

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Greater 16-113T – Recycling Services

Bid 16-113T – Recycling Services will be utilized by the Environmental Conservation/Utility Management Department (ECUM) to provide recycling services to all District locations. This request is to approve the recommendation to award Bid 16-113T – Recycling Services for a three (3) year contract term, effective July 1, 2016, through June 30, 2019, for an award not to exceed \$1,215,000.

ECUM manages the Recycling Program at 252 schools, administrative centers, and facilities throughout the district. The utilization of this contract will provide weekly pick-ups of all recyclable materials, contract administration, and program outreach.

The District was divided into two (2) geographical areas, North (Group 1) and South (Group 2), in order to encourage more vendors to participate. As a result, six (6) bid responses and two (2) “Statement of No Bids” were received. Pricing could be offered for one or both geographical areas. Unlike the current contract, two (2) separate primary bidders are being recommended for award for each geographical area.

Based on the lowest price offered for each geographical area, the amounts listed below reflects pricing for three (3) years:

Group 1, North Area:	\$205,953.36 x 3 yrs. = \$	617,860.08
Group 2, South Area:	\$199,038.72 x 3 yrs. = \$	<u>597,116.16</u>
		\$1,214,976.24 (rounded to \$1,215,000)

The District’s current bid was awarded in 2013 and is due to expire on June 30, 2016, after receiving a Board approved extension for an additional 90 days. During the additional 90-day period, staff of ECUM was afforded an opportunity to plan and prepare new specifications that would enhance the District’s ability to manage the accountability of service and reporting commitments.

New bid specifications included the addition of a SBBC Project Coordinator position. This position will be a full-time SBBC District employee that will be fully funded by the primary Awardees of each geographical area. The cost to employ the SBBC Project Coordinator ranges from \$60,900 up to \$80,000, per year with an estimated escalation of 2.5% per year. The SBBC Project Coordinator will work together and direct the efforts and results of the Awardee(s) representatives. The main focus of this position will be to increase the awareness, collection effectiveness, and recycling participation within the District. The SBBC Project Coordinator’s position will be the conduit needed to manage the program from the District’s perspective, especially as it pertains to cost and reporting management. Hence, it is the intent of ECUM to include the SBBC project coordinator position in future solicitations, which will continually support the cost to employ this position.

Over the term of the current contract 13-051T – Recycling Services, the District received a total of \$25,241.46 in rebates and/or supply reimbursements. The reimbursement breakdown is as follows:

1. Rebate Checks: \$11,544.78
2. Supplies and promotional items: \$13,696.68

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The District will continue to receive a 100% rebate for recyclable revenues generated through the recycling program. All proceeds will be calculated by total tonnage based on a dedicated quarterly collection audit performed at each serviced SBBC location. To add, on a monthly basis, program reports and analysis will be provided to ECUM identifying tonnages collected, commodity type, and rebate calculation data.

Supplier Evaluations are not included as part of this agenda item because the Awardees are not currently awarded on any District contracts; therefore, performance for these vendors cannot be evaluated at this time for this particular service. However, each Awardee has met the specifications, terms, and conditions of Bid 16-113T – Recycling Services.