

BEFORE THE METRO CONTRACT REVIEW BOARD

FOR THE PURPOSE OF AUTHORIZING)	RESOLUTION NO. 94-1926
AN EXEMPTION FROM COMPETITIVE)	
BIDDING AND ISSUANCE OF A REQUEST)	Introduced by Rena Cusma,
FOR PROPOSALS FOR THE DESIGN AND)	Executive Officer
MANUFACTURE OF COMPOST BINS AND)	
DEVELOPMENT OF A PUBLIC EDUCATION)	
PROGRAM, AND AUTHORIZING THE)	
EXECUTIVE OFFICER TO ENTER INTO A)	
MULTI-YEAR CONTRACT)	

WHEREAS, Metro has budgeted \$50,000 to fund a pilot program for the design and manufacture of compost bins and development of a public education program; and

WHEREAS, This compost bin project includes professional services but is predominantly for procurement of compost bins; and

WHEREAS, The Metro Code would require that this contract be subject to competitive bidding unless an exemption is obtained from the Metro Contract Review Board; and

WHEREAS, Metro Code Section 2.04.041(c) authorizes, where appropriate, the use of alternative contracting and purchasing practices that take account of market realities and modern innovative contracting and purchasing methods which are consistent with the public policy of encouraging competition; and

WHEREAS, The Board finds that it is unlikely that procurement of compost bins without competitive bidding will encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts because: (1) competitive proposals will be solicited; (2) a Request for Bids for a specified compost bin would limit the ability of a wide variety of firms to show that their products are superior in their convenience

of use and in their ability to compost household and yard wastes; and (3) using a Request for Proposals process will allow Metro to review a wide variety of compost bin designs; and

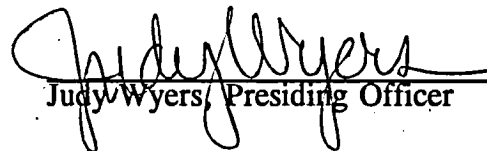
WHEREAS, The Board also finds that the exemption will result in substantial cost savings to Metro because: (1) a greater number of companies will be able to compete for award of the contract; (2) cost will be a factor in the selection process; (3) if the pilot program is carried into subsequent budget years, obtaining a superior product at this time will lead to cost savings throughout the life of the program; and

WHEREAS, Metro Code Section 2.04.033(a)(1) requires Council approval of a multi-year contract, and this project may not be concluded by the end of this fiscal year; now, therefore,

BE IT RESOLVED,

1. That the Metro Contract Review Board hereby exempts the contract for the design and manufacture of compost bins and development of a public education program from the competitive bidding requirements.
2. That the Council approves issuance of the Requests for Proposals for the Design and Manufacture of Compost Bins and Development of a Public Education Program attached to this Resolution as Exhibit A.
3. That the Council waives approval of a multi-year contract with the successful proposer and authorizes the Executive Officer to execute the contract.

ADOPTED by the Metro Contract Review Board this 24th day of March, 1994.



Judy Wyers, Presiding Officer

ds 1158

EXHIBIT A

REQUEST FOR PROPOSALS

**FOR DESIGN AND MANUFACTURE OF
COMPOST BINS AND DEVELOPMENT OF A PUBLIC
EDUCATION PROGRAM**

(RFP #94R-7-SW)

MARCH 1994

Metro
Solid Waste Department
600 NE Grand Avenue
Portland, OR 97232

Printed on Recycled Paper

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REQUEST FOR PROPOSALS

FOR DESIGN, MANUFACTURE AND EDUCATION REGARDING A HOME COMPOST BIN PROGRAM (RFP #94R-7-SW)

I. INTRODUCTION

The Solid Waste Department of Metro, a metropolitan service district organized under the laws of the State of Oregon and the 1992 Metro Charter, located at 600 NE Grand Avenue, Portland, OR 97232-2736, is requesting proposals for a Home Compost Bin Distribution Program. Proposals will be due no later than 3 p.m., April 15, 1994 in Metro's business offices at the Solid Waste Department, 600 NE Grand Avenue, Portland, OR 97232-2736. Details concerning the project and proposal are contained in this document.

II. BACKGROUND/HISTORY OF PROJECT

Metro is a regional government responsible for solid waste management and disposal of waste in the tri-county (Multnomah, Washington and Clackamas) Portland metropolitan area. Through waste reduction programs, Metro strives to reduce the amount of waste disposed at its facilities. Home composting has been identified as a cost-effective way to reduce waste at its source.

According to Metro's 1989/90 Waste Characterization Study, yard debris comprises 26 percent of residential waste and is 11 percent of waste disposed at Metro facilities. Food waste was found to be eight percent of residential waste and 5 percent of waste disposed at Metro facilities. Metro's 1991 Regional Yard Debris Recycling Plan directs Metro and local governments to promote source reduction of residential yard debris through regional home composting demonstration sites and by providing compost bins to homeowners. Metro's goal and that of the State of Oregon is to achieve a rate of 50% waste recovery by the year 2000. By implementing a home compost bin program, we hope to move closer to that waste reduction goal.

Metro currently operates five regional home composting demonstration sites. These demonstration sites include 13 types of active composting systems and are utilized for workshops between April 1 and October 31 each year. Since the sites are designed to be self-guided, the 1,200,000 residents (388,000 households) of the Metro region can learn about composting by visiting one of the demonstration sites.

A corps of trained volunteers works with Metro's Compost Projects Coordinator to implement workshops, conduct presentations for community groups and staff booths at trade shows on home composting each year. In addition, Metro Recycling Information, a telephone hotline, answers numerous calls about composting and mails thousands of composting brochures (see copies of brochures in appendix).

III. PURPOSE OF THE PROJECT

The purpose of this project is to provide home composting bins to residents in targeted neighborhoods in the Metro area. Compost bins will be available to residents, not currently composting, at 50 percent of the wholesale cost.

The first 500 bins will be available to homeowners living in the city of Portland in the same demographic area as residents currently participating in a Can Weight Study of characteristics of residential garbage. The second 500 bins will be distributed to other jurisdictions in the Metro region. Follow-up evaluation of the garbage of those receiving compost bins will determine reduction in the amount of yard debris due to home composting.

Metro will work with a local government to implement the home compost bin distribution program. Components of the program may be provided by Metro, a local government and/or the bin manufacturer.

Goal

Expand home composting by offering low cost bins and compost training to targeted neighborhoods, as determined by local governments and Metro.

Objectives

1. Determine citizen interest and administrative time to manage program.
2. Obtain data on waste diversion and recycling from home composting and attitudes toward program and bins.
3. Promote cost-sharing and determine level of citizen interest by requiring participants to pay 50 percent of wholesale price of bin.
4. Promote the market for waste plastic by utilizing post-consumer plastic as feedstock for production of the bin.

IV. PROPOSED SCOPE OF WORK/SCHEDULE

Metro is seeking proposals from qualified firms to perform the following services and to deliver the products described: Proposal must include the products described as "Required Tasks" (item IVA.). Proposer may choose to select additional items to include in the proposal from the list described as "Optional Tasks" (item IVB.)

Summary: Proposer shall propose to manufacture and deliver at least 900 compost bins to a storage location in the Portland area. Proposer may propose additional services as described in item IVB.

A. REQUIRED TASKS Contractor must provide these tasks.

A1: Provide compost bins

Contractor shall provide approximately 900 compost bins that meet the following criteria. Contractor shall describe in the proposal how the bin meets each criterion.

Criteria for Compost Bin:

- a. **Size:** Not less than 11.5 cubic feet and not more than 25 cubic feet
- b. **Guarantee of replacement if defective:** minimum of 5 years
- c. **Content:** Bin must be made of plastic (does not include fastenings). Plastic must contain at least 25 percent post-consumer content. Post-consumer plastic from Oregon is preferred.
- d. **Design:**
 - * Allows turning of the debris to promote maximum aerobic decomposition. (Describe in detail and provide photos or drawings. Provide a video if available.)
 - * Ability to compost common backyard debris like grass clippings, leaves, plant stalks, without additional shredding.
 - * Ability to compost appropriate kitchen scraps like fruit and vegetable peelings, coffee grounds and egg shells (no meat, grease, oil or dairy products).
 - * Ability to easily remove the finished compost from the bin.
- e. **Color:** Black or green, or another color mutually agreed upon by Contractor and Metro
- f. **Assembly:** Assembly must be accomplished easily and quickly by the homeowner with only simple, common household tools like a screwdriver or pliers. Simple instructions for assembly must be provided in English with each compost bin (see IVA3).
- g. **Lid:** To shed rain in winter, retain moisture in summer, reduce odor, reduce access by flies and pests.

A2. Delivery and Storage

Compost bins must be delivered to storage location in Portland area within 30 days of execution of contract. Storage for the compost bins must be secured through October 31, 1994.

A3: Brochure: Education about use of the bin

We believe that education about effective use of the bin is essential to the success of the program. Proposer shall prepare a short brochure that covers how to assemble, how to use and where to locate the bin. The brochure will also include one paragraph with information about why Metro and the City of Portland are providing discount compost bins. Contractor must secure final written approval from Metro prior to printing the materials. Additional education components suggested by Contractor will be considered.

Metro will provide the following information with each bin:

- * "Compost at Home," a brochure that describes appropriate materials to put into the bin and a list of common problems and solutions (see appendix).
- * A list of Metro sponsored workshops on home composting. Contractor may be asked to enclose one of each of Metro's brochures in each bin.

A4: Reports

Contractor will provide an interim verbal report to Metro halfway between the date of execution of the contract and distribution of the bins. A final written report is due with the final invoice for payment to Metro upon project completion.

IVB. OPTIONAL TASKS Proposer may include one or more of these tasks in the proposal.

Summary: The compost bins will be stored in a location in the Portland area prior to implementation of the program. Since up to five hundred bins will be delivered to homeowners in the city of Portland during spring/summer, 1994, storage needs may vary as bins are delivered to homeowners. The second half of the bins will be delivered to homeowners in fall, 1994.

Pre-selected residents will be contacted this spring/summer by an advertisement brochure prepared by and delivered to homeowners by Metro and the City of Portland. The brochure will summarize availability of the compost bin, benefits of bin to homeowner, cost, delivery option(s) and dates of Metro's educational workshops. The cost to the homeowner for the bin will be 50 percent of Metro's cost, payable by homeowner to Metro, but may be collected by Contractor or the City of Portland.

For each optional item below selected for the proposal, proposer must complete a Cost Sheet and provide a written description.

B1. Ordering, Distribution and Recordkeeping

Orders for bins may be taken in advance by Contractor from pre-selected homeowners. A check payable to Metro may be mailed by homeowners to Contractor prior to delivery of the bin. Contractor may also elect to accept payment upon delivery of the bin.

A bin will be delivered to up to 1000 homeowners from June through October, 1994 via one of the following formats, or another format mutually agreed upon by Metro and the Contractor:

Possible distribution formats:

- * Homeowner attends workshop and receives a bin.
- * Homeowner picks up bin from warehouse.
- * Bin is delivered via United Parcel Service or equivalent to each homeowner (delivery expense is included in cost to homeowner for bin).
- * Local contractor delivers bin to homeowner.
- * Bin manufacturer delivers bin to homeowner.
- * Other format mutually agreed upon by Metro, local government and Contractor.

If Proposer elects to provide delivery of bins to homeowners, Proposer shall keep accurate records regarding the following:

- a. Name, address and phone number of each household receiving a compost bin, to be provided to Metro on a computer diskette (two copies) at the end of the contract
- b. Problems and solutions regarding process for ordering bins
- c. Problems and solutions regarding delivery of the bins

B2. Other Optional Item Suggested by Contractor

V. QUALIFICATIONS/EXPERIENCE

Contractor shall identify:

- * years Contractor has produced compost bins
- * municipalities selecting Contractor to provide bulk order(s) of compost bins (briefly describe program and list contact person and phone at each municipality)

VI. PROJECT SCHEDULE

Metro expects to award this contract in April, 1994. Contract shall be completed by October 31, 1994. If any optional items are selected from IVB above, Proposer and Metro will agree upon a schedule for completion.

VII. RESOURCES AVAILABLE

A maximum of \$50,000 has been budgeted to complete this project. Cost estimates should include expected hours and rates used to make up the estimate as well as materials and expenses. The Contractor shall be responsible for providing approximately 900 compost bins, other materials described above and any optional items chosen from item IVB.

VIII. PROJECT ADMINISTRATION

Metro's project manager and contact for this project is Lauren Ettlin. Metro intends to award a contract to a single contractor and that contractor shall assume responsibility for any/all subcontractor work as well as the day-to-day direction and internal management of the project. Proposals shall identify a single person as project manager to work with Metro.

IX. PROPOSAL INSTRUCTIONS

A. Submission of Proposals

Six copies of the proposal shall be furnished to Metro, addressed to:

Lauren Ettlin
Solid Waste Department
Metro
600 NE Grand Ave.
Portland, OR 97232-2736

B. Deadline

Proposals are due April 15, 1994, by 3:00 pm. Proposals will not be considered if submitted after the deadline. Postmarks are not acceptable.

C. RFP as Basis for Proposals

This Request for Proposals represents the most definitive statement Metro will make concerning the information upon which Proposals are to be based. Any verbal information which is not addressed in this RFP will not be considered by Metro in evaluating the Proposal. All questions relating to this RFP should be addressed to

Lauren Ettlin at (503) 797-1674 or Leigh Zimmerman at (503) 797-1671. Any questions, which in the opinion of Metro, warrant a written reply or RFP amendment will be furnished to all parties receiving this RFP. Metro will not respond to questions received after April 8, 1994.

D. Information Release

All proposers are hereby advised that Metro may solicit and secure background information based upon the information, including references, provided in response to this RFP. By submission of a proposal all proposers agree to such activity and release Metro from all claims arising from such activity.

E. Disadvantaged, Minority and Women-Owned Business Program

In the event that any subcontracts are to be utilized in the performance of this agreement, the proposer's attention is directed to Metro Code provisions 2.04.100,200 & 300.

Copies of that document are available from the Procurement and Contracts Division of Regional Facilities, Metro, Metro Center, 600 NE Grand Avenue, Portland, OR 97232 or call (503) 797-1717.

X. PROPOSAL CONTENTS

The proposal should contain not more than 6 two-sided pages of written material, including the transmittal letter but excluding cost sheet(s), biographies and pre-printed brochures (which may be included in an appendix). The proposal will describe the ability of the Proposer to perform the work requested, as outlined below:

A. Transmittal Letter

The transmittal letter should contain a brief summary of your organization and how/why it is best qualified to complete the tasks outlined in the RFP, and a statement that the proposal will remain in effect for ninety (90) days after receipt by Metro.

B. Approach/Proposed Work Plan:

- * Describe how Required Tasks in item IVA outlined in the Scope of Work will be done within the time frame and budget. Present a timeline for accomplishing the tasks in the Scope of Work and a schedule showing the delivery date for each work product. Complete a cost sheet for the Required Tasks.
- * Identify which optional tasks (IVB), if any, have been selected by Proposer, and how the optional tasks support/promote the whole project. Complete a cost sheet

and written description for each optional task. Identify how the cost of the selected optional tasks impacts the cost per bin. If appropriate, describe the method for recording and evaluating problems and solutions concerning bin ordering and bin delivery systems.

- * Identify the source, volume/weight and types of recycled material to be used in the manufacture of the compost bins.
- * Proposers must provide approximately 900 compost bins. Identify how many bins you will provide and at what cost per bin.
- * Provide designs, drawings and color photographs of your compost bin. Provide purchaser assembly instructions. If desired, provide a video concerning assembly and use of the bin.
- * Provide a sample compost bin with your proposal. Evaluators of the proposal will field test the bin for specifications and features designated in IVA.1 . If your company is not selected, your bin will be returned if you pre-pay freight.
- * Identify the name, title, address, and telephone number of an individual or individuals with authority to contractually bind the company during the period in which Metro is considering proposals.

C. Staffing/Project Manager Designation and Experience

Identify staff assigned to the project. Include prime and sub-consultants and give relevant experience for each person with particular emphasis on the following:

- * Role and responsibility for this project and an estimate of time commitment of the individuals(s). Include a resume of each individual in the appendix.
- * Relevant experience in similar projects, especially those dealing with municipalities providing discount compost bins to homeowners.
- * A contact person from similar projects conducted by Contractor. For each reference, include the contact name, his/her title, role on the project and telephone number.

Metro intends to award this contract to a single firm to provide the services required. Proposals must identify a single person as project manager to work with Metro. The consultant must assure responsibility for any sub-consultant work and shall be responsible for the day-to-day direction and internal management of the consultant effort.

D. Cost/Budget

A budget not to exceed \$50,000 has been established for this project. The Proposer should summarize all expected products and services to be delivered and provide a proposed budget for the overall proposal. Budget details should be provided for the following:

- * Delineation of personnel by level, hourly rate, person-days assumed and cost
- * Complete a Cost Sheet for the Required Tasks and a Cost Sheet for each Optional Task (if any).
- * Delineation of materials and other direct costs
- * Administrative support and overhead
- * A payment schedule for each completed task in the Scope of Work
- * The Proposer shall state whether it is willing to offer the same goods and services covered in this contract to other local jurisdictions in the Portland area at the same prices. If the successful Proposer is willing to do so, an appropriate clause will be added to the Scope of Work in the contract.

E. Exceptions and Comments

To facilitate evaluation of proposals, Metro wishes that all responding firms adhere to the format outlined within this RFP. Firms wishing to take exception to, or comment on, any specified criteria within this RFP are encouraged to document their concerns in this part of their proposal. Exceptions or comments should be succinct, thorough and organized.

XI. GENERAL PROPOSAL/CONTRACT CONDITIONS

- A. **Limitation and Award:** This RFP does not commit Metro to the award of a contract, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract. Metro reserves the right to waive minor irregularities, accept or reject any or all proposals received as the result of this request, negotiate with all qualified sources, or to cancel all or part of this RFP.
- B. **Billing Procedures:** Proposers are informed that the billing procedures of the selected firm are subject to review and prior approval of Metro before reimbursement of services can occur. Payment for manufacture/delivery of the bins will be paid following receipt of the bins and an invoice itemizing costs. Payment for all other Required Tasks will be following completion of the contract. Payment for Optional Tasks will be negotiated by Metro and Contractor.

- C. Validity Period and Authority: The proposal shall be considered valid for a period of at least ninety (90) days and shall contain a statement to that effect. The proposal shall contain the name, title, address, and telephone number of an individual or individuals with authority to bind any company contacted during the period in which Metro is evaluating the proposal.

XII. EVALUATION OF PROPOSALS

- A. Evaluation Procedure: Proposals received that conform to the proposal instructions will be evaluated by a selection committee. The evaluation committee may consist of representatives from Metro, the Department of Environmental Quality (DEQ), local governments and citizen composters. The evaluation will take place using the evaluation criteria identified in the following section. The evaluation process will result in Metro developing a short list of the firms who, in its opinion, are most qualified. Interviews with these firms may be requested prior to final selection of one firm.

The selection committee will consider your written proposal and performance of your bin in a field test. Each committee member may not evaluate both the written and field test portions of the evaluation.

- B. Evaluation Criteria: This section provides a description of the criteria which will be used in the evaluation of the proposals submitted to accomplish the work defined in the RFP.

Project Work Plan/Approach (25%) Includes *both* Required Tasks and Optional Tasks (if any).

1. Effectiveness of proposed approach in meeting project objectives.
2. Specific tasks and method proposed to accomplish work plan elements.
3. Resources committed to project.

Type of compost bin provided (50%)

1. Adherence to design criteria described in the Scope of Work
2. Delivered by deadline set forth in Scope of Work
3. Performance of compost bin in a field test for the following parameters:
 - * aesthetics
 - * durability
 - * ease of use

Project Staffing Experience (10%)

1. Experience successfully administering similar projects for the design, manufacture and distribution of a product.

Budget/Cost Proposal (15%)

1. Projected cost/benefit of proposed work plan/approach, including number of bins delivered and cost per bin. Includes clear, concise, easy-to-read Cost Sheets.
2. Compliance with budget and schedule.

XIII. NOTICE TO ALL PROPOSERS -- STANDARD AGREEMENT

The public contract included herein is a standard agreement approved for use by Metro's General Counsel. As such, it is included for your review prior to submitting a proposal.

Any changes in the included standard agreement must be requested and resolved as part of the proposal process or as a condition attached to the proposal.

Consider the language carefully. Conditioned proposals may be considered non-responsive. Subsequent requests for modification may not only be rejected, but interpreted as a request to modify and withdraw the original proposal.

WR\CONTRACT\RFP\CBIN.3

COST SHEET

Name of Bin Manufacturer:

OPTIONAL TASK	
(Please use one cost sheet per optional task)	
Task:	Cost per Bin
	\$

Detailed Description of Task: (continue on reverse if necessary)

COST SHEET

Name of Bin Manufacturer:

REQUIRED TASKS		
1. Manufacture Bins	Maximum number of bins you can provide: _____ bins	Cost per Bin \$
2. Delivery to Portland Area & Storage	Parameters for Delivery:	
	Delivered: As one load	\$
	As two loads	\$
	Each bin in an individual carton	\$
	In bulk, without individual cartons	\$
Storage		\$
3. Educational Brochure	Describe brochure:	\$
4. Reports		\$

NOTE:

The total cost per bin multiplied by the number of bins (# 1 above) should not exceed \$50,000.

STAFF REPORT

CONSIDERATION OF RESOLUTION NO. 94-1926, FOR THE PURPOSE OF AUTHORIZING AN EXEMPTION FROM COMPETITIVE BIDDING AND ISSUANCE OF A REQUEST FOR PROPOSALS FOR THE DESIGN AND MANUFACTURE OF COMPOST BINS, AND DEVELOPMENT OF A PUBLIC EDUCATION PROGRAM, AND AUTHORIZING THE EXECUTIVE OFFICER TO ENTER INTO A MULTI-YEAR CONTRACT.

Date: March 11, 1994

Presented by: Debbie Gorham
Leigh Zimmerman

PROPOSED ACTION

Approve Resolution No. 94-1926 to authorize the use of a request for proposals to procure home compost bins and develop a public education program, and enter into a multi-year contract. The RFP is attached as Exhibit A.

BACKGROUND

At Council's request, Metro will initiate a home compost bin distribution program for citizens in the region. The expenditure of funds for this purpose was approved by the Council through an amendment to the solid waste budget on February 10, 1994. This amendment transferred funds to the materials and services budget to allow Metro to purchase approximately 900 bins, and distribute them to the public over the next six months. The purpose of the program is to expand home composting by offering low cost bins and training on home composting; to measure the impact of home composting on waste diversion; and to evaluate the acceptance and value of the program.

JUSTIFICATION FOR USING REQUEST FOR PROPOSAL PROCESS

There are a number of non-cost factors that should be considered in awarding this contract. The use of an RFP process to procure the bins and supplemental services will provide a degree of flexibility that facilitates achieving program objectives. The non-cost factors, and the reasons they should be considered, are summarized below:

1. Design of the bin is a critical factor to a successful program. Experience from other cities and Metro's marketing research indicates that the appearance of a bin and the ease of use are features that increase the number of households that will compost. Since participants will be asked to share in the cost of the bin, public acceptance of the design is very important. An RFP will give Metro greater flexibility to consider aesthetic and design features than would a competitive bidding process.
2. The contractor will be asked to prepare an educational brochure to explain the use of the bin and to publicize the program to be sponsored jointly by Metro and local governments in the region. Metro's ability to review the design and content of this information, so that it reflects the character and purpose of the local program, is considered an important component of the project.
3. A request for proposal will allow for more creativity in bin design, and stimulate competition to develop a program that best meets our region's needs. There are a number of compost bins on the market. Based on the number of phonecalls received over the past year, bin manufacturers are

anxious to get into the untapped Portland market. The request for proposal process allows Metro greater discretion to evaluate and compare a variety of approaches, including additional services a company may be willing to provide to enter the Portland marketplace. A proposal should stimulate creative solutions and increased competition among bin manufacturers, since it allows evaluation of a program package and not strictly unit cost.

4. This is a joint project with local governments in the region. Residents of the City of Portland will receive half of the bins. The remaining bins will be available for other local governments in the region. Local governments will provide resources to implement this project and should have the opportunity to evaluate potential bin programs. Under the RFP process, local government representatives will have this opportunity. This would not be possible with a request for bids.

The RFP requests information about bin design, product guarantees and use of recycled content. Requirements for delivery of bins and preparation of educational information are also included. Proposers will be asked to submit a sample bin so that ease of turning and assembly can be tested. Cost will be an important criterion in the evaluation process. An evaluation committee will review proposals using the following criteria:

- * Approach/Proposed Workplan
- * Staffing/Project Manager Designation and Experience
- * Cost/Budget

Metro's ability to consider other factors beyond price should not sacrifice cost savings because of the strong interest to enter the Portland area. Companies that design an effective bin and a strong program will have greater likelihood of developing the market for bins through future public or private sector initiatives.

Although the bin program will begin as soon as a contract is executed this spring, distribution of bins throughout the region will not be completed until summer or early fall. Therefore, Resolution No. 94-1926 authorizes Metro to enter into a multi-year contract.

BUDGET IMPACT

The 1993-94 budget has appropriated \$50,000 for this home compost bin program. \$25,000 will be returned to Metro in revenue from sale of bins.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Resolution No. 94-1926.



METRO

600 NE Grand Ave.
Portland, OR 97232
(503) 797-1700

Procurement Review Summary

MAR - 1 1994

To: Procurement and Contracts Division

Vendor

From

Date

2/28/94

RFP#94-7-SW

Department

Solid Waste

Subject

Division

Waste Reduction

Name

Lauren Ethun

Bid

Contract

Vendor no.

Title

Associate SW Planner

RFP

Other

Contract no.

Extension

1674

Purpose

Design, Manufacturing & Education for
Home Composting Bin Program

Expense

Procurement

Personal/professional services

Services (L/M)

Construction

IGA

Revenue

Budget code(s)

Price basis

Term

Contract

Grant

Other

This project is listed in the
199__-199__ budget.

Yes

Type A

No

Type B

Unit

Total

Other

Payment required

Lump sum

Progress payments

Completion

Annual

Multi-year**

Beginning date

Ending date

Total commitment

Original amount

\$ 50,000-

Previous amendments

\$

This transaction

\$

Total

\$ 50,000-

A. Amount of contract to be spent fiscal year 93 94

\$ 50,000-

B. Amount budgeted for contract

\$

C. Uncommitted/discretionary funds remaining as of

\$

Approvals

Division manager

Department director

Labor

Fiscal

Budget

Risk

Legal

Competitive quotes, bids or proposals:

Submitted by _____	\$Amount _____	M/W/DBE _____	Foreign or Oregon Contractor _____
Submitted by _____	\$Amount _____	M/W/DBE _____	Foreign or Oregon Contractor _____
Submitted by _____	\$Amount _____	M/W/DBE _____	Foreign or Oregon Contractor _____

Comments: _____

- Attachments:
- Ad for bid
 - Plans and specifications
 - Bidders list (M/W/DBEs included)

Instructions:

1. Obtain contract number from procurement division.
Contract number should appear on the summary form and all copies of the contract.
2. Complete summary form.
3. If contract is:
 - A. Sole source, attach memo detailing justification.
 - B. Less than \$2,500, attach memo detailing need for contract and contractor's capabilities, bids, etc.
 - C. More than \$2,500, attach quotes, evaluation form, notification of rejection, etc.
 - D. More than \$10,000 or \$15,000 attach RFP or RFB respectively.
 - E. More than \$50,000, attach agenda management summary from council packet, bids, RFP, etc.
4. Provide packet to procurement for processing.

Special program requirements:

General liability: _____ / _____ / _____

Liquidated damages \$ _____ day.

<input type="checkbox"/> Workers comp	<input type="checkbox"/> Prevailing wages
<input type="checkbox"/> Auto	<input type="checkbox"/> Non-standard contract
<input type="checkbox"/> Professional liability	<input type="checkbox"/> Davis/Bacon

Dates:

Ads _____ (Publication) _____

Pre-bid meeting _____ Bid opening** _____

Filed with council _____ For action _____

Filed with council committee _____ For hearing _____

Project estimate: _____

Funding:

- Local/state
- Federal
- Other

Bond requirements:

_____ % Bid \$ _____

_____ % Performance \$ _____

_____ % Performance/payment* \$ _____

_____ % L/M \$ _____

* Separate bonds required if more than \$50,000.

** Minimum period: two weeks from last day advertised.

SOLID WASTE COMMITTEE REPORT

CONSIDERATION OF RESOLUTION NO. 94-1926, FOR THE PURPOSE OF AUTHORIZING AN EXEMPTION FROM COMPETITIVE BIDDING AND ISSUANCE OF A REQUEST FOR PROPOSALS FOR THE DESIGN AND MANUFACTURE OF COMPOST BINS AND DEVELOPMENT OF A PUBLIC EDUCATION PROGRAM, AND AUTHORIZING THE EXECUTIVE OFFICER TO ENTER INTO A MULTI-YEAR CONTRACT

Date: March 17, 1994

Presented by: Councilor Monroe

Committee Recommendation: At the March 15 meeting, the Committee voted 5-0 to recommend Council adoption of Resolution No. 94-1926. Voting in favor: Councilors Hansen, McLain, McFarland, Monroe and Wyers. Councilor Buchanan was absent.

Committee Issues/Discussion: In February, the Council authorized the expenditure of \$50,000 to fund a pilot program to provide compost bins at a discounted price in selected neighborhoods throughout the region. The purpose of this resolution is to approve the issuance of an RFP for the purchase of the bins to be used in the program.

Leigh Zimmerman, Solid Waste Market Development Supervisor, explained that the department is proposing to use an RFP process because there are many aspects to procuring the bins in addition to their price. These include the design and aesthetics of the bins and the potential that the vendor could provide promotional and followup survey assistance. These issues could not be adequately addressed through an RFB process. It is anticipated that the first bins will be distributed by late spring.