



# **The Town of Hilton Head Island Special Public Facilities Committee Meeting**

**August 26, 2010**

**Benjamin M. Racusin Council Chambers**

**2:00 p.m.**

## **AGENDA**

---

**As a Courtesy to Others Please Turn Off All Cell Phones and Pagers during the Meeting**

- 1. Call to Order**
- 2. Freedom of Information Act Compliance**  
Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 3. Committee Business**
  1. Approval of Minutes - None
- 4. Unfinished Business**
- 5. New Business**
  - Recycling and Waste Collection and Recycling Processing Franchise Agreements
- 6. Adjournment**

**Please note that a quorum of Town Council may result if four (4) or more of Town Council members attend this meeting.**



# TOWN OF HILTON HEAD ISLAND

## *Community Development Department*

**To:** Public Facilities Committee  
**Cc:** Charles Cousins, *Director of Community Development*  
**Cc:** Curtis Coltrane, *Assistant Town Manager*  
**From:** Sarah Skigen, *Natural Resources Associate*  
**Date:** August 12, 2010  
**Subject:** Recycling and Waste Collection and Recycling Processing Franchise Agreements

---

**Recommendation:** Staff recommends that the Public Facilities Committee review and recommend approval to full Town Council for franchise agreements to be initiated with Republic Services for island-wide waste and recycling collection and Sonoco Recycling for processing of recyclables from single family residences and cart-based multi-family properties.

**Summary:** At the November 3<sup>rd</sup>, 2009 Town Council meeting staff was directed to work with a consultant (Resource Recycling Systems) to assist in the formulation of a RFP for recycling and waste services for residential units island-wide. The Public Facilities Committee held a special meeting on February 18<sup>th</sup>, 2010 to review the elements of the RFP for waste and recycling services. They recommended approval with some slight modifications. At the March 16<sup>th</sup>, 2010 Town Council meeting staff was directed to move forward with the RFP process to acquire submittals from qualifying vendors for waste and recycling collection and recycling processing services for single family and cart-based multi-family properties.

On June 8<sup>th</sup>, 2010 the Town received six proposals for recycling and waste collection and two proposals for processing of recyclables. Through extensive analysis of all proposals, including an initial round of clarifying questions, staff shortlisted two vendors for the collection franchise: Waste Pro and Republic Services. For the processing franchise staff identified Sonoco Recycling as providing the highest rebate option to the Town, complimented with a service package which meets all Town objectives.

**Background:** The details of the RFP focused on a program description that was developed through input from a prioritization exercise completed by Town Council members. That prioritization exercise highlighted the following goals for Town Council:

- a. Lowering costs to citizens (1<sup>st</sup> priority)
- b. Lowering road maintenance costs (2<sup>nd</sup> priority)
- c. Achieving sustainability and “green” town goals (3<sup>rd</sup> priority)
- d. Increasing public safety (4<sup>th</sup> priority)
- e. Improving service (5<sup>th</sup> priority)
- f. Increasing recycling rate (6<sup>th</sup> priority)

Staff's goal for this first phase of the program was to bring an affordable, high level of service to single family residences for waste and recycling collection. The total number of single family residences that will

qualify under this agreement is 14,011 households. The total number of cart-based multi-family units that will qualify for service under this agreement is 5,592.

During the process it was brought to staff's attention that a large portion of the cart-based multi-family residences were not being charged the required disposal fee to dispose of waste at Hickory Hill Landfill. Through multiple meetings with the County as well as extensive field work a list of those residences were identified. Representatives from the County were instrumental in bringing this issue to County Council and resolving it through a revised interpretation of the County's Solid Waste Ordinance. The revision will now include these cart-based multi-family properties with single family properties, alleviating the previously required fee.

The Town's selection committee reviewed all proposals utilizing the advertised selection criteria. For the collection RFP the criteria consisted of the following elements: Cost (Basic Services Rate, Optional Services Rates, Etc.); Capacity to Provide Services that Meet Town Goals; Experience on Similar Projects and Qualifications; References. For the processing RFP the criteria consisted of the following elements: Rebate (Amount, Risk, Market Index Approach, etc.); Capacity to Provide Services that Meet Town Goals; Experience on Similar Projects and Qualifications; References.

The two shortlisted collection vendors were brought in for interviews on July 22<sup>nd</sup>, 2010. As a result of those interviews a second round of clarifying questions was issued and the Town requested a best and final price offer from both vendors. The following revised price offers were received:

COST PROPOSAL Household Fee per Quarter	Combined Island- Wide Zone		Zone 1 North Island		Zone 2 South Island	
	WP	REP	WP	REP	WP	REP
2x/wk Trash and 1x/wk Recycling Single Family & Multi-family non-aggregate	\$80.59 Base Price	<b>\$62.40</b> Base Price	\$ 81.85 Base Price	\$ 69.00 Base Price	\$ 81.43 Base Price	\$ 69.00 Base Price
2x/wk Trash and 1x/wk Recycling Multi-family aggregate	\$48.57 Base Price	<b>\$44.25</b> Base Price	\$48.57 Base Price	\$ 45.00 Base Price	\$48.57 Base Price	\$ 45.00 Base Price
1x/wk Trash and 1x/wk Recycling Service	\$3.00 Decrease*	<b>\$7.35</b> Decrease*	\$3.00 Decrease*	\$ 9.00 Decrease*	\$3.00 Decrease*	\$ 9.00 Decrease*
Added Day Trash Service Single Family & Multi-family non-aggregate	\$27.00	<b>\$22.60</b>	\$ 27.00	\$26.25	\$ 27.00	\$26.25
Added Day Trash Service Multi-family aggregate	\$27.00	<b>\$40.75</b>	\$27.00	\$50.25	\$27.00	\$50.25
All Bulky Items	\$20.00	<b>\$ 35.00</b>	\$ 20.00	\$ 35.00	\$ 20.00	\$ 35.00

\*Decrease from Base Price

Within the stated selection criteria, under the category of 'additional services', the Town gave special consideration to the vendor's capabilities to initiate and maintain an ongoing education campaign, self-manage and during critical times, such as start-up of the program, actually be capable of providing additional support to the Town. Republic Services provided the best comprehensive package for recycling education and incentives to increase participation. They have also proposed to provide the Town with customer service

representatives for the roll-out period of the agreement to assist the Town staff with inquiries and properly direct new service requests.

Based on the cost of services and overall quality of the service package proposed, staff is recommending initiating a franchise agreement with Republic Services for waste and recycling collection island-wide. Staff is recommending initiating a franchise contract with Sonoco Recycling for recycling processing services.

Please contact me at 341-4682 or [sarahs@hiltonheadislandsc.gov](mailto:sarahs@hiltonheadislandsc.gov) if you have any questions.