



## Meeting Minutes

### Recycling Committee Meeting April 8, 2015, 9 am Nags Head Conference Room

Committee Members Present

Mayor Bob Edwards  
Commissioner Marvin Demers  
Annette Ratzenberger  
Mark Cornwell  
Cliff Ogburn

Andy Garman  
Ralph Barile

Recycling Committee members met on Wednesday, April 8<sup>th</sup> to review bid proposals for three options to provide year round, mandatory recycling services to residences within the Town. A mandatory pre-bid meeting was held on Monday, March 16, 2015 with three vendors represented at the meeting. However, only one bid was received from Bay Disposal. Staff reviewed the bid options with the committee as well as the bid prices provided by the vendor for each option. The options are as follows:

- Option 1 - Contractor collects all recyclables year round
- Option 2 - Contractor collects all recyclables May through September
- Option 3 - Contractor collects east route recyclables only during May through September

In options 2 and 3, the Town would collect recyclables the remainder of the year. The bid prices are as follows:

	Residential Recycling Collection and Disposal			Beach Access, Parks, and Town Facilities Collection*	Cart Lease and Service			Total Cost
	Unit Cost (Per Service Year)	No. of Units	Subtotal		Unit Cost (Per Service Year)	No. of Units	Subtotal	
<b>Bid 1 Town Wide, Year Round</b>	48.84	4,400	214,876	1,880	16.20	4,400	71,280	288,036
<b>Bid 2 Town Wide, Seasonal</b>	36.00	4,400	158,400	1,880				160,280
<b>Bid 3 East Route, Seasonal</b>	41.24	2,100	86,600	1,880				88,480

It was noted to the committee that bid options 1 and 2 would result in the same number of trash and recycling collection days as currently provided. Bid option 3 would result in a reduction in the number of trash collection days to accommodate the addition of recycling

service. Currently the west route trash is collected two days a week. Option 3 would reduce trash collection to one day a week and a recycling collection day would be added. The east route would have two days of trash collection year round and one day of recycling in the non-summer season. Two days of recycling would be provided on the east route during the summer. It was noted by the committee that an additional trash service day could be provided on the west route if the Town discovered that one day of trash collection is insufficient. Staff went on to review the attached presentation.

The committee discussed the pros and cons of each option including service levels, costs, and the town's ability to provide service under each option. The committee requested that staff provide additional analysis on the cost of each option, including anticipated tipping fee savings with each option, any grants the Town might receive, and other incidental expenses and savings. The committee scheduled the next meeting for Wednesday, April 22, 2015 at 3 pm in the conference room at the Nags Head Town Hall.

# Town-Wide Recycling RFP

## Current Waste Collection Routes

Sanitation Routes  
Town of Nags Head, NC



	East	West	Total
<b>Stops</b>	2045	2216	4261



# Town-Wide Recycling RFP

## Current Waste Collection Schedule

Current Service													
Non-Summer Schedule													
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday						
East	Yellow		Blue					Yellow					
West		Yellow	Blue					Yellow					

  

Summer Schedule													
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday						
East	Yellow		Blue	Yellow				Yellow					
West		Yellow	Blue					Yellow					

Yellow	Trash Collection - Town	Pink	Optional Trash Collection - Town
Blue	Recycling - Contractor		
Red	Recycling - Town		

# Town-Wide Recycling RFP

Service Day = one route, one day, one service (i.e. Monday trash collection on east route = one service day)

# Town-Wide Recycling RFP

Four “Service Days” Non-Summer

Five “Service Days” Summer

<b>Current Service</b>													
<b>Non-Summer Schedule</b>													
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday						
East	Yellow		Blue					Yellow					
West		Yellow	Blue					Yellow					
<b>Summer Schedule</b>													
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday						
East	Yellow		Blue	Yellow						Yellow			
West		Yellow	Blue					Yellow					

# Town-Wide Recycling RFP

## Three Options for Proposal

- Option 1  
Contractor collects all recyclables year round
- Option 2  
Contractor collects east and west route recyclables May through September
- Option 3  
Contractor collects east route recyclables only May through September

# Town-Wide Recycling RFP

	Trash Collection - Town
	Recycling - Contractor
	Recycling - Town

- Option 1

Contractor collects all recyclables year round; current trash collection remains the same

Option 1 - Town trash collection/Contractor recycling collection													
Non-Summer Schedule													
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday						
East													
West													
Summer Schedule													
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday						
East													
West													

# Town-Wide Recycling RFP

- Option 1

No reduction in service

Both summer and non-summer - recycling for east route moves to Monday, everything else remains the same

Goal is to clean beach road at beginning of week

Recycling and trash always go out together

Option for vendor to provide and service recycling carts

Maintain five service days with town forces

# Town-Wide Recycling RFP

- Option 2

Contractor collects all recyclables for summer schedule only; current trash collection is reduced offseason only

Non-Seasonal Schedule (October 1 to April 30)														
Routes*	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
East Route	Yellow	Red							Yellow					
West Route				Red					Yellow					

Seasonal Schedule (May 1 to September 30)														
Routes*	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
East Route	Yellow	Dark Blue			Yellow						Yellow	Dark Blue		
West Route			Yellow	Dark Blue					Yellow					

Yellow	Trash Collection - Town	Pink	Optional Trash Collection - Town
Dark Blue	Recycling - Contractor		
Red	Recycling - Town		

# Town-Wide Recycling RFP

- Option 2

Reduction in service for offseason only (west route)

Both summer and non-summer - recycling for east route moves to Monday, everything else remains the same

Goal is to clean beach road at beginning of week

Recycling and trash always go out together

Maintain five service days with town forces

Town would service and maintain carts

# Town-Wide Recycling RFP

	Trash Collection - Town
	Recycling - Contractor
	Recycling - Town

- Option 3

Contractor collects east route recyclables May through September only; current trash collection is reduced to accommodate town recycling

## Option 3- Town trash collection/Combination town/contractor recycling collection

Non-Summer Schedule														
	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
East														
West														

  

Summer Schedule														
	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
East														
West														

# Town-Wide Recycling RFP

- Option 3

Strategic reduction in service to manage additional recycling collections

Both summer and non-summer – west side loses one day of trash and gains one day of recycling, same collection days

Primary concern is loss of one day of trash collection for west route stops (some west route stops are between highways and in Village)

Service on east route is same as option 1; contractor would do east route recycling, town would do west side recycling

Wednesday trash collection in summer on east route is optional; irrelevant for RFP

Town would likely need to provide and service carts

Maintain five service days with town forces

# Town-Wide Recycling RFP

- Other considerations

Private streets

Beach accesses

Cart lease and maintenance

Customer service (i.e. missed collections, spills, and responsiveness)

# Town-Wide Recycling RFP

## Bid Responses

Three contractors at mandatory pre-bid meeting

- Waste Management
- Waste Industries
- Bay Disposal (Outer Banks Hauling)

# Town-Wide Recycling RFP

Bid Responses

One Bid Received

**Bay Disposal**

# Town-Wide Recycling RFP

## Bay Disposal

For bid option 1, service from recyclables collected from two Town-owned parks, the Town Hall, and the Fire Station shall be once a week from May 1 through November 30, with each park requiring at least two recycling containers. For bid options 2 and 3, service of recyclables collected from two Town-owned parks, the Town Hall, and the Fire Station shall be once a week from May 1 through September 30, with each park requiring at least two recycling containers.

For all options, service for recyclables collected from the 30 Town-owned public beach and sound accesses shall be once a week from May 1 through November 30, with at least two recycling containers at each access.

	Residential Recycling Collection and Disposal			Beach Access, Parks, and Town Facilities Collection*	Cart Lease and Service			Total Cost
	Unit Cost (Per Service Year)	No. of Units	Subtotal		Unit Cost (Per Service Year)	No. of Units	Subtotal	
<b>Bid 1 Town Wide, Year Round</b>	48.84	4,400	214,876	1,880	16.20	4,400	71,280	288,036
<b>Bid 2 Town Wide, Seasonal</b>	36.00	4,400	158,400	1,880				160,280
<b>Bid 3 East Route, Seasonal</b>	41.24	2,100	86,600	1,880				88,480

# Town-Wide Recycling RFP

## Bay Disposal

	# weeks (offseason)	# weeks (in-season)	East Route # Stops	# collections per stop*	East Route Total Collections	West Route # Stops	# collections per stop*	West Route Total Collections	# total stops	Bid Estimate (for curbside only)	Cost per Collection	
Bid 1	30	22	2,100	74	155,400	2,300	52	119,600	275,000	\$ 214,876	\$ 0.78	
Bid 2		22	2,100	44	92,400	2,300	22	50,600	143,000	\$ 158,400	\$ 1.11	29%
Bid 3		22	2,100	44	92,400	2,300		-	92,400	\$ 86,600	\$ 0.94	17%

\*East Route - each stop is collected twice a week in season, once per week offseason  
^West Route - each stop is collected once per week in all scenarios

# Town-Wide Recycling RFP

## Bay Disposal

### Analysis

- Bid price broken down to the cost per collection for each option
- Bid one is still the most cost effective when looking at cost per collection
- Bid three is more cost effective than bid two simply because of concentration of collection in the summer season (2 collections per week for all stops)
- Primary concern remains dropping the number of trash collections to once per week for the west route during the summer season to allow for recycling collection by town forces