

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

Date: November 3, 2022

To: Jason E. Brown, County Administrator

From: Sean C. Lieske, Director of Utility Services

Prepared By: Himanshu H. Mehta, PE, Managing Director, Solid Waste Disposal District

Subject: Solid Waste and Recycling Collection Procurement Services by Kessler Consulting, Inc.

Descriptions and Conditions:

The Solid Waste Disposal District (SWDD) is responsible for providing for the collection, transportation, and disposal services for regulated solid waste in unincorporated Indian River County as well as recycling services throughout Indian River County. Currently, these services are provided through an exclusive residential and commercial franchise agreement with Waste Management Inc. of Florida (WM), which expires on September 30, 2025.

Although there is sufficient time before expiration, staff is looking to be proactive in getting the competitive procurement process started and finalized to allow ample time to the future vendor for purchase of trucks, carts, hiring of employees, etc.

Kessler Consulting, Inc. (KCI) was instrumental in the procurement process in 2014, and staff has requested and received the attached proposal for them to assist with this process.

Analysis:

KCI has prepared the proposal detailing the scope of work, budget, and schedule for each of the tasks. The tasks are listed below showing the estimated fees based on a time and materials (T&M) basis.

| TASK | DESCRIPTION | AMOUNT |
|----------------|---|------------------|
| Task 1 | Procurement Strategy and Planning | \$19,890 |
| Task 2 | Solicitation Development and Sample Agreement | \$26,780 |
| Task 3 | Pre-Proposal Meeting and Addenda Preparation | \$17,560 |
| Task 4 | Submittal Review and Presentation of Results | \$22,570 |
| Task 5 | Negotiations and Contract Finalization | \$33,050 |
| TOTAL = | | \$119,850 |

KCI recognizes SWDD’s request to provide sufficient time for transition and have estimated to be complete with this work 14 months prior to the expiration of the current franchise agreement. There is also sufficient buffer in the timeline to allow more time.

Funding:

Funding for \$119,850 for this project is budgeted and available in the SWDD/Landfill/Other Professional Services account, number 41121734-033190. This is funded from SWDD assessments and user fees.

| Description | Account Number | Amount |
|--|-----------------------|---------------|
| SWDD/Landfill/ Other Professional Services | 41121734-033190 | \$119,850 |

Recommendation:

Solid Waste Disposal District staff recommends that the Board waive the requirement for bids, approve the sample agreement, and authorize the Chairman to sign it after review and approval by the County Attorney as to form and legal sufficiency.

Attachments:

1. Solid Waste and Recycling Collection Procurement proposal from Kessler Consulting, Inc.
2. Sample Agreement