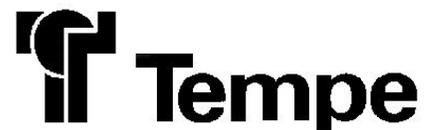


Staff Summary Report



Council Meeting Date:

Agenda Item Number: _____

SUBJECT: Request approval of a one-year contract renewal with Singh Farms, LLC for the processing of green waste into compost, training of staff on operation of a City operated composting operation should it become economically viable and the purchase of compost for use in City parks.

DOCUMENT NAME: 20101209fsta04 PURCHASES (1004-01)

COMMENTS: Total value of this contract will not exceed \$100,000 during the contract renewal period.

PREPARED BY: Tony Allen, CPPB, Procurement Officer, 480-350-8548

REVIEWED BY: Jerry Hart, CPA, Deputy Director - Financial Services, 480-350-8505
Michael Greene, CPM, Central Services Administrator, 480-350-8516
Don Bessler, Public Works Director, 480-350-8205
John Osgood, Public Works Deputy Director – Field Operations, 480-350-8949
Mary Helen Giustizia, Solid Waste Services Superintendant, 480-350-8151
Ramon Saiz, Solid Waste/Recycling Supervisor, 480-350-8128
Sam Thompson, Parks and Golf Course Supervisor, 480-350-5234

LEGAL REVIEW BY: Dave Park, Assistant City Attorney, 480-350-8907

DEPARTMENT REVIEW BY: Ken Jones, Finance and Technology Director, 480-350-8504

FISCAL NOTE: (T10-066-01) Sufficient funds have been appropriated in the Solid Waste and General Funds for the anticipated expenditures in the current fiscal year.

RECOMMENDATION: Approve the renewal of the contract.

ADDITIONAL INFO: Background Information

The City of Tempe issued a Request for Proposal (RFP) to establish a term contract for the processing of green waste into compost, training of staff on operation of a City operated composting operation should it become economically viable and the purchase of compost for use in City parks. The contract was issued for an initial one-year term with four one-year renewal options. This renewal request is for the first of four available renewal options.

In February of 2010 the City initiated a green waste pilot program in four Tempe neighborhoods. Staff is currently evaluating tonnages diverted from the landfill, collections operations, maintenance operations and performance of the compost material in City parks, costs/savings associated with the project, effects of outreach and education efforts in the pilot areas and studying potential plans to increase participation in more of the City. A program evaluation report is expected to be ready for presentation to Mayor and Council in March of 2011.

To date, based on invoice billings, the City has diverted from landfill disposal 2,700 tons of green waste (collected from City Parks and the pilot program area) and sludge from City water plants. The waste is being recycled into mulch and compost that is used to cultivate and fortify the soil at sites throughout the valley. The City has purchased 966 cubic yards of compost for use in City parks.

Contractor Performance

Singh Farms performance was rated by the Public Works Department on the following criteria:

- Personnel are responsive, cooperative and available
- Overall quality of products or services delivered
- Timeliness of performance
- Quality of follow-up in resolving complaints or problems
- Firm's promptness in submitting accurate invoices

In all categories, Singh Farms received scores indicating their meeting standards established by the contract.

It is the recommendation of the Public Works Department that the contract be renewed.

There is no cost increase associated with this renewal.