

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village Council Meeting**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
Solid Waste Collection and Disposal Services	David Fieldman Village Manager

**SYNOPSIS**

A motion is requested directing staff to prepare a request for proposal and statement of qualifications to provide solid waste collection and disposal services for a five-year term effective April 1, 2016.

**STRATEGIC PLAN ALIGNMENT**

The goals for 2011-2018 include *Exceptional Municipal Services and Financial and Environmental Sustainability*.

**FISCAL IMPACT**

n/a

**UPDATE & RECOMMENDATION**

On Monday, August 18, Republic Service, Inc., the Village's current contractual solid waste provider, submitted a proposal (see attached) to extend the current contract for two years. The contract language allows for such an extension provided that it is approved at least 120 days prior to the end of the contract, which expires on March 31, 2016. After evaluating the proposal to extend the contract, staff has determined that it would achieve the following:

- Retain the current provider, who over many years has consistently delivered responsive and reliable service.
- Maintain a program where residents can choose between the sticker and the cart option with no increase in costs through March of 2018.
- Continue to promote and encourage households to voluntarily shift to the cart program, consistent with industry trends (currently 44.2% of households served by this contract rent carts, up from 26.5% in 2010).
- Eliminates the request for proposal process, allowing staff time to be redirected to other priorities.

If the Council would like to proceed with the two-year contract extension, the following motion should be made at tonight's Council meeting:

*Direct staff to prepare a two-year contract extension with Republic Services with terms in general conformance with the proposal submitted by Republic Services dated August 17, 2015.*

## BACKGROUND

The Village of Downers Grove contracts for solid waste (refuse, recycling and yard waste) collection and disposal services. This contract serves approximately 14,550 households and provides options for residents to dispose of solid waste with the use of stickers or by renting carts for a monthly fee. More information regarding this service can be found at the following website link: <http://www.downers.us/res/garbage-and-recycling>. Republic Services, Inc. has provided services under the current contract, which took effect on April 1, 2011 and is set to expire on March 31, 2016. The current contract was negotiated with Republic Services and adopted in 2010.

After reviewing options for renewal of the contract in 2016, staff recommends conducting a competitive request for proposal process. This process would also include a requirement to submit a statement of qualifications to ensure that proposals from only those services providers that are able to meet the Village's requirements are considered.

The following timeline is proposed for release and consideration of the Request for Proposal / Statement of Qualifications (RFP/SOQ):

Date	Action
August 11	Present requested motion under First Reading
August 13	Preliminary discussion with Environmental Concerns Commission
August 18	Consideration of Motion
August 21	Release of RFP/SOQ
September 18	Submission Deadline
October 5	Complete staff review and interviews of qualified responders
October 8	Solicit input from ECC based on review of proposals/qualifications
October 20	Initial presentation of options/recommendation to Village Council
December 15	Recommended deadline for contract approval
Dec. 15 - Mar. 30	Time allowed for service/contractor transition (if necessary)

During the negotiation of the current contract, the Village and Republic Services explored alternatives for service delivery and, after Village Council consideration, it was determined that the community was best served by maintaining a model that included options for households to either purchase stickers or rent carts depending on their needs and preferences. Households that opted to rent carts were provided with a recycling cart at no additional cost beginning in 2011 as an incentive to select this option. Since 2011, the number of households that rent carts has steadily increased, as shown below:

***Table: Households Renting Carts, 2010 – 2015***

<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>3,839</b>	<b>4,243</b>	<b>5,233</b>	<b>5,665</b>	<b>6,001</b>	<b>6,414</b>

This trend is an indication that the strategy upon which the current contract was based is working as planned and the trend of increasing voluntarily cart use will likely continue. Therefore, the RFP/SOQ document will include the following key terms, unless directed otherwise by the Village Council:

- 5-year contract term
- Maintain current program structure, obtain pricing for:
  - Refuse sticker (33 gallons or similar, 50 pounds max)
  - Yard waste sticker (33 gallons or similar, 50 pounds max or bundled)
  - Refuse cart (35, 65 and 95 gallon or similar) with recycling cart provided at no additional cost
- Request information/optional pricing for
  - Downtown recycling
  - Electronics recycling
  - Organic waste collection
  - Changes to the residential recycling program to collect Type 6 Plastic Recyclables
- Statement of qualifications related to:
  - Service reliability and capabilities
  - Customer service effectiveness
  - Ability to provide special collections in response to emergencies