

# Exclusive Collection Service Agreement for Garbage, Recyclable Material and Organic Waste Procurement Process



**PRESENTATION TO:**

Town of Windsor  
Town Council

August 17, 2016



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# Presentation Outline

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- Overview of Current Solid Waste System
- RFP Schedule
- RFP Overview
- Requested Services
- Town Council Direction



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# Purpose of Presentation

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- ❑ Discuss the Town's current franchised solid waste management services
- ❑ Discuss the Request for Proposal (RFP) process and schedule
- ❑ Receive Council direction on the RFP

# RFP Schedule

1 <sup>st</sup> Community Meeting	July 19, 2016
2 <sup>nd</sup> Community Meeting	July 27, 2017
<b>Town Council Presentation on Draft RFP Document</b>	<b>Aug. 17, 2016</b>
<b>RFP Released to Haulers</b>	<b>Aug. 25, 2016</b>
Mandatory Pre-Proposal Conference	Sep. 14, 2016
<b>Proposals Due</b>	<b>Oct. 26, 2016</b>
Interview Qualified Proposers	Nov. 15, 2016
Proposal Evaluation Completed	Dec. 12, 2016
<b>Presentation to Town Council for Request of Award</b>	<b>Jan. 18, 2017</b>
Complete Negotiations and Finalize Franchise Agreement	February 2017
<b>Presentation to Town Council to Approve Final Franchise Agreement</b>	<b>Mar. 15, 2017</b>
Transition to New Services	Apr. 1 – Sep. 30, 2017
<b>Begin Service</b>	<b>Oct. 1, 2017</b>



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# Overview of Current Solid Waste System:

## *Town's Role In Waste Management Services*

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- ❑ Windsor contracts with Windsor Refuse and Recycling (WR&R) for:
  - Collection of refuse and green waste
  - Collection and processing of recyclables
  - **The contract expires on September 30, 2017**
  
- ❑ Windsor is a member of the Sonoma County Waste Management Agency (SCWMA)
  - SCWMA provides Windsor with Household Hazardous Waste collection, wood and yard waste processing, education and outreach support, motor oil collection Block Grant and state required reporting and planning
  - **Expires February, 2017 (undergoing extension process)**



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# Overview of Current Solid Waste System: *Facilities*

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## ❑ Disposal and Transfer:

- Through its agreements with the County and Republic Services, Windsor's solid waste is required to be delivered to the Central Landfill system operated by Republic Services

## ❑ Yard and Wood Waste Processing:

- As a member of SCWMA, yard and wood waste are required to be delivered to SCWMA managed facilities
- SCWMA contracts for transportation and composting of yard and wood waste to various out-of-County sites

## ❑ Recycling Processing:

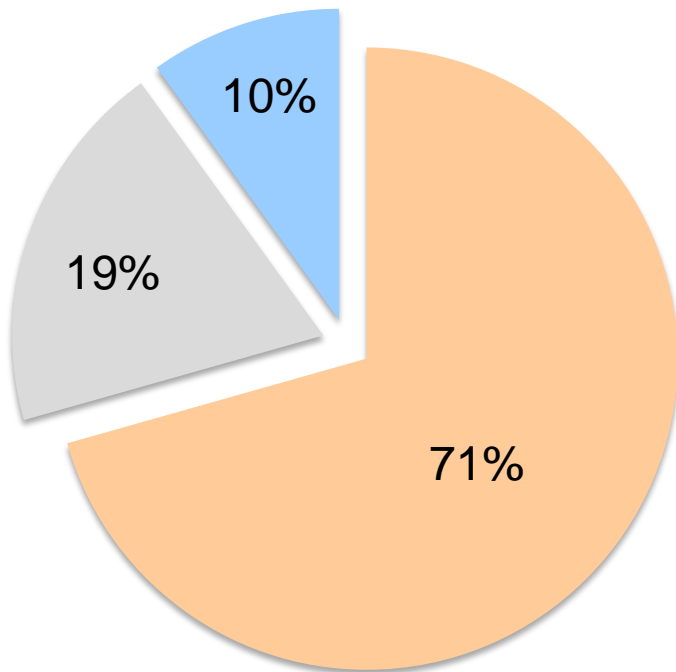
- WR&R is responsible for arranging for processing
- Use of a specific recycling facilities is not required



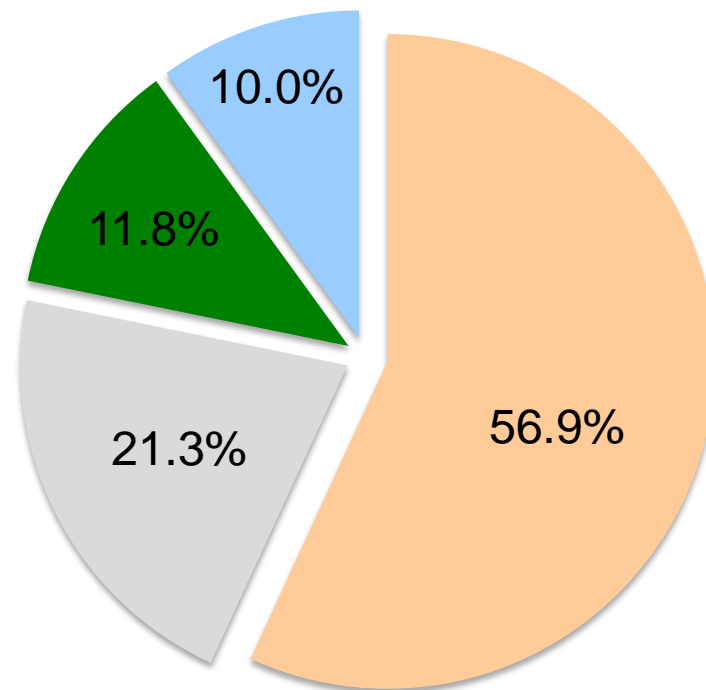
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# Overview of Current Solid Waste System: *Cost Increases in Disposal & Green Waste Processing*

**2007 Customer Rate Breakdown**  
\$12.25/Month Total Cost



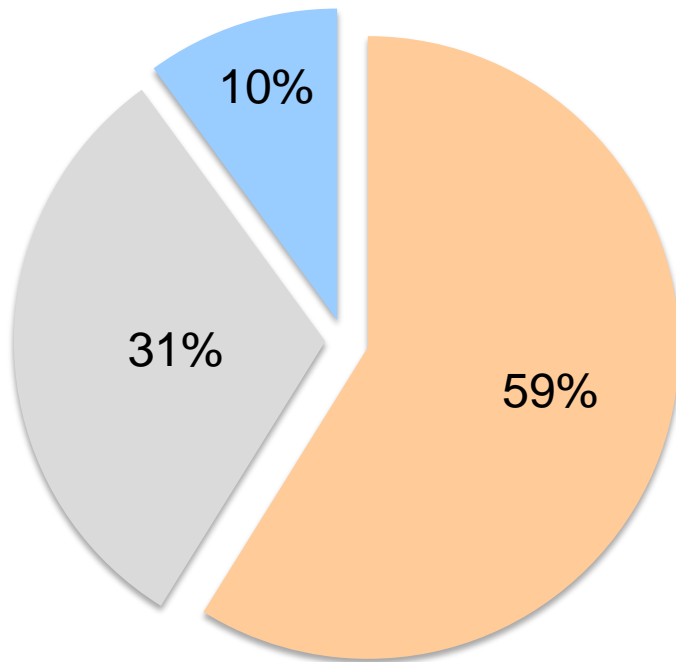
**2017 Customer Rate Breakdown**  
\$17.20/Month Total Cost



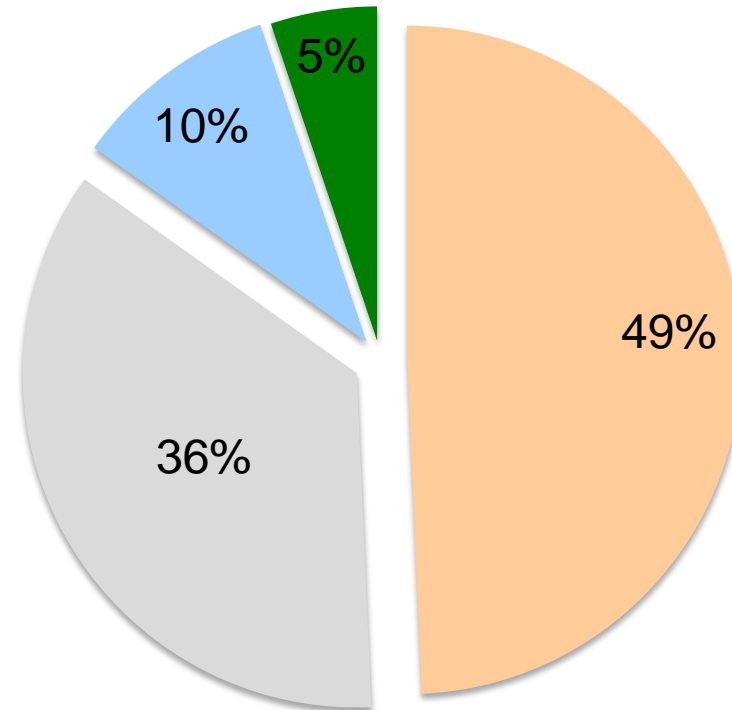
- Collection
- Green Waste
- Disposal
- Franchisee Fee

# Overview of Current Solid Waste System: *Cost Increases in Disposal & Green Waste Processing*

**2007 Customer Rate Breakdown**  
**\$171.19/Month Total Cost**



**2017 Customer Rate Breakdown**  
**\$231.21/Month Total Cost**



- Collection
- Green Waste
- Disposal
- Franchisee Fee



# RFP Outline

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- ❑ Section 1: Intro to RFP Documents
- ❑ Section 2: Background Information
- ❑ Section 3: General Instructions
- ❑ Section 4: Proposal Preparation Instructions
- ❑ Section 5: Proposal Forms

# RFP Outline : Major Sections

## *Section 5 – Forms*

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### Forms Include:

- COMMUNICATION PROTOCOL
- PROPOSER'S STATEMENT OF ORGANIZATION
- CERTIFICATION OF NON-GRATUITIES
- CART SPECIFICATIONS
- VEHICLE SPECIFICATIONS
- RECYCLABLE MATERIAL PROCESSING FACILITY
- ORGANIC WASTE / FOOD WASTE PROCESSING FACILITY
- TRANSFER STATION FACILITY
- NON-COLLUSION AFFIDAVIT OF PROPOSER and DISCLOSURE OF NON-COMPLETE AGREEMENTS
- SERVICE RECIPIENT RATE PROPOSAL SUMMARY AND SIGNATURE
- SERVICE RECIPIENT RATES
- PASS/FAIL REQUIREMENTS



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# RFP Package:

## *Communication Protocol*

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### ❑ Establish & maintain a level playing field

- Provides for a level playing field
  - Strengthens objectivity and fairness of RFP process
- Requires communication to go through Town staff **only**
  - Required to be signed by all proposers at the mandatory pre-proposal conference
  - Proposers' failure to conform with the communication protocol may lead to disqualification

# Proposal Content Instructions

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## □ Proposal Content

- Cover Letter, Proposal Bond, Performance Bond Commitment Letter, Table of Contents
- Executive Summary
- Qualifications
- Financial Qualifications
- Technical Proposal
  - Transition Plan
  - Operations Plan
  - Customer Service Plan
  - Sustainability Plan
  - Education and Outreach Program Plan
- Forms
- Service Alternatives/Agreement Exceptions
- Appendix



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# RFP Major Sections

## *Proposal Evaluation*

### ❑ Evaluation Team Evaluates Proposals

Criteria
Pass-Fail
Qualifications
Financial Ability
Technical Approach
Sustainability Programs
Education and Outreach
Customer Rates
<i>Note: the 2006 criteria used in the prior RFP process were weighed evenly.</i>

### ❑ Evaluation Team Presents Results to Town Council

# Requested Services

## *General Conditions*

Current	Proposed (In addition/change to current)
9 years, 9 months	10 year term
Proposal Development Fee (\$100K)	\$125K (one-time)
10% Franchise Fee	No Change
AB 939 Fee (\$35K/year plus escalation)	AB 939 Program / Agreement Management Fee (\$75K/year + escalation)
1 Performance Review	2 Performance Reviews
45% Diversion Requirement	50% Diversion Requirement
Education and Outreach Program	Part-time diversion coordinator, commercial recycling & organics on-site assistance, AB 341 and AB 1826 compliance
Designated landfill site	Landfill Disposal Flow Control
Use of SCWMA owned/managed compost facility	Allow flexibility to use alternative compost facility
New Collection Vehicles and Containers	Option for used Collection Vehicles and Carts
Customer Rates – Refuse Rate Indices, + Pass-through Cost for Disposal and Organic Processing	Same, but asking for discussion of variable rates for different Organic Waste Carts



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# Requested Services

## *Single Family Dwelling (SFD) Services*

Current	Proposed (In addition/change to current services)
Weekly collection of garbage, recyclables and organic waste <ul style="list-style-type: none"><li>• Variable Cart Rate</li><li>• Recyclable Overages</li><li>• Battery collection as part of Recycling</li><li>• Holiday Tree collection</li></ul>	<ul style="list-style-type: none"><li>• Includes all food waste</li><li>• Indoor Food Waste Pail</li><li>• Used oil and oil filter curbside collection</li><li>• Option to include On-call HHW collection</li></ul>
Town-sponsored Annual Community Clean-Ups	2 On-call Large Item curbside collections (4 CY per Service Unit)

# Requested Services

## *Multi-Family Dwelling (MFD) Services*

Current	Proposed (In addition/change to current services)
<p>Weekly collection of garbage and recyclables</p> <ul style="list-style-type: none"><li>• Cart/Bin Rate based on size and collection frequency</li><li>• Organic waste at additional cost</li><li>• Battery collection as part of Recycling</li></ul>	<ul style="list-style-type: none"><li>• Includes 32 gallon equivalent of organic waste service per service unit as part of base rate</li><li>• Includes all food waste</li><li>• Indoor Food Waste Pail</li><li>• Option to include On-call HHW collection at complex</li><li>• Holiday Tree collection (drop-off at the complex)</li></ul>
<p>Town-sponsored Annual Community Clean-Ups</p>	<p>2 On-call Large Item curbside collections (0.5 CY per Service Unit) at no additional cost</p>



# Requested Services

## *Commercial Services*

<b>Current</b>	<b>Proposed (In addition/change to current services)</b>
Weekly collection of garbage and recyclables <ul style="list-style-type: none"><li>• Cart/Bin Rate based on size and collection frequency</li><li>• Organic waste at additional cost</li></ul>	<ul style="list-style-type: none"><li>• Includes 64 gallon equivalent of organic waste service per service unit</li><li>• Includes all food waste</li><li>• Indoor Food Waste Container</li></ul>
	Commercial on-site technical assistance

# Requested Services

## *Town Services*

Current	Proposed (In addition to Current, non-italicized)
Weekly collection of garbage, recyclables and green waste	Includes full food waste
Town Code Enforcement (960 CY)	1,000 CY
E-waste and U-waste	No change
Wood chip delivery	No change
Town Sponsored Event containers and portable toilets	No change
Indoor Containers	No change
Street Sweeping	Price Option to <b>NOT</b> include Street Sweeping in services
WUSD facilities included in services	No change, but asking for estimated annual cost
WFD facilities collected, but change in status	No change, but asking for estimated annual cost



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# Council Direction

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- Provide direction on RFP release
  - Provide additional direction/changes on proposed services
  - Provide additional direction/changes on evaluation process

# THANK YOU

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For additional questions, contact:

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