

# Council Business Meeting

July 7, 2020

<b>Agenda Item</b>	Approval of a Sole Source Procurement with Dry Creek Landfill	
<b>From</b>	Scott Fleury David Gies	Interim Public Works Director Wastewater Treatment Plant Supervisor
<b>Contact</b>	<a href="mailto:scott.fleury@ashland.or.us">scott.fleury@ashland.or.us</a> ; (541) 552-2412 <a href="mailto:david.gies@ashland.or.us">david.gies@ashland.or.us</a> ; (541) 552-2335	

## **SUMMARY**

Council approval is being requested for a sole source procurement exceeding \$100,000. This sole source procurement will allow the Wastewater Treatment Plant (WWTP) Supervisor to directly award a contract to Dry Creek Landfill for the disposal of biosolids. The term for this sole source procurement will begin on July 1, 2020 and end on June 30, 2021.

## **POLICIES, PLANS & GOALS SUPPORTED**

City Council Goals:

- Goal 1: Develop current and long-term budgetary resilience
    - Continue to improve the budget process: transparency, rigor, innovation, community involvement, and collaboration
  - Goal 2: Analyze City departments/programs to gain efficiencies, reduce costs and improve services
    - Implement a cost recovery plan and analysis for each department that coincides with the annual review of fees and charges and revenues
  - Goal 3: Enhance and improve transparency & communication
- Maintain Essential Services

Department Goals:

- Maintain existing infrastructure to meet regulatory requirements and minimize life-cycle costs
  - Facilitate EPA and DEQ mandated water quality testing samples.
  - Ensure the time and/or temperature sensitive samples are taken, handled, tracked and hand-delivered to a state certified testing laboratory in accordance with EPA and DEQ mandated testing requirements.
- Maintain and improve infrastructure that enhances the economic vitality of the community
- Evaluate all city infrastructure regarding planning management and financial resources

## **PREVIOUS COUNCIL ACTION**

The previous sole source procurement was approved by the City Council on June 18, 2019 for the term that began on July 1, 2019 and will end on June 30, 2020.

## **BACKGROUND AND ADDITIONAL INFORMATION**

The WWTP operates under a Department of Environmental Quality (DEQ) permit and the biosolids that are generated at the plant are required to be disposed of in a manner that meets all federal and state regulations on a daily basis. The closest local and approved disposal site for biosolids in the Rogue Valley is Dry Creek Landfill. The staff at the WWTP is continually focused on efficiency and consistency in the biosolids drying process to ensure a drier product thereby reducing the weight and effectively reducing the overall cost of disposing bio solids.

**FISCAL IMPACTS**

Funds are budgeted each fiscal year for the disposal of biosolids. Dry Creek Landfill has provided a rate of \$57.40 per ton and/or a minimum charge of \$300 per load. The estimate for FY 2021 is 4,000 tons at a cost of \$57.40 per ton for a total cost of \$229,600.

**STAFF RECOMMENDATION**

Staff recommends the public contract be awarded to Dry Creek Landfill.

**ACTIONS, OPTIONS & POTENTIAL MOTIONS**

I move to approve the public contract award to Dry Creek Landfill for the disposal of bio solids.

**ATTACHMENTS**

Attachment 1: Dry Creek Landfill, Inc. Rate Sheet Effective July 1, 2020.

Attachment 2: Form #6 Sole Source Determination and Written Findings



roguedisposal.com

Dear Customer:

At Dry Creek Landfill, we work hard to provide affordable and comprehensive services for the safety and protection of our community and our environment. In order to keep pace with changes in the cost of providing these services, it's necessary we periodically review and adjust our rates.

Effective July 1, 2020, rates will be as follows:

**Municipal Solid Waste**

<b>MINIMUM CHARGE</b>	<b>\$300.00 each load</b>
General Disposal	\$ 57.40 per ton
Contaminated Soil	\$ 57.40 per ton
Meat Disposal	\$ 57.40 per ton
Asbestos	\$ 71.50 per cubic yard
Prepaid Asbestos Bags	\$ 16.70 per set

**Animals**

Small Animals (sheep, goat)	\$22.00 Disposal
	\$22.00 first animal / \$11.00 each additional
Large Animals (horse, cow)	\$44.10 Disposal
	\$44.10 first animal / \$22.00 each additional

**Equipment:**

Telehandler (forklift)	\$ 48.10 per hr	\$384.40 per day
Backhoe	\$ 55.70 per hr	\$445.90 per day
330 Excavator	\$228.10 per hr	\$1,824.50 per day
Operator	\$ 87.10 per hr	\$820.00 per day
Hard to Handle Fee	\$153.80	

**Financial**

Returned Check Charge	\$25.00 each check
-----------------------	--------------------

Please reach out to us at 541.779.4161 if have any questions.  
Thank you for your understanding and for being our valued customer.

Jenifer Stuber, PE

*General Manager  
Dry Creek Landfill*

Office | 541.494.5455  
Mobile | 541.841.2087

**SOLE-SOURCE DETERMINATION AND WRITTEN FINDINGS**

**GOODS AND SERVICES**

**Greater than \$100,000**

**To:** City Council, Local Contract Review Board

**From:** David Gies, Wastewater Treatment Plant Supervisor

**Date:** June 17, 2020

**Re:** Sole Source Determination and Written Findings for Goods and Services

In accordance with AMC 2.50.090(F), the Department Head shall determine in writing that there is only one provider of a product or service of the quality and type required available.

**Estimated total value of contract:** \$229,600.00

**Project name:** Dry Creek Landfill – Disposal of Biosolids

**Description of goods and services:** Location for biosolids disposal

**Background:**

The City of Ashland operates Wastewater Treatment Plant under a permit issued by the Oregon Department of Environmental Quality. The permit requires biosolids generated at the WWTP to be disposed of on a daily basis. These solids need to be handled properly and buried in a timely manner. The WWTP generates on average one 15-yard dump truck of solids daily. Dry Creek Landfill is the closest approved site that we can dispose of these solids for burial. The staff at the Wastewater Treatment Plant are focused on efficient cost savings and will look to improve the consistency in the biosolids drying process to ensure a drier product thereby reducing the weight and effectively reducing the overall cost of disposing biosolids.

Dry Creek Landfill has provided the City with a quote for \$57.40 per ton with a \$300.00 per load minimum fee. The estimate for FY 2021 is 4,000 tons for a total cost of \$229,600.00.

This Sole Source Procurement is being requested for a term of one year beginning July 1, 2020 and ending on June 30, 2021.

**Findings:**

[The findings below must include factual information supporting the determination.]

**Market Research Overall finding:**

Dry Creek Landfill is the closest approved disposal site.

[In accordance with ORS 279B.075, these are the examples of findings that should be addressed. Select at least one of the findings and prepare the determination as it specifically relates to the good or service being procured. More than one finding can be addressed. The findings are as follows.]

**Pursuant to ORS 279B.075 (2)(a): Provide findings supporting your determination that the efficient utilization of existing goods requires the acquisition of compatible goods or services from only one source.**

N/A

**Pursuant to ORS 279B.075 (2)(b): Provide findings supporting your determination that the goods or services required for the exchange of software or data with other public or private agencies are available from only one source.**

N/A

**Pursuant to ORS 279B.075 (2)(c): Provide findings supporting your determination that the goods or services are for use in a pilot or an experimental project.**

N/A

**Pursuant to ORS 279B.075 (2)(d): Any other findings that support the conclusion that the goods or services are available from only one source.**

N/A

**PUBLIC NOTICE:**

Pursuant to OAR 137-047-0275 (2), a Contracting Agency shall give public notice of the Contract Review Authority’s determination that the Goods and Services or class of Goods and Services are available from only one source in a manner similar to the public notice of Competitive Sealed Bids under ORS 279B.055(4) and OAR 137-047-0300. The public notice shall describe the Goods or Services to be acquired by a Sole Source Procurement. The Contracting Agency shall give such public notice at least seven days before Award of the Contract.

After the Sole Source Procurement has been approved by the City Council, the following public notice will be posted on the City’s website to allow for the seven (7) day protest period.

**Date Public Notice first appeared on [www.ashland.or.us](http://www.ashland.or.us) - *[07/08/2020 – if approved 07/07/2020]***

**PUBLIC NOTICE**  
**Approval of a Sole Source Procurement**

**First date of publication:** *[07/08/2020 – if approved 07/07/2020]*

A request for approval of a Sole Source procurement was presented to and approved by the City Council, acting as the Local Contract Review Board, on *[07/07/2020 – if approved]*.

It has been determined based on written findings that the following Goods and Services are available from only one source.

Biosolids from the Wastewater Treatment Plant are required to be disposed of in a manner that meets all federal and state regulations. The closest local approved disposal site for biosolids in the Rogue Valley is Dry Creek Landfill. Biosolids are hauled daily to the landfill site for burial. Dry Creek Landfill will accept the material at the current fee of \$57.40 per ton effective July 1, 2020. The estimate for FY 2021 is 4,000 tons for a total cost of \$229,600.00. Staff at the Wastewater Treatment Plant are focused on efficient cost savings and will look to improve the consistency in the biosolids drying process to ensure a drier product thereby reducing the weight and effectively reducing the overall cost of disposing biosolids.

The contract terms, conditions and specifications may be reviewed upon request by contacting David Gies at 541-552-2335 or [david.gies@ashland.or.us](mailto:david.gies@ashland.or.us)

An affected person may protest the determination that the goods and services are available from only one source in accordance with OAR 137-047-0710. A written protest shall be delivered to the following address: City of Ashland, Kari Olson, Purchasing Representative, 90 N. Mountain Avenue, Ashland, OR 97520. The seven (7) day protest period will expire at 5:00pm on *[07/15/2020 – if published 07/08/2020]*.

This public notice is being published on the City’s Internet World Wide Web site at least seven days prior to the award of a public contract resulting from this request for approval of a Sole Source procurement.