



Agenda Report Form

Open Session Item

SUBJECT: Bid Award (PUR-1387) – Recycling Drop-Off Center Services

PRESENTATION DATE: July 17, 2018

PRESENTATION BY: Brandi Naugle, Buyer - Purchasing Department and David Mason – Deputy Director, Department of Solid Waste.

RECOMMENDED MOTION: Move to extend our current contract until September 1, 2018 to give the new vendor the requested six (6) weeks from the date of the bid award to deliver all required equipment and to award the contract for Recycling Drop-Off Services to the responsive, responsible bidder Apple Valley of Maryland of Kearneysville, WV. for Dual Stream in the amount of \$103,200.00 for the Drop-Off Center service and Segregated Cardboard Containers in the amount of \$10,400.00 for the total sum bid of \$113,600.00 for the first-year contract period.

REPORT-IN-BRIEF: On June 13, 2018, the County accepted bids for the Recycling Drop-Off Center Services. The Invitation to Bid was published in the local newspaper, listed on the State of Maryland's "*eMarylandMarketPlace*" website and on the County's website. Six (6) persons/companies registered/downloaded the bid document on-line. Only one (1) bid was received as indicated on the attached bid tabulation. The contract is a one (1) year contract commencing September 2, 2018, with an option by the County to renew for up to two (2) additional one (1) year periods. The County shall only pay for trips as required; there is no annual guaranteed minimum or maximum number of trips.

The services consist of the vendor supplying recycling and cardboard containers and the removal, processing, and marketing of recyclables for the manned recycling drop-off sites. If the Bidder wishes to renew the Contract, he/she must submit a letter of intent to the Director of Purchasing at least ninety (90) calendar days prior to the expiration of each contract year. The County reserves the right to accept or reject any request for renewal.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in the FY'19 proposed budget in the amount of \$74,400.00 (Account 515150-21-21200).

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Bid Matrix Tabulation.

AUDIO/VISUAL NEEDS: N/A