



March 3, 2026

Regarding: DRR25046, RFQ Small and Medium-Sized Composting Facilities
Environmental Impact Report

CalRecycle uses a fully integrated electronic bid (eBid) submission platform to modernize procurement processes with a more user-friendly interface. CalRecycle is accepting Bidder/Proposer solicitations through our bidder portal.

Please use the following link and instructions to access the solicitation:

https://sb.cityinnovate.com/teams/calrecycle?challenge_id=16539

Step 1: Click the link provided above and select “Get Started” to register as a vendor. You will need to provide some basic information, such as your name, business name, and contact details, and create a unique password.

Step 2: Click on the opportunity title to see the solicitation. You may invite other collaborators from your company to view and respond to the solicitation from this page.

Step 3: To submit a bid or proposal for this solicitation, complete/prepare each of the documents or responses indicated on the solicitation response page. Using the “Next” button, move through the document and upload each item to the vendor portal in the identified location. In many cases, the required document will be provided as a link to download, complete, and upload to the same page. This process simplifies previously complicated submission folder structures and ensures all documents are stored in precisely the right location. You may save your progress and re-enter the portal at any time up to the final submission date and time.

Step 4: When your submission is ready to submit, simply click Submit and Complete. You will receive verification of the date and time your bid or proposal was submitted. This timestamp is visible at any time via the portal. If any documents are missing, this will be indicated by a red box. Scroll from top to bottom of the document to locate the missing field.

Note: All submission requirements must be completed prior to the portal accepting your submission. If you experience any issues opening the link, please try accessing it using

a different web browser (such as Chrome or Edge). Some browsers may block certain features, and switching usually resolves the problem.

For any questions relating to this solicitation, please contact:

Nadine Mills at (916) 341-6399 or by email contracts@calrecycle.ca.gov.

Sincerely,

Nadine Mills
Contract Analyst
Administrative Services Branch