



**City of Saint Paul – Coordinated Collection
Options Committee**

Meeting #1

Agenda

Subject	Coordinated Collection – Options Committee	Date	Thursday, April 20, 2017
Meeting Organizers	Kris Hageman (City of Saint Paul) Anne Hunt (City of Saint Paul)	Time: Start	2:30 p.m.
Location	Saint Paul City Hall City Council Room 320 15 Kellogg Blvd. Saint Paul	Time: End	4:30 p.m.
Attendees: Required	<p>City Council President Russ Stark (Chair), City Council Member Dan Bostrom, Deputy Mayor Kristin Beckmann, Director of Public Works Kathy Lantry</p> <p>Kris Hageman, Anne Hunt and Rachel Tierney (Saint Paul Staff)</p> <p>Jennefer Klennert and Dan Krivit (Foth Infrastructure and Environment, LLC. Staff)</p>		
Attendees: Optional			

Topics		
No.	Description	Duration
1.	Introductions and Welcome	5 minutes
2.	Procedural Background <ul style="list-style-type: none"> • Minnesota Organized Collection Statute (M.S. 115A.94, Subd 4) • City Council Priorities • Committee Structure 	10 minutes

Topics		
No.	Description	Duration
	<ul style="list-style-type: none"> • Final products and outcomes 	
3.	Summary of OTC process to date	5 minutes
4.	Discussion of Options to achieve Coordinated Collection <ul style="list-style-type: none"> • Continue Hauler negotiations • Timeline • Request for Proposals (RFP) • Preliminary Timeline (RFP process and implementation goal) 	15 minutes
5.	Scope of Work Term Sheet	75 minutes

Total time estimate = 110 minutes

	Next Meeting – TBD To be scheduled after the Haulers 4 th proposal submission and review, if needed.	
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City of Saint Paul
Coordinated Collection Options Committee

Term Sheet
4-20-17

1. Contract and Proposal Framework

- 1.1 City of Saint Paul will solicit a proposal(s) from any qualified haulers.
- 1.2 The hauler(s) will be responsible for maintaining their City garbage hauling licenses.
- 1.3 City Contract terms and conditions requirements will include: performance bonds, liquidated damages, insurance, affirmative action, vendor outreach, living wages and other standard bidding requirements.

2. Eligible Households

- 2.1 All eligible single-family, 1 to 4 unit residential dwellings, will be required to have trash collection service under the new Contract.
- 2.2 Multifamily (5+ units) and other commercial properties will be excluded.
- 2.3 Townhomes will be included if they currently pay individually for solid waste services.
- 2.4 Townhome associations will be allowed to “opt in” but not “opt out” with access to same service as eligible households.

3. Trash Services

- 3.1 Standard weekly trash collection for every eligible household in wheeled-lidded carts.
- 3.2 Three cart sizes offered: 35, 65, 95 gallon with variable rates charged to residents.
- 3.3 Variable rates that provide meaningful financial incentives to residents to recycle more and divert organic material from the waste stream.
- 3.4 Option for every other week service for residents generating low volumes of trash. This ultra-low level of trash service will be offered for the 35-gallon trash cart size households only.
- 3.5 Haulers will use truck equipment that is compatible with universal carts (e.g. semi-automated cart lifters, etc.)

- 3.6 All trash required to be processed at the Ramsey/Washington Recycling & Energy (R&E) Center. Temporary alternative for emergency shutdowns will be stipulated in the waste delivery agreements.
- 3.7 Allowance for free walkup service for eligible residents (e.g. less able-bodied residents) with completion of an application form and City approval.
- 3.8 Allowance for temporary suspension of service for eligible residents with agreed upon criteria with completion of an application form and City approval.
- 3.9 The Contractor will provide a "pay-per-bag" option for extra trash, set outside the cart, available through a standardized work order process.
- 3.10 Optional "walk up service" provided for a fee for residents not eligible for free service.
- 3.11 Collection of one Christmas tree per year in January at no additional charge.

4. Collection Routes/Zones

- 4.1 Coordinate trash and recycling collection days.
- 4.2 Creating routes that fairly recognize differing neighboring characteristics and challenges.
- 4.3 Establish routes that minimize the use of fuel and air pollution and reduce wear and tear on the streets and alleys.

5. Trash Cart Ownership

- 5.1 Wheeled lidded trash carts will be purchased and owned by the City or the Contractor (TBD) and maintained by the Contractor.
- 5.2 The City or the Contractor (TBD) will be responsible for trash cart assembly & delivery (A&D) of the new trash carts.
- 5.3 The Contractor shall be responsible for all cart management including repairs, maintenance, inventory control, and warranty service. A cart management plan addressing each of these elements will be submitted by each respondent as part of their proposal packet.
- 5.4 Trash cart size changes could be done once a year at no additional charge.
- 5.5 Additional trash cart size changes and switch-outs provided for a fee for residents who request more than one trash cart size change per year.
- 5.6 Trash and recycling collections should be done at the same locations as determined most feasible.

6. Bulky Items, Appliances and Electronic Waste

- 6.1 Proposed price shall include three (3) bulky items (mattresses, couches, furniture, etc.), appliances, electronics and tires per year per household.
- 6.2 A year-round bulky item service proposed for additional items for a set fee at competitive rates.
- 6.3 Household hazardous waste is not included.

7. Service Days and Hours of Operation

- 7.1 Trash, yard waste, bulky items, appliances, and electronic waste will be collected Monday through Friday from 7 a.m. through 8 p.m. and on Saturdays following major holidays or City declared snow emergencies. For example, if Independence Day falls on a Wednesday, then collection shall be on Thursday, Friday and Saturday.
- 7.2 Bulky items, yard waste, appliances, and electronic waste will be collected on the same day as trash.
- 7.3 No service on six major holidays (New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Christmas Day)

8. Billing

- 8.1 Customers will be billed directly by.... (TBD)
- 8.2 Special provisions for collections of unpaid debt may be paid through the City assessment process. (TBD)

9. Customer Service

- 9.1 Consistent and high-quality customer service shall be provided with stable, equitable, uniform rates for residents throughout the City.
- 9.2 First point of contact for service related complaints will be the Contractor servicing the customer.
- 9.3 Customer service phone line will be staffed 8 a.m. through 5 p.m. Monday through Friday. No automated attendant; provided, however, that voicemail will be acceptable if outside the above stated hours or if line is busy. An email address will also be available. A phone call, email, or text response will be provided by the end of the next business day.
- 9.4 Collection staff will be courteous, presentable and wear high-visible safety shirts, vests or jackets.
- 9.5 Collection staff will be responsible to pick up material the Hauler spills during pick up.

10. Contractor Public Education

10.1 Contractor will be required to maintain a link to the City of Saint Paul's specific website.

11. City Public Education Commitments

11.1 City will notify residents annually of rates, regulations and complaint procedures.

11.2 City will approve education components prior to sending or posting by Contractor.

12. Contractor Reporting

12.1 Monthly tonnage reports will be required for all items including trash, bulky items, appliances, and electronics collected under Contract.

12.2 Annual plan for continuous improvement will be required.

13. Yard Waste

13.1 Yard waste collection will be an optional additional service (if a household subscribes).

13.2 Yard waste is defined as garden waste, leaves, lawn cuttings, weeds, shrub and tree waste and prunings.

13.3 Any "bundles" of yard waste must not exceed forty (40) pounds or two (2) feet in diameter and three (3) feet in length.

13.4 Yard waste does not include dirt, rocks, tree stumps, or any woody items more than 3 inches in diameter or three (3) feet in length.

13.5 The Contractor shall supply the yard waste carts to households that subscribe for a full season.

13.6 The standard level of yard waste service shall be a 65gallon yard waste cart for full season service with an unlimited number of extra bags outside of the cart at no additional charge.

13.7 The Contractor will provide a "pay-per-bag" yard waste option (compostable bags only) available through a standardized work order process.

13.8 Regular yard waste service will be weekly from April 1 through November 30.

14. Organics

14.1 Organics program to be proposed by the Contractor. City shall determine final design and implementation date of the program. Specifications and price to be negotiated in good faith between the City and the Contractor at the City's discretion.

15. Recycling Services

15.1 Maintained as a separate contract.

16. City-Wide Community Cleanup

16.1 Maintained as a separate contract.

17. Collections from Municipal Facilities and Parks

17.1 Maintained as a separate contract.

18. Term of Contract

18.1 5 or 7 year term

19. Other Contract Items

19.1 Living wages component – Defined in city ordinance as “The living wage level equivalent to at least one hundred thirty (130) percent of the federal poverty level for a family of four (4). For employers that provide employees basic health insurance, the living wage shall be a wage level equivalent to at least one hundred ten (110) percent of the federal poverty level for a family of four (4).

19.2 Labor Neutrality Agreement required as a Contract provision.