



Council Business Meeting

June 20, 2023

Agenda Item	Sole Source Procurement Contract for Wastewater Treatment Biosolids Disposal with Dry Creek Landfill		
From	Michael Morrison Ben Russell	Operations Deputy Director Wastewater Treatment Plant Supervisor	
Contact	michael.morrison@ashland.or.us	541-552-2325	
	ben.russell@ashland.or.us	541-552-2335	
Item Type	Requested by Council <input type="checkbox"/> Update <input type="checkbox"/> Request for Approval <input checked="" type="checkbox"/> Presentation <input type="checkbox"/>		

SUMMARY

Approval is being requested for a **Sole Source Procurement greater than \$100,000.00.**

This **Sole Source Procurement** will allow the Wastewater Treatment Plant 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, 2023, and end on June 30, 2024.

POLICIES, PLANS & GOALS SUPPORTED

City Council Goals:

- Maintain Essential Services – Wastewater

Department Goals:

- Maintain existing infrastructure to meet regulatory requirements and minimize life cycle costs
- Deliver timely life cycle capital improvement projects.
- Maintain and improve infrastructure that enhances the economic vitality of the community.
- Evaluate all city infrastructure regarding planning management and financial resources.

BACKGROUND AND ADDITIONAL INFORMATION

The previous Sole Source Procurement was approved by the City Council on July 19, 2022, for the term that began on July 1, 2022 and will end on June 30, 2023.

The WWTP operates under a 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 biosolids.

FISCAL IMPACTS

The new disposal rate for FY 2024 is \$60.38 per ton with a minimum charge of \$395.00 per load and will be effective July 1, 2023. The estimate for FY 2024 is 4,000 tons at a cost of \$60.38 per ton for a total estimated cost of \$241,500.00.





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DISCUSSION QUESTIONS

SUGGESTED NEXT STEPS

Staff recommends a Sole Source Procurement be approved and the public contract be directly awarded to Dry Creek Landfill.

REFERENCES & ATTACHMENTS

1. Form #6 Sole Source Determination and Written Findings Greater than \$100,000.00
2. Dry Creek Landfill Rate Sheet Effective July 1, 2023

SOLE-SOURCE DETERMINATION AND WRITTEN FINDINGS**GOODS AND SERVICES****Greater than \$100,000**

To: City Council, Local Contract Review Board

From: Ben Russell, Wastewater Treatment Plant Supervisor

Date: June 20, 2023

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: \$241,500.00 (FY 2024)

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.

The new disposal rate for FY 2024 is \$60.38 per ton with a minimum charge of \$395.00 per load and will be effective July 1, 2023. The estimate for FY 2024 is 4,000 tons at a cost of \$60.38 per ton for a total estimated cost of \$241,500.00.

This Sole Source Procurement is being requested for a term of one year beginning July 1, 2023, and ending on June 30, 2024.

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 - *[06/21/2021 – if approved 06/01/2021]*

PUBLIC NOTICE
Approval of a Sole Source Procurement

First date of publication: *[06/21/2021 – if approved 06/20/2021]*

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 *[06/20/2021 – 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. The new disposal rate is \$60.38 per ton with a minimum charge of \$395.00 per load and will be effective July 1, 2023. The estimate for FY 2024 is 4,000 tons at a cost of \$60.38 per ton for a total estimated cost of \$241,500.00. 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 Ben Russell at 541-552-2335 or ben.russell@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 Specialist, 90 N. Mountain Avenue, Ashland, OR 97520. The seven (7) day protest period will expire at 5:00pm on *[06/28/2021 – if published 06/21/2021].*

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.



rogedisposal.com

C/O Ben Russell
City of Ashland Public Works
90 N Mountain Ave
Ashland, OR 97520

Dear Valued Customer

Re: Customer # 02-993

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, 2023, rates will be as follows:

Municipal Solid Waste

General Disposal	\$ 74.75 per ton
Minimum charge	\$ 395.00 per ton

Equipment:

Telehandler (forklift)	\$ 55.00 per hr	\$450.00 per day
Backhoe	\$ 65.00 per hr	\$525.00 per day
330 Excavator	\$ 270.00 per hr	\$2100 per day
Operator	\$ 85.00 per hr	\$680 per day
Hard to Handle Fee	\$180.00	

Financial

Returned Check Charge	\$35.00 each check.
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As a valued customer we are pleased to offer a discounted rate for the following materials:

Special Pricing for sludge	\$60.38 per ton
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Thank you for your understanding and for being our valued customer. Please reach out to us at 541.779.4161 if have any questions.

Jenifer Stuber, PE

*General Manager
Dry Creek Landfill*