (FHWA), Florida Department of Transportation (FDOT), Natural Resources Conservation Service (NRCS), U.S. Army Corps of Engineers (USACE) and any other governmental agency with jurisdiction over emergency/disaster response and recovery actions. Notwithstanding anything in this Agreement to the contrary, Contractor also agrees to comply, subject to applicable professional standards, with the provisions of any and all applicable Federal, State, County and Town orders, statutes, ordinances, rules, and regulations which may pertain to the services required under the Agreement, including but not limited to:

A. ACCESS BY THE GRANTEE, SUBGRANTEE, FEDERAL GRANTOR AGENCY AND COMPTROLLER GENERAL

The Contractor shall allow access by the grantee, sub grantee, Federal grantor agency and Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the Contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

B. FEDERAL CLEAN AIR AND WATER ACTS

Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387), and will report violations to FEMA and the Regional Office of the Environmental Protection Agency (EPA).

C. CONTRACT WORK HOURS AND SAFETY STANDARDS

The Contractor shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3702-3704) as supplemented by Department of Labor regulations (29 CFR Part 5).

D. COMPLIANCE WITH THE COPELAND ANTI-KICKBACK ACT

(1) Contractor. The Contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.

(2) Subcontracts. The Contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as the FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.

(3) Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

TOWN OF SOUTHWEST RANCHES, FLORIDA
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E. BUY AMERICAN ACT

The Contractor shall comply with all applicable standards, orders, or requirements regarding the Buy American Act.

F. SUSPENSION AND DEBARMENT

Non-federal entities are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, sub-awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

G. ANTI-LOBBYING

Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended), Contractors who apply or bid for an award of \$100,000 or more shall file the required certification (see page 40). Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier-to-tier up to the recipient.

This provision is applicable to all Federal-aid contracts and to all related subcontracts which exceed \$100,000 (49 CFR 20).

H. EQUAL EMPLOYMENT OPPORTUNITY

All contractors and subcontractors performing work in connection with this Agreement shall provide equal opportunity for employment because of race, religion, color, age, sex, national origin, sexual preference, disability, or marital status. The aforesaid provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in a conspicuous place available for employees and applicants for employment, such notices as may be required by the Dade County Fair Housing and Employment Commission, or other authority having jurisdiction over the Work setting forth the provisions of the nondiscrimination law.

I. NONDISCRIMINATION

During the performance of this Agreement, Contractor agrees to not discriminate against any employee or applicant for employment because of race, religion, color, sex, handicap, marital status, age, or national origin, and will take affirmative action to ensure that they are afforded equal employment opportunities without discrimination. Such action shall be taken with reference to, but not be limited to, recruitment, employment, termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on-the-job training. By entering into this Agreement with the Town, the Contractor attests that it is not in violation of the Americans with Disabilities Act of 1990 (and related Acts). If the

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Contractor or any owner, subsidiary or other firm affiliated with or related to the Contractor is found by the responsible enforcement agency or the Town to be in violation of the Act, such violation shall render this Agreement void. This Agreement shall be void if the Contractor submits a false affidavit or the Contractor violates the Act during the term of this Agreement, even if the Contractor was not in violation at the time it submitted its affidavit.

J. OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA)

The Contractor shall comply with OSHA as applicable to this Agreement.

K. ENVIRONMENTAL PROTECTION AGENCY (EPA)

The Contractor shall comply with all laws, rules and regulations promulgated by, for, or related to the EPA as applicable to this Agreement.

L. CONFLICTS OF INTEREST

The Contractor shall comply with "Conflicts of Interest" Section 1-19 of the Broward County Code, and Ordinance 2011-19.

M. FLORIDA BUILDING CODE (FBC)

The Contractor shall comply with all applicable provisions of the Florida Building Code (FBC).

N. VIOLATIONS OF LAW

Notwithstanding any other provision of the Agreement, Contractor shall not be required pursuant to the Agreement to take any action or abstain from taking any action if such action or abstention would, in the good faith determination of the Contractor, constitute a violation of any law or regulation to which Contractor is subject, including, but not limited to, laws and regulations requiring that Contractor conduct its operations in a safe and sound manner.

O. VERIFICATION OF EMPLOYMENT STATUS

Any Contractor/Consultant assigned to perform responsibilities under its contract with a State agency are required to utilize the U.S. Department of Homeland Security's E-Verify system (per the State of Florida Executive Order Number 11-02 "Verification of Employment Status") to verify the employment eligibility of: (a) all persons employed during the contract term by the Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by the Contractor to perform work pursuant to the contract with the State agency. U.S. Department of Homeland Security's E-Verify System Affirmation Statement should be completed and submitted to Town for any individuals performing work for Contractor under the Agreement.

P. CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS

Contractors shall comply with the requirements of 2 CFR §200.321 as applicable to this Agreement. Contractor's failure or refusal to comply with the provisions of this section shall result in the immediate termination for cause by Town.

Q. PROCUREMENT OF RECOVERED MATERIALS

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Contractors shall comply with the requirements of 2 CFR §200.321, as applicable to this Agreement.

R. DAVIS-BACON ACT REQUIREMENTS

Contractors shall comply with the requirements of the Davis-Bacon Act, as amended (40 U.S.C. §3141-3148), and as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"), as applicable to this Agreement.



Signature of Contractor's Authorized Official

Ruth Abbe, Principal

Name and Title of Contractor's Authorized Official

10-15-25

Date