

INTEROFFICE MEMO

To: Joseph Lauro, Director of Purchasing  
From: Michael Wilson, Procurement Analyst  
Subject: Award of Bid – Recycling Collection Center Services  
Contract No. 067-0790-B (MW)  
Date: November 8, 2007

RECOMMENDATION: I RECOMMEND THE DIRECTOR OF PURCHASING AWARD THE BID FOR RECYCLING COLLECTION CENTER SERVICES WITH SP RECYCLING CORPORATION, ATLANTA, GEORGIA ON THE BASIS OF BEING THE LOWEST RESPONSIVE, RESPONSIBLE BID RECEIVED MEETING SPECIFICATIONS. BIDS ARE ON FILE IN THE PURCHASING DEPARTMENT.

ESTIMATED ANNUAL EXPENDITURE NOT TO EXCEED: \$ 100,000.00

ESTIMATED THIRTY-SIX (36) MONTH EXPENDITURE: \$ 300,000.00

Funding is provided through the Utilities Solid Waste Department's operating budget.

DISCUSSION: This contract is for the annual requirements of recycling collection center services located throughout Pinellas County. Services to include collection and container maintenance services, as well as processing and marketing services for recovered materials collected at the County recycling collection centers. Materials collected include newspaper, corrugated cardboard, mixed paper, aluminum and steel cans, and # 1 and # 2 narrow-necked plastic bottles. Revenue generated will be shared with the County according to the terms and conditions of the invitation to bid, and the bid submitted by SP Recycling Corporation under Option One (1) – two (2) stream method.

Contract Period: 11/17/07 THROUGH 11/16/10

Renewal Options: Terms Length of ☐ None  
Remaining Each Term  
2 24 Months

Increase Allowances: Consumers Price Index (CPI) for all Urban Consumers, Not Seasonally Adjusted for the twelve months prior to renewal, or four percent (4%), whichever is less. Price adjustments may be requested for the second and third year of the initial three year term.

APPROVED:   
JOSEPH LAURO, CPPO/CPPB  
Director of Purchasing

Date of Approval: 11/8/07

- Attachments:
1. Contract Review
  2. Tabulation



CATS NO.:

(PLEASE UPDATE)

**CONTRACT REVIEW TRANSMITTAL SLIP**

23372

PROJECT: Recycling Center Collection Services

BID NUMBER: 067-0790-B (MW)

TYPE: ☒ Purchase Contract ☐ Construction-Less than \$100,000 ☐ One Time ☐ Other:

In accordance with the policy guide for Contract Administration, the attached documents are submitted for review and comment.

Upon completion of review, complete Contract Review Transmittal Slip and forward to the next Review Authority on the list. Please indicate suggested changes by revising, in RED, the appropriate section of the document reflecting the exact wording of the change.

RISK MANAGEMENT: Please enter required liability coverage on pages: 11 & 12  
This is an annual requirement contract. Estimated Annual Expenditure \$150,000.00PRODUCT ONLY ☐

REVIEW SEQUENCE	REVIEW AUTHORITY	REVIEW DATE	REVIEW SIGNATURE	COMMENTS (Attach Separate page if necessary)	COMMENTS INCORPORATED				
1.	Purchasing Dept. Joe Lauro Candy Mancuso Mike Wilson	9/18	<i>[Signature]</i>	pg 9, 14, 16-19 see comments	<i>[Initials]</i>				
2.	Karen DeJordy Attn: Utilities Solid Waste Department Pick Talley ✓ Robert Hauser ✓ Joe Fernandez ✓ <i>Bill Berger Pg 16</i>	9/27/07 9/29/07 9/25/07	K. DeJordy Pick Talley <i>[Signature]</i> <i>[Signature]</i>	Vendor listing pg 8, 9, 13 14, 15, 16, 17, 18, 19, 20, 27	<i>[Initials]</i>				
3.	<u>Risk Management</u> Attn: Loretta Hunter (Please check applicable box at right)	10/1/07	<i>[Signature]</i>	See pg 10	<table border="1"> <tr> <td><input type="checkbox"/></td> <td>HIGH RISK</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>NOT HIGH RISK</td> </tr> </table>	<input type="checkbox"/>	HIGH RISK	<input checked="" type="checkbox"/>	NOT HIGH RISK
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4.									
5.									
6.									

Using Dept please check attached vendor list. Circle vendors you want bids mailed to. Add additional vendors with complete information you would like solicited that are not on this list. We need Name, Address, Phone, Fax.

## RETURN TO PURCHASING

All inquiries should be made to: Mike Wilson at Extension 43154

In order to meet the following schedule, please return your requirements to Purchasing by: Sept. 28, 2007

## TENTATIVE DATES

Advertise 10/5/07
Open Bids 10/30/07
Tentative Award 11/8/07