

**Indian River County, Florida
Solid Waste Disposal District
Board Memorandum**

Date: March 3, 2025

To: The Solid Waste Disposal District Board of Commissioners

Through: John A. Titkanich, Jr., County Administrator
Sean C. Lieske, Director of Utility Services

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Subject: Update on the Invitation to Bids for the Landfill and the Customer Convenience Centers

Descriptions and Conditions:

On November 16, 2010, the Indian River County (IRC) Solid Waste Disposal District (SWDD) Board authorized the Solid Waste Operations and Maintenance Agreement (Agreement) with Republic Services of Florida, Limited Partnership (Republic Services). The agreement covers the operation and maintenance (O&M) of the county's Class 1 landfill as well as non-Class 1 landfill services, which include O&M of the landfill gas system. Per an extension by the SWDD Board on February 21, 2017, the agreement is valid through December 31, 2024.

On August 15, 2023, the IRC SWDD Board approved staff recommendation to negotiate a nine-month extension with Republic Services. Also on August 15, 2023, the IRC SWDD Board waived the requirement for bids and approved an agreement with Kessler Consulting, Inc. (KCI) to provide procurement assistance to IRC for soliciting new agreements for the landfill and the customer convenience centers (CCCs).

On November 21, 2023, the IRC SWDD Board approved the Twenty Second Amendment and Extension to Republic Services for the contract to terminate on September 30, 2025.

On January 10, 2025, the IRC Purchasing Department issued two separate invitations to bid (ITBs), one for the O&M of the IRC landfill (ITB No. 2025028) and the second for the O&M of the five CCCs (ITB NO. 2025029). Potential vendors can bid on one, both or none.

The purpose of this agenda item is to highlight the primary elements of the ITBs.

Analysis:

The following summary highlights the primary technical elements under consideration.

PROCUREMENT TOOL:

The ITB is broken into two phases with Phase I being the Vendor Qualification Package that was received on January 31, 2025, and Phase II being a Vendor Bid Package due on March 14, 2025.

TERM:

Under the new ITB, SWDD staff has proposed an initial term of 10 years commencing October 1, 2025, and terminating on September 30, 2035. After the initial 10-year term, the agreement may be renewed for one (1) additional term of 10 years under the same terms and conditions as the initial term, including amendments. If renewed, per a written and executed extension agreement, the additional 10-year term will begin on October 1, 2035, and terminate on September 30, 2045.

ITB2025028 – Indian River County Landfill:**LANDFILL HOURS OF OPERATIONS:**

Under the new ITB, SWDD staff has proposed that the potential vendors provide a base bid for the current seven (7) days of operations from 7 am to 5 pm and an alternative bid for cost savings if the IRC landfill is closed on Sunday. This option is being evaluated based on two separate traffic studies performed by IRC Road & Bridge, evaluation of our incoming tonnages, as well as evaluation of other surrounding landfills. At the landfill, the data shows there is a very low volume of traffic and tonnages received on Sundays. This is consistent with Martin, St. Lucie and Brevard landfills decision to close on Sundays. This decision may result in operational savings both in terms of SWDD staff and our potential vendor not having to work on Sunday.

LANDFILL SUMMARY OF SCOPE OF WORK:

Currently, the scope of work under the landfill contract primarily focuses on the O&M of the Class I landfill and is billed on a per ton basis. The other services within the landfill property are billed on a lump sum basis as non-Class I landfill services and included within the CCC services.

The new landfill ITB is set up to include all the services within the landfill property as well as litter control near the landfill. The Class I landfill services are still requested to be bid on a per-ton basis, as well as requesting a detailed cost breakout for the various services at the landfill. The landfill gas O&M services have been excluded from the landfill ITB as staff are evaluating other options related to the partnership with NoPetro for the new renewable natural gas project.

A general summary of the O&M scope of work under the landfill ITB includes: 1) Class 1 Landfill; 2) Municipal Recycling Facility (MRF) which is to receive and load Mixed Recyclables and Old Corrugated Cardboard; 3) Waste Tires; 4) Scrap Metal/White Goods; 5) Household Hazardous Waste (HHW); 6) Small Load Drop Off Area; 7) Warehouse Facility; 8) Pre/Post Storm Services and 9) Other General Services. The Landfill ITB continues to exclude the Scalehouse Operations, the Yard Waste Facility, the Biosolids Facility and the Leachate Evaporation Plant.

As some of the equipment utilized or provided to our vendor(s) at the landfill site has become past its useful life, the potential vendors are requested to provide SWDD the following items in the Landfill ITB: 1) Processing Machine for White Styrofoam; and 2) Single Ram Vertical Bailer for Loose-Plastic Film. The following items are recommended that the potential vendors include for their operational needs: 1) Ice Machine; 2) an Air Compressor; 3) a Fueling Facility and 4) a Wash Bay Area.

ITB2025029 – Customer Convenience Centers:

CCC HOURS OF OPERATIONS:

No changes have been proposed to the current CCC hours of operations; however, a future decision to close the landfill on Sundays may impact the schedule.

CCC SUMMARY OF SCOPE OF WORK:

The overall scope of work in the CCC ITB matches the current practice of safe operations, quality customer service, management and transportation of various materials from the CCCs to the landfill.

The following is a list of some new policies and procedures that are included in the CCC ITB: 1) Requiring that an attendant is present at the entrance of each CCC to check driver's licenses to confirm IRC residency. (This is to keep out-of-county materials from coming to the CCCs and ultimately to our landfill.); 2) Having a minimum of three trained attendants at each CCC at all times; 3) A strict adherence to accepting residential materials only and only limited commercial recycling materials; 4) Providing all new containers at each CCC including a new compactor at each CCC for old corrugated cardboard and new waste oil containers at each of the CCCs; and 5) Packaging and preparing various items such as e-waste, HHW, cooking oil and waste oil for collection and transportation by third-party vendors.

We are also recommending that the Board consider a policy change to no longer allow trailers of any size at the CCC's. We understand that some residents have large properties; however, large volumes of materials that are brought in on trailers makes it inconvenient for other County residents. A new policy and procedure list is provided as an attachment.

The new CCC ITB no longer includes other ancillary services that were provided to other county departments and organizations.

ITB TIMELINE:

As mentioned above, both ITBs are broken into a two-phase approach: 1) Phase 1 is the pre-qualification step, which includes standard IRC required forms, contractor and subcontractor qualifications, approach to O&M, compliance and insurance information, and contractor financial capability. The potential vendors had an opportunity to ask questions by January 21, 2025, and vendors did submit their Phase 1 package on January 31, 2025. Staff did review and did not need to provide a notification to those potential vendors that do not qualify by February 5, 2025. All potential vendors did attend a mandatory pre-bid meeting on February 14, 2025. 2) Phase 2 is the actual bid price, which is specifically broken out by the various scope of work services. The potential vendors have an opportunity to ask questions on the Phase 2 process by March 4, 2025, with the Phase 2 bid due by 2:00 PM on March 14, 2025.

Staff are tentatively planning to recommend an award for bid for each ITB on April 8, 2025. This will allow time to include the new costs in the Fiscal Year 2025/2026 budget as well as an opportunity for the potential vendor(s) to acquire new equipment and secure personnel.

CONE OF SILENCE:

As in the past, to make this an open, fair, and transparent process, staff and the SWDD Board are subject to the Cone of Silence provision, which went into effect on January 10, 2025, when the ITB was issued. This means that potential vendors must only contact the Purchasing Division if they have any comments or questions about the ITB.

Funding:

This agenda provides a framework for current solicitation and does not request any funding.

Recommendation:

Solid Waste Disposal District staff is requesting Board input on the scope of work as detailed in the Invitation to Bid.

Attachment:

Updated SWDD Customer Convenience Center Policy and Procedure.