



**Request for City Council Committee Action
From the Department of Public Works**

Date: January 8, 2008
To: Honorable Sandra Colvin Roy, Chair, Transportation and Public Works Committee
Subject: **Issuance of Request for Proposals for Composting of Yard Wastes, Organics and Street Sweeping materials.**

Previous Directives:

In 2003, Staff was directed to issue a Request for Proposals (RFP) for cost-effective and environmentally responsible disposal services so that uninterrupted Street Sweeping by the Field Services Division, and seasonal Yard Wastes collection by the Solid Waste & Recycling Division could continue.

April 8, 2003, staff was directed to ask the proposers to clarify certain questions, and to provide the City with their best and final proposals.

September, 2003 – August 1, 2008, Contract with City of Hutchinson

Recommendation:

That the appropriate City Officials be directed to issue a Request For Proposals (RFP) for the composting of City-collected yard wastes and brush, street sweepings, and source separated organic materials.

Prepared by: Michael Kennedy, Director, Transportation Maintenance & Repair 673-3759
Susan Young, Division of Solid Waste and Recycling 673-2443

Approved: _____
Steven A. Kotke, P.E., Director of Public Works, City Engineer

Presenters: Susan Young, Michael Kennedy

Financial Impact (Check those that apply)

- No financial impact (If checked, go directly to Background/Supporting Information)
 - Financial resources are contained within the Solid Waste & Recycling, and Sewer Enterprise Funds.
- Action requires an appropriation increase to the Capital Budget
- Action requires an appropriation increase to the Operating Budget
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Other financial impact (Explain):
- Request provided to the Budget Office when provided to the Committee Coordinator

Background/Supporting Information

Public Works has the need to procure environmentally friendly and cost-effective disposal services for various organic materials collected from residents and the public right-of-way. Specifically, the Transportation Maintenance & Repair Division (previously Field Services) conducts City-wide fall leaf collection and street sweeping. The Division of Solid Waste and Recycling conducts seasonal yard waste collections. The Divisions wish to cooperate on a Joint Request For Proposals (RFP) for composting/disposal of these similar materials, to achieve efficiency in the procurement process and to obtain most competitive proposals. The current contract, with the City of Hutchinson, ends on August 1, 2008.

Staff recommends that a RFP be issued for composting/disposal of Fall Leaves and for composting/disposal of Yard Wastes and bundled brush and source separated organic materials.