

Shutesbury Recycling and Solid Waste Committee Meeting Minutes

January 11, 2012 Meeting

Members Present: Gary Bernhard, Karen Czerwonka, Nancy Dihlmann, Ron Essig, Gail Fleischaker, Meryl Ann Mandell, Steve Rice, Paul Vlach

Guests: Becky Torres, Arlene Miller

Members Absent: Michael Baines

Minute Taker: Meryl Ann Mandell

Subjects Discussed:

- Bernhard noted the sole purpose of tonight's meeting is to review RSWC member comments on Arlene's draft Shutesbury Recycling and Solid Waste RFP for Municipal Solid Waste and Recycling Services. The draft had been previously circulated via e-mail and paper to Committee members. Tracked comments had been returned by Mandell, Fleischaker, and Rice, and the copy under review at the meeting was the reviewed version with tracked changes.
- Fleischaker proposed only discussing substantive, not grammatical/typo comments at meeting. All agreed.
- Miller reminded the group that the "final" RFP needs to be reviewed by Legal before being issued.
- Miller explained the difference between a bid process and an RFP process, and the fact that solid waste contracts are not subject to MGL Chapter 30B bidding laws.
- Miller explained the two part proposal package includes a technical submission and a separate price proposal. All the technical proposals are opened, reviewed and evaluated first, then the price packages are opened. She said typically the town negotiates the price and services with the 2-3 top rated technical proposers.
- Miller reviewed the proposed mandatory pre-proposal conference described in the RFP. She said she has found these conferences valuable for clarifying proposal questions for all proposers. All agreed that this sounded worthwhile.
- The group reviewed the RFP section by section and discussed all comments. Decisions included:
 - RFP to ask proposers to submit both paper and digital copies of their technical proposal (price proposals paper only).
 - Replace all references to "bid" with "proposal".
 - The proposal pages will ask for a Base Proposal with an "a" section for curbside pickup, and a "b" section for bulky waste day equipment.
 - A statement will be added to note that there is no dumpster pick up in town.
 - Legal will need to be consulted for clarification on the dollar amount for the various proposal bonds.

Action Items:

- Bernhard agreed to contact the SES, Town Hall, Highway Department, Fire Department, Library, and SAC to confirm each location's preferred method of solid waste collection - totes, barrels, dumpster, bags - then report findings to the RSWC for the next meeting.
- Miller to edit the latest version of the Draft RFP, incorporate comments from tonight's meeting (goal - this Friday), then send to Fleischaker for editing (goal - this Sunday), then Mandell for further editing (goal - next Monday prior to next week's meeting). Mandell to return edited version to Bernhard for distribution to all - RSWC, TA, Legal. A finalized RFP needs to be advertised by February 1st, with Proposals back to the town by March 1st, to meet budgeting timelines as per Torres. The RSWC thought this was doable.

Meeting Dissolved at 9:22 pm.

Minutes approved by the RSWC at the April 10, 2012 meeting. PAV