

Summary of Solid Waste RFP Pre-Submittal Meeting

June 28, 2016 – 2 PM

Location: City Hall Council Chambers

Time: 2:00 PM – 3:00 PM

Staff Present: Mike Lund, Shannon Wood, Joe Walker, Andrzej Kasiniak, Sandi Ryen, Jessica Walser, Diane Lenius, and Jana Brown.

Industry Proponents: Will Ibershof, Waste Management; Joey Pellecchia, Waste Management; Heather Church, Bainbridge Disposal; David Stanley, Bainbridge Disposal; John Yeasting, Lautenbach Industries; Troy Lautenbach, Lautenbach Industries; and Jeff West, New Day Recycling.

No formal agenda was provided. Staff introductions were given and a brief description of the current level of service and personal attachment to the service was provided as background. A brief description of the review process was given, as outlined on page 4 of the RFP, and re-iteration of the goals of the RFP as outlined in Section 1.1 of the RFP was given as well. The end goal overall is to do what is best for the customers, however it was noted that the concept of ‘best for the customers’ means different things to different people.

Introductions of the industry attendees were given and the floor was opened for questions and answers.

1. Do the people reviewing the proposals have any industry knowledge? As proposals are typically written with the audience in mind, it would be helpful to better understand the review panel.
The panel will be a mix of staff, council, and citizens; some have in-depth knowledge and understanding. It would help to keep the proposal somewhat simple and straightforward, however, don't confine your proposal based on this. Use the approach you feel is best to reach a mixed group of individuals.
2. How will the City judge the criteria?
Values will be developed.
3. Is there an established criteria and rating scale?
No. The information provided in the RFP is the only information as of this time.
4. Does the City own any roll off dumpsters?
No, the City dumpsters only go up to 8 yards and are all front loaders. Bainbridge Disposal provides larger capacity dumpsters for commercial use on a contract basis with customers who desire that service.
5. Typically a draft contract is provided with the RFP; does the City have certain expectations or a draft contract that provides this level of detail?
No we do not have a draft contract yet. It will be developed during the negotiation process once a firm is selected. It is likely that the City Attorney will draft the contract at that time.
6. Are the cans in downtown Poulsbo part of the collection system?
No, they are currently emptied by the Parks Department and the City does not anticipate that service to change or be part of the overall collection service.
7. Is there an expectation that a contracted firm would hire existing City employees or purchase existing City equipment such as trucks and cans?
That should be considered or discussed in the proposal. We would like to know what your approach would be to those possibilities.

Brief discussion of the fleet followed.

The City's newly operational dropbox facility was discussed briefly. It could be utilized and can be included in proposals as an option if desired or useful to the contracted firm.

The City's ILA with the County was mentioned. City staff believes that the ILA requires the use of the Olympic View Transfer Station.

8. Will the questions today and on the 12th be compiled and shared?
Yes.
9. Can a breakdown of all accounts, and cart and fleet inventory, be provided?
Yes. See attached Exhibits A and B.
10. Can the breakdown of the recycling and yard waste accounts, inventory, and other details be provided?
To an extent; the City only has some of that information. The actual inventory details would need to come from Bainbridge Disposal. The 2015 Annual Report from Bainbridge Disposal to the City is attached as Exhibit C. Greater detail would need to be obtained from Bainbridge Disposal directly.
11. Will the City continue to do billing or will that be part of the contract? Who will handle the bad debt?
All billing and collections will be done by the contracted firm as mentioned in the RFP on page 6.
12. Can you clarify the 6% utility tax and the 20% infrastructure fee?
Utility Tax is collected for many utilities and allowed by state law. This is a form of Business and Occupation Tax and is presently collected at 6% for all solid waste services. The 20% infrastructure fee is a fee to support the wear and tear and future needs of City Infrastructure supporting solid waste collection.

Staff asked the firms in attendance whether anything was missing from the RFP.

A draft contract – it generally states what the firm is expected to do.

Staff explained that because Council would like to review multiple options in the proposals that it prevented the option of preparing a draft contract. There are too many variables that have not been decided.

13. Is the Council concerned with the amount of material that is being diverted and where it goes? Is there intent to seek options such as reducing the carbon footprint and other sustainable practices? Holistically, what is important to them in this regard?
Yes, the Council does care about carbon footprint and sustainable practices but does not have any specific requests or direction in this regard at the current time.
14. For smaller firms, the effort to prepare a very detailed proposal with multiple options is substantial; can you provide some insight to the perspectives and motivations behind the RFP?
The design and development of a new Public Works Facility for the City is a large factor. The design and funding of the new facility are both affected by any decision regarding the Solid Waste utility. The design is affected by the need (or lack of) to store the trucks and carts.

Additional discussion regarding sentiments driving the RFP was held and included the following comments:

- There are those who feel that the private sector could be more efficient than the City.
- The City does not have the technology that many private firms do which affects efficiency and abilities. The City's equipment is also aged and outdated.
- There are some who feel that outsourcing would eliminate the personal level of service provided by City staff. (Think milk man or mail man type personal contact.)
- Concerns regarding what would happen to current City staff (3 FTE) have been expressed. The staff are union members and could be rolled into another utility to stay with the City if they so desired. Anyone passionate about the industry might prefer to be hired out, if that was an option.
- The suggestion has been made to consider outsourcing commercial services but keep the residential service in-house.
- The City is 100% a solid waste focused Public Works Department. It is the first priority of every day. Covering for vacations, sick, or other circumstances can affect the workload and other needs of the public works department.
- Advantages to outsourcing: reduce the smell in the City by eliminating the trucks and carts in the center of the City and increased storage space at the new facility.
- Administrative efficiencies should also be considered. There is only one billing person and development is continuing to grow exponentially. Additional billing/customer service staff, and additional driver(s), will be needed soon if the City continues to provide the service.

Alternative options and unique programs that the City currently offers were discussed. Shannon gave an overview of the annual cleanup program that is currently included in the City's service. The City does not actively advertise the service but citizens know it's available and can request the 1 yard dumpster once a year, as mentioned on page 2 of the RFP. Shannon estimated about 350 uses/pick ups per year. Viking Fest and the 3rd/4th of July weekend events were discussed. The City currently provides collection for these events as part of the City's Temporary Dumpster Rental service.

15. Can the City provide details on the amount of material that is typically collected for these events (Viking Fest and 3rd/4th of July weekend?)

We cannot provide actual tonnage because we do not weigh the carts and dumpsters. Exhibits D and E have been attached to help provide information that could help quantify these events.

16. Do you want us to price these additional options as free services?

Council would like to know the 'apples to apples' cost to outsource the current service level which includes special event collection through Temporary Dumpster Rental use outlined on page 3 of the RFP. It is also desired to know the breakdown of pricing so that hybrid approaches to the collection can be developed and considered.

Discussion was held regarding extra pickups, missed pickups, and service for disabled/senior citizens. The City currently has no way to photograph or document claims of missed pickups or additional garbage set out. Only 4 disabled/senior customers are currently provided walk-up service. The City would like to know how the proponent would handle these types of needs in the proposal.

17. Is the expectation that missed pick ups would be recovered in the same day?

Include your practice(s) in your proposal. Customers are currently accustomed to pick up during the day but no specific time for pick up is promised. Cans are required to be out by 7 am and are expected to be picked up by the end of the day. After a certain time of day, same day recovery cannot currently be provided simply due to the drivers having left the City for the Olympic View Transfer Station.

18. How are you currently using your Decant Facility/Transfer Station?

It is for transloading only.

A second pre-submittal meeting is scheduled for July 12th at 2:00 PM in the City Council Chambers. Proponents that attended today's meeting on June 28th are not required to attend. The meeting on July 12th is mandatory for any other interested firms. A representative of additional interested firms must be present at the pre-submittal meeting on July 12th per the conditions set forth in on page 4 of the RFP. If any new questions are presented at the meeting on July 12th, an additional response to those questions will be issued. If there are no attendees to the July 12th meeting, then questions on the RFP may continue to be submitted in writing by proponents as per the instructions on pages 3 and 4 of the RFP. Questions will be accepted until 4 PM on July 25th and compiled for one final response from the City after July 25, 2016.

2016 City of Poulsbo
Account Status Report - Dumpsters
June 29, 2016

EXHIBIT A

Commercial Customers	
Garbage Service Level	# of Accounts
1 - 2-YD 1xWeek	69
1 - 2-YD 2xWeek	7
1 - 2-YD 3xWeek	2
1 - 2-YD 5xWeek	1
1 - 4-YD 1xWeek	45
1 - 4-YD 2xWeek	15
1 - 4-YD 3xWeek	4
1 - 4-YD 5xWeek	2
2 - 4-YD 1xWeek	2
2 - 4-YD 2xWeek	1
1 - 6-YD 1xWeek	20
1 - 6-YD 2xWeek	8
1 - 6-YD 3xWeek	4
1 - 6-YD biweekly	5
3 - 6-YD 1xWeek	1
2 - 6-YD 2xWeek	1
1 - 8-YD 1xWeek	6
1 - 8-YD 2xWeek	2
1 - 8-YD 3xWeek	1
1 - 8-YD 4xWeek	1
1 - 8-YD biweekly	1
2 - 8-YD 1xWeek	1
2 - 8-YD 3xWeek	1
1 - 2-YD biweekly	29
1 - 4-YD; 1 - 2-YD 3xWeek	1
1 - 2-YD 3xWeek & 1 - 6-YD 2xWeek	1
1 - 4-YD biweekly	11
Total	242

# of Garbage Accounts	
Commercial Can Accounts	92
Dumpster Accounts	242
Residential Can Accounts	3196
Total Accounts	3530

Residential Customers	
Garbage Service Level	# of Accounts
1-10 gallon can weekly	162
1-20 gallon can weekly	303
2-20 gallon can weekly	1
3-20 gallon can weekly	1
1-32 gallon can weekly	2,074
2-32 gallon can weekly	63
3-32 gallon can weekly	1
4-32 gallon can weekly	1
1-64 gallon can weekly	577
2-64 gallon can weekly	12
3-64 gallon can weekly	1
1-32 & 1-20 gallon cans weekly	-
Total	3,196

Commercial Customers	
Garbage Service Level	# of Accounts
1-10 gallon can weekly	19
1-20 gallon can weekly	2
2-20 gallon can weekly	-
3-20 gallon can weekly	-
1-32 gallon can weekly	27
2-32 gallon can weekly	4
3-32 gallon can weekly	3
4-32 gallon can weekly	-
1-64 gallon can weekly	24
2-64 gallon can weekly	11
3-64 gallon can weekly	2
1-32 & 1-20 gallon cans weekly	-
Total	92

EXHIBIT B

VEHICLE FLEET

The fleet consists of four front-loading trucks and one side loading truck, 3 for commercial use and 2 for residential use. The trucks cannot be used interchangeably. The commercial trucks are designed for dumpster pickups and the residential trucks are designed for can pickups. The oldest truck in each classification is maintained as a back-up when the other truck(s) are being serviced or additional equipment is needed.

Age of Fleet Vehicles			
	Truck 1	Truck 2	Truck 3
Commercial trucks (3)	3 years (2013)	16 years (2000)	17 years (1999)
Residential trucks (2)	7 years (2009)	21 years (1995)	

- Commercial Trucks – 2 running every day/6 hours a day/5 days a week
(2 FTE, plus cost of truck, fuel, and maintenance = cost of capital/operation)
- Residential – 1 running every day/6hours a day/5 days a week (based on the PW staff comments we will need a second residential truck very soon)
(1 FTE, plus cost of truck, fuel, and maintenance = cost of capital/operation)

The solid waste industry average is to replace trucks every 7 years. The City of Poulsbo owns one truck that is less than 7 years old. The other four trucks are ready for replacement. A typical new truck purchase is approximately \$300,000-\$350,000.



BainbridgeDisposal

City of Poulsbo 2015 Annual Report

A. Customers:	Total:	Tons:
Residential Recycle Customers	3,169	804
Multi-Family Recycle Customers	1,022	196
Commercial Recycle Customers	130	132
Yard Waste Customers	1,092	877

B. Highlights:

In 2015 we had no issues that we are aware of. A couple of noteworthy experiences involved a few of our trucks breaking down at times but we were always able to get them up and running in a timely manner.

C. Education:

In 2015 we visited several senior citizen facilities to help educate about what goes in and what stays out of comingled recycle service. We also make sure to give all new residential customers the appropriate handouts for curbside recycle collection.

D. Inventory of Current Collection Equipment:

1. 2011 Mac Front End Loader (Curbside)
2. 2002 International Rear Loader (Multifamily and Commercial)
3. 2014 Mac Front End Loader (Back Up)

EXHIBIT D

Unfortunately we don't have a good way to show tonnage as we don't weigh trash, we only charge by container size. You should also be able to see a slight increase in the Kitsap County quarterly reports provided as it lists by month as well.

2015 Viking Fest (May)

- 4-YD = 6 extra dumps
- 6-YD = 1 extra dump
- 8-YD = 4 extra dumps

2015 3rd of July

- 4-YD = 4 extra dumps

Bainbridge Disposal is also contracted by different organizations to provide roll off containers. I don't have information about their tonnage. A lot of the downtown businesses end up with extra garbage charges that could probably be attributed to the holidays.

City of Poulsbo Quarterly Reporting Form

Today's date: 4/30/15

Submitted by: Shannon Wood

Phone Number: 360-779-4078

Reporting Year: **2015**

1st Quarter (Jan. – March) 2nd Quarter (Apr. – June) 3rd Quarter (July – Sept.) 4th Quarter (Oct. – Dec.)

Please fill out the following tables and return the information to:

Kitsap County Solid Waste Division
614 Division Street, MS-27
Port Orchard, WA 98366

Fax: 360-337-5678

Email: MRichard@co.kitsap.wa.us

Solid Waste Information

Solid waste collected (tons)	1 st Month of Quarter	2 nd Month of Quarter	3 rd Month of Quarter
MSW	445.26	404.8	472.63
Poulsbo single-family 24%	106.86	97.15	113.43
Poulsbo multi-family 14%	62.34	56.67	66.17
Poulsbo Commercial 62%	276.06	250.98	293.03

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Solid Waste Information

Solid waste collected (tons)	1 st Month of Quarter	2 nd Month of Quarter	3 rd Month of Quarter
MSW	464.74	438.98	497.14
Poulsbo single-family 24%	111.54	105.36	119.31
Poulsbo multi-family 14%	65.06	61.46	69.60
Poulsbo Commercial 62%	288.14	272.17	308.23

City of Poulsbo Quarterly Reporting Form

Today's date: 10/27/15

Submitted by: Shannon Wood

Phone Number: 360-779-4078

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Solid Waste Information

Solid waste collected (tons)	1 st Month of Quarter	2 nd Month of Quarter	3 rd Month of Quarter
MSW	499.63	477.08	516.78
Poulsbo single-family 24%	119.91	114.5	124.03
Poulsbo multi-family 14%	69.95	66.79	72.35
Poulsbo Commercial 62%	309.77	295.79	320.4

City of Poulsbo Quarterly Reporting Form

Today's date: 1/25/16

Submitted by: Shannon Wood

Phone Number: 360-779-4078

Reporting Year: **2015**

1st Quarter (Jan. – March) 2nd Quarter (Apr. – June) 3rd Quarter (July – Sept.) 4th Quarter (Oct. – Dec.)

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Port Orchard, WA 98366

Fax: 360-337-5678

Email: MRichard@co.kitsap.wa.us

Solid Waste Information

Solid waste collected (tons)	1 st Month of Quarter	2 nd Month of Quarter	3 rd Month of Quarter
MSW	505.2	494.96	476.49
Poulsbo single-family 24%	121.25	118.79	114.36
Poulsbo multi-family 14%	70.73	69.29	66.71
Poulsbo Commercial 62%	313.22	306.88	295.42