

City Council Agenda Memo

From: Todd Langland, Director of Solid Waste

Council Meeting: February 11, 2020

Subject: Yard Waste Cart Bid Award

Person(s) Responsible: Todd Langland, Director of Solid Waste

Summary:

This resolution will award the purchase of 3,965-yard waste carts from Sanitation Products, Inc., Sioux Falls, SD, for \$235,931.58 through Sourcewell Contract #041217-SRF. This purchase will allow the implementation of the new automated yard waste collection program, which will begin in March/April 2020. Marketing of the new program would begin immediately.

Background:

The current yard waste program was started in 1994 and consists of selling paper yard waste bags to Brookings residents. The Collection Department picks up over 67,000 bags annually. The bags are currently collected through a manual process with one (1) operator driving the truck and a second employee riding on the back, which creates a greater risk of injury.

Item Details:

Implementation Timeline:

- February - approval of Resolution to purchase yard waste carts
- February - begin marketing program for yard waste carts
- February - order carts (4-6 week anticipated delivery)
- March / April - delivering yard waste carts to residents who request them
- Fall 2020 - yard waste bags will be available for fall leaf pick up until inventory is gone. Extra carts will be available for a fee of \$4.00 per month.
- April 2021 - Implement new yard waste cart program. No bags will be accepted unless they are placed in the cart.

Marketing Program

- Brookings Register - ads will run twice a week. It will be incorporated with Spring Cleanup ads in March.
- Radio ads - will run daily
- Press Release - February
- Social Media - twice a week
- Media Video - will work with Chelsie on outlets

The program will provide safer working conditions for employees which improves risk management, but, more importantly, takes employees out of hazardous conditions of jumping on and off the back of the truck, slipping on wet streets, and lifting heavy, wet bags. Yard waste refuse will be more protected from the elements and allow easy automated pickup. This process will increase efficiencies with the reduction of physical labor and cleaner pickup.

Implementation will be provided incrementally with adequate marketing and communication of the process. The implementation of the yard waste cart system will start with marketing the cart and asking the residents to call in and request a cart. The remaining yard bag inventory will be delivered to businesses when they are requested.

Staff utilized Sourcewell to find the best qualified product through cooperative contracts in compliance with competitive bid process requirements. The attached appendix provides more information on Sourcewell.

Legal Consideration:

Sourcewell documents were reviewed and approved by City Attorney Britzman.

Strategic Plan Consideration:

The move to the automated yard waste cart system is the next step in improving the sustainability practices for the Solid Waste Department. The material collected is hauled to the landfill and screened into compost for our residents to use at no charge. The compost can be used for flower beds, grass seeding, raised gardens and other home projects.

Financial Consideration:

The up-front investment in the yard waste program is \$235,931.58 for 3,965 carts. Based on the ten-year warranty period for the carts, the average annual cost is \$23,593.16. One cart costs \$59.50. Over the ten-year warranty, the cost per cart is less than \$6.00 per year. The Yard Waste Cart Program will operate approximately six (6) months out of the year, putting the cost of the cart at \$1.00 per month. If the average resident uses three (3) yard bags per week under the current system, the cost is \$3.00. The cost for the city to own the cart would be \$.25 per week.

The cost of the yard waste bags is \$.50 each. Under the current yard waste program, the city purchases an average of 67,000 bags annually for a total annual cost of \$33,500.00. The City sells the bags at \$.45 per bag, which provides \$30,150.00 to fund labor, fuel cost and truck maintenance. The \$.05 per bag City subsidy multiplied by 67,000 bags amounts to \$3,350.00 which reduces the annual amortized cost of the carts to \$20,243.00.

Going to the automated yard waste program will allow the yard waste collection operation to go down from two (2) employees to one (1). The cost of a full time Collection Department employee, with benefits, is approximately \$60,000 per year. The automated system will allow one full-time employee, at the annual salary and benefit

value of \$60,000, to be reassigned to departmental strategic priorities and allow collection operations to keep up with community growth.

Shifting to the automated yard waste collection system alleviates the need of replacing the \$200,000 rear-load garbage truck as part of the 2020 Capital Improvement Plan. The \$200,000 in savings from the budgeted truck expenditure and \$40,000 in savings from bag purchases provides the funds for the yard waste cart purchase.

The City will be responsible for the maintenance of the yard waste carts with the vast majority of repairs being covered by the ten-year warranty. Residents will be able to rent additional carts at the cost of \$4 per month.

Options and Recommendation:

The City Council has the following options:

1. Approve as presented
2. Deny
3. Move the item to a work session
4. Do nothing

Staff recommends approval of resolution as presented.

Supporting Documentation:

1. Resolution
2. Appendix