



Minutes

Committee #4

Recycling, Computerization, Buildings and Intergovernmental Services

Committee #4 met on Wednesday, July 22, 2020 at 10:30 am in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: **Remotely** – Chuck Hull, Paul Olson, and Rob Kiefer

Mayor/Council Members present: **Remotely** – John Monarski

Others present: **Remotely** – Chippewa County Recycling Coordinator Renee Yohnk and Josh and Heidi Boxx of Boxx Sanitation. **In-person** – City Clerk Bridget Givens and Utility Office Manager Connie Freagon.

The meeting was called to order at 10:30 am.

1. Discuss options for the City's Recycling Program including an activity schedule for possible bid solicitation and potential requirements for the RFP. Possible recommendations to the Council.

The City's contract for curbside recycling will expire at the end of 2020. The current contract was discussed with it noted that the 95 gallon carts currently being used to collect the recycling are the property of the recycling hauler, Boxx Sanitation. To date the City's recyclables have been hauled to Eagle Waste and Recycling, a Material Recovery Facility (MRF), in Eagle River. Initially, the City received a revenue share; however, the market for recyclables has since declined and the revenue share has ceased. There is no longer a benefit of hauling the recyclables to the MRF.

Requirements of the new RFP were discussed which included the following:

- Five-year contract;
- Pricing for recycling only, recycling and trash, and trash only;
- Recycling pick up should reflect every other week and trash weekly; and
- Trash containers should be 64 gallon with the ability request a small container though not with a reduction in price.

The Committee discussed a number of issues including the amount of contamination in the recyclables. Additional items of consideration were to have a pre-bid meeting with the haulers, and if based upon the current pandemic, it would be wise to exercise a one-year extension on the current recycling contract with Boxx Sanitation.

The Committee reviewed the draft activity schedule and directed Recycling Coordinator Yohnk to work with the City Attorney to develop the draft RFP.

No action taken.

2. Adjournment

Motion by Olson/Kiefer to adjourn at 11:24 am. All present voting aye, motion carried.

**Minutes submitted by:
Chuck Hull, Chair**

Activity Schedule to Rebid Recycling Services for the City of C.F.

July, 2020 through January, 2021

DRAFT

Contract/Bid	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
1. Comm #4 multiple mtgs. to discuss RFP options		X							
2. Identify Recycling and Garbage Options for RFP		X							
3. *Participate in County Recycling/Garbage Collection RFP			X						
4. Attorney review and approve RFP, discuss scoring		X							
5. Prepare bid packets and mail			X						
6. Public Notice Class 1 -(email)			X						
7. RFP's due to City Clerk's Office			X						
8. Bids opened - Valid for 90 days				X					
9. Comm. #4 to select and recommend recycling/garbage proposal, determine performance bond amount						X			
10. City Council to approve Comm #4 recommendation						X	X		
11. Ordinance changes (if needed)									
12. Meet with Lynne to calculate monthly utility charge					X				
13. Certified Award Letter mailed from City to Contractor					X				
14. Walk-up Service memo to hauler							X		
15. Licensing, Inspection, Insurance, Performance Bond, etc.							X		
16. Recycling Brochure							X		
17. Draft contract, attorney review, and execute contract						X	X		
Contract Requirements									
Performance Bond - Due 15 days following notification \$100,000							X		
Inspection of Equipment							X		
City Hauler's License							X		
DNR Hauler's License							X		
General Liability Insurance							X		
Sample of recycling carts						X			
Information/Education									
Notify residents of recycling changes - newsrelease							X	X	
Educate residents of changes - brochure							X	X	
Distribute carts with recycling information packet attached.							X		
Hauler to send mailer announcing change in program						X			

sw/city/rfp/rfp timeline chart7-22-20

