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FINANCE DEPARTMENT  
100 N. APPLETON STREET  
APPLETON, WI 54911

## MEMO

**To:** Chairperson Christopher Croatt and Members of the Finance Committee

**From:** Jeff Fait, Purchasing Manager

**Date:** November 7, 2019

**Re:** Recommendation to Award Contract for Front-Load Recycling Disposal to Advanced Disposal Services

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### Background

Earlier this year, Council approved the elimination of commercial recycling pickup by the City's Sanitation division. As a result, the City needs to contract for this service for 19 City sites. Commercial contractors in the area perform this service using primarily front-load trucks and metal dumpsters.

### RFQ Process and Contract Details

A Request For Quotations (RFQ) was issued to the three known regional providers of this service. Quotes were received from Advanced Disposal (Chilton) and Waste Management (Green Bay). Projected annual costs are \$10,452 (Advanced Disposal) and \$11,760 (Waste Management). The anticipated contract is for a base period of four (4) years, with a possible two-year extension period available at the option of the City. This will align the new contract with our current contract for front-load trash pickup, so the two requirements can be combined in the future.

### Exception Required

The Library generates approximately 5 cubic yards of dense, heavy paper recycling per week, collected throughout the building in up to 14 - 95 gal. blue recycling carts. These are wheeled to the curb weekly for side-load pickup. Emptying these carts (up to 300 lbs. each) into a 6 yard dumpster placed at the south edge of the parking lot, even using smaller containers, is completely impractical.

Proposing contractors were asked for solutions to this problem. The sole response was received from Advanced Disposal. They have limited side-load capacity that

they would use to service the current 95 gal. carts for the Library only. The additional cost for this is \$2,160 annually, bringing their total to \$12,612 annually.

### Conclusion

Since Advanced Disposal offered the only viable solution for service at the Library, and their total pricing for the remainder of the the City sites is lowest, I recommend and request approval of this contract award to Advanced Disposal Services.

If you have any questions regarding this recommendation, please contact Jeff Fait at 832-6311. Thank you for your consideration.