

City Council Agenda Memo

From: Jacob Meshke, Assistant City Manager

Council Meeting: October 26, 2021

Subject: Bid Award: City Facility Waste Collection, Disposal, and Recycling

Person(s) Responsible: Jacob Meshke, Assistant City Manager

Summary:

With the continued growth of the community, staff resources, and aging fleet, it was determined more efficient and effective services could be provided through contracting with private sector professionals for City facility waste collection, disposal, and recycling. This resolution would award City facility waste collection, disposal, and recycling services to DMJ, Inc. for the low bid of \$14,200.80 per year, plus on-call services for the Swiftel Center and the South Fire Training Facility.

Background:

Historically, City staff and equipment provided commercial-style waste collection, disposal, and recycling services for City facilities. With the continued growth of the community, staff resources, and aging fleet, it was determined more efficient and effective services could be provided through contracting with private sector professionals.

Item Details:

The City opened bids for City facility waste collection, disposal, and recycling on Tuesday, October 19, 2021 at 1:30 pm at the City & County Government Center. Two (2) bids were received:

1. DMJ, Inc. – \$14,200.80 plus on-call services for Swiftel Center and South Fire Training Facility.
2. Cook's Waste Paper and Recycling – \$15,288.00 plus on-call services for Swiftel Center and South Fire Training Facility.

DMJ, Inc. bid for recurring monthly services is 7% less than Cook's Waste Paper and Recycling.

Legal Consideration:

City Attorney Steve Britzman assisted with drafting the bid documents and will be engaged in contract review with the awarded bidder.

Strategic Plan Consideration:

Fiscal Responsibility – moving to contracted services will mitigate the need to maintain and replace specialized equipment.

Service and Innovation Excellence – contracted services will save staff time, which will promote a reduction of overtime expenses and reallocate to other division priorities.

Financial Consideration:

The low bid from DMJ, Inc. falls within the 2022 General Fund budgeted expense of \$15,500.

Options and Recommendation:

The City Council has the following options:

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

Staff recommends approval of the resolution as presented.

Supporting Documentation:

Resolution

Consolidated Bid Tab