

Recycling Committee Pre-RFP Mandatory Meeting

2/15/12 Minutes

The meeting started at 3:05 pm.

Present: Recycling Committee members Paul Vlach, Meryl Mandell, Recycling Coordinator Gary Bernhard,

Visitors: Town Administrator Becky Torres, DEP consultant Arlene Miller, Haulers Richard and Pamela Carnall, Duseau Trucking, Aaron Florek, Republic Services, Patrick Kennedy, Alternative Recycling Systems, Richard Pitts, Amherst Trucking, Dan DiTullio, Waste Management

Gary Bernhard, chair of the Shutesbury Recycling and Solid Waste Committee (RSWC) opened the meeting saying our hope is for an RFP in which our concerns are addressed and service provided. He explained "We are here today to listen to you about your suggestions, and questions on the Shutesbury Solid Waste and Recycling RFP".

Gary said Shutesbury does a pretty good job recycling. He explained that we have no accurate figures but think our recycling number is 40% now and we hope to increase it to 50%.

The RSWC did a survey and received 50% returns. The survey responses indicated that 71% compost. We feel our recycling rates have plateaued. We are looking for a contractor hauler that can help us determine, identify, and work with people to up the recycling numbers.

We want you to pay attention to these things when preparing the response to the RFP

1. 2 options
 - a. First option is what we are doing now, curbside pickup in one day each week, with recycling staggered every other week - one week paper, one week containers. Please offer a quote on this option as a minimum.
 - b. Other option, whatever you propose as more productive (we would entertain), new ideas, methods, technology, routes, etc.

The deadline for submitting the RFP is 3/1. The technical proposals will be opened on 3/1 and reviewed to check that all required materials are included. The prices will be opened at a closed/internal meeting on 3/13. The Committee will try to finalize its selection by the end of March.

Gary reviewed the 5% bid bond and section on prevailing wages. He explained that the RSWC (important process) will look first at the technical proposal and then price. Looking for best service and then price. We are not bound by lowest bidder.

"Stop me with questions" said Gary Bernhard.

Our issues are:

We want to establish a partnership around good communication on these issues:

1. route change, if they occur we want to know so we can inform the town on list serve, or in mailings, or phone outreach system;
2. if holiday schedules change;
3. if weather is lousy, too bad for collection, we want to let people know.

4. If there are complaints we need to know. We want communication between residents, hauler, town administrator and the RSWC. The RSWC and town administrator wants to meet annually with the hauler.
5. Looking for someone/haulers not to open trash, but if excess recyclables are found in trash we want the hauler to deliver the rejection notice and let us know so RSWC member or town administrator can contact. Rejection notices are important.
6. We need to know accurate weights. We need to know when we are increasing, decreasing, what are the trends?

Question from Hauler from Alternative Recycling: Do you have that now, accurate counts?

Gary answered: Not really because state...

Covanta does give us weights, we have MRF figures. We want them to be accurate.

Is tonnage history available? Yes, most recent numbers are in the RFP (Arlene)

Gary, we are not sure how accurate the numbers are. We do not have 100% confidence in the numbers.

Meryl: that is what we want, 100% confidence in the weight data.

SECTIONS

- Collection Vehicles/VIN #s/litter prevention
- Fuel adjustment
- **Bulky waste day**
 - Electronics/ may change
 - Metals/mattresses
 - Share your ideas on BW day. We do want to see prices for roll offs, 2 days a year

In option 2 we are open to your proposals. We have it down pretty well, but we'll entertain creative options.

Question from Rich, "Do you charge per item?" Gary answered "Yes, we try to break even." Meryl noted that the spring collection is bigger than in fall. In spring they are lined up - our annual traffic jam.

If any RFP changes come out of today we will get out in one week.

Meryl addressed the haulers: The purpose of this meeting is to hear from you.

Q: Current charge per bag for residents?

A: First 50 given to residents. It is pretty fair. People think they are getting free bags, but they are paying out of taxes. The RSWC and town staff distributes 80,000 and sell additional at various locations.

Q: How many bags over the 50 free per household are distributed?

Arlene notes that the number the haulers want is additional bags people buy. Becky agreed to make sure to get that information to the haulers within the next week.

Q: # of staffers on highway crew? A: 3 full time

Q: Any roads not serviced with full size truck?

A: Stowell Rd., Carver Rd. - both sides bring their stuff to end of road. These roadways do this year round.

Meryl noted the desire to have pick up at every household. She said we are looking for each hauler to tell us how they plan to cover the routes and handle any difficult to negotiate narrow, windy, or steep roadways.

Paul V.: Haulers consolidate bags into piles. Your job is to tell us what you can do and what you can't do.

Hauler Q: If a street is not passable, does the town now send out a letter?

A: yes. The RSWC and town administrator will work with the hauler to review the agreed upon trash routes, then assist in communicating the plan to townspeople.

Arlene: Moose? Is that a problem? Paul noted crows and dogs are the bigger problem. Gary said we try to get people to put trash in barrels. If bags are torn open residents are responsible to clean up.

Arlene: People will say... I had my trash out at normal time.... People are trained by your behavior. We tell them 7am and if they know that they can't blame the hauler if their trash isn't out in time.

Meryl: suggested the haulers look on the Shutesbury website for comprehensive information about the recycling and solid waste program in Shutesbury.

In terms of reasons for rejection, Becky said the town will work with the hauler to develop that list. If the hauler leaves a rejection notice the town needs to know so the town can stand behind the hauler 100%.

Paul: in order to back you we need to know where, what, the problems are, a flow of information. So we can say why.

Gary reviewed the Proposal Deposit: payable to the Town for in the amount of 5% of total proposal price. The Performance bond is 100% of the first year.

Rich from Duseau: Can we carry over our current bond? What is Duseau's current bond? Becky will check to see if the current bond would be sufficient or whether they'd need to issue a new one.

Gary will get the count on the extra bag total and send it to Becky for distribution to the haulers. He will use an average over a couple of years.

Arlene- suggested that the base assumption should calculate 50 bags per household.

Q: Current contract value? A: Becky noted approximately \$60,000 per year.

There are 850 households. Gary read off the annual estimated solid waste and recycling tonnage as listed in the RFP.

Becky noted that the contract for the MRF ends in 2015, and for Covanta also in 2015.
(Arlene thought it was Covanta 2014)

Arlene: Town is looking forward to creative ideas, consolidation, new things we have not thought of...

She noted that if questions come up, call us. When the RFP is opened only technical proposals will be opened on 3/1. The price proposal will remain confidential until \until the contract is awarded. The town goal for contract award is 4/1.

The effective date of the contract will be July 1, 2012.

Meryl noted there were not many questions. She said she hopes that is because the RFP was clear. Dan from Waste Management said that the meetings prior to RFP preparation helped identify issues to include in the RFP.

The meeting adjourned at 4:10 pm.

Minutes by Town Administrator Becky Torres.

Approved by the RSWC at the April 10, 2012 meeting. PAV