

TO: James L. App, City Manager
FROM: Meg Williamson, Assistant to the City Manager
SUBJECT: Wood Grinding & Hauling at the Paso Robles Landfill
DATE: February 15, 2005

NEEDS: For the City Council to consider entering into a contract to provide wood grinding and hauling services at the Landfill.

FACTS:

1. The City utilizes contract assistance for the grinding (chipping) and hauling of wood materials that are separated from other refuse at the Landfill.
2. A Request for Quotations was published in the local media per the City's adopted Purchasing Policy.
3. One quote was received at the deadline of Friday, February 4, 2005.
4. The quote was from Vision Recycling in the following amounts:

Mobilization Fee:	\$2,000
Greater than 1,000 tons:	\$10.00 per ton
Less than 1,000 tons:	\$12.00 per ton
5. It is estimated that approximately 1,500 tons will need to be processed and hauled away this first year, and approximately 1,000 tons of wood material the next year. The grinding would take place once or twice a year depending on the rate of accumulation.

**ANALYSIS
AND**

CONCLUSION: The City has used Vision Recycling for its wood grinding services in past years. The solicitation of bids on a bi-annual basis allows for competitive pricing for these services. Prompt attention to processing the accumulated pile of wood materials is a maintenance issue that has been pointed out as necessary by the State Integrated Waste Management Board.

POLICY

REFERENCE: City of Paso Robles Purchasing and Payment Procedures Manual

FISCAL

IMPACT: There has never been a line item established in the Landfill Budget to cover the on-going costs of this necessary maintenance item. Therefore, there are currently insufficient funds available unless a budget appropriation is made from General fund reserves.

The one year budget/four-year financial plan adopted by the Council on May 4, 2004 indicated that the General Fund would experience a \$(976,000) operating deficit for fiscal year 2005 and would increase to \$(1,242,500) by the end of fiscal year 2008.

Due to the passage of Proposition 1A, the City's General Fund benefited significantly. The revised General Fund projections for fiscal year 2005 reduce the deficit to \$(345,200) for the current fiscal year.

Since July 1, 2004, the Council has approved the following additional General Fund budget appropriations:

Approved Carry-over Requests	\$747,700
Local Hazard Mitigation Plan	52,000
Utility Billing Software Upgrade	9,000
FEMA Consultant	100,000
Tribune News Rack Settlement	110,500
Geo Thermo Study	<u>17,300</u>
Total YTD	<u>\$1,036,500</u>

These additional appropriations plus this request for \$35,000 would increase the projected General Fund deficit to \$(1,406,700). The projected deficit will be paid from General Fund savings (reserves). There are currently sufficient resources in reserves to cover the deficit.

In addition to the above approved budget appropriations, the Council has awarded contracts for work or authorized work for which no budget appropriations exist or shall reduce General Fund cash resources. These contracts are identified as follows:

Rehab Design for Carnegie Library	\$191,130
Repairs to Senior Center	49,740
Repairs to Veterans Center	15,653
Repairs to Centennial Park Admin Bldg	58,114
Repairs to Centennial Park Gym	35,700
Repairs to City Hall/Library	138,598
PSR Airport Road/Hwy 46 East	280,000
Chandler Ranch Specific Plan	30,000
Repairs to City Hall/Library Parking Lot	<u>47,480</u>
	<u>\$846,415</u>

It is expected that most, if not all, of these costs will be reimbursed. However, some of these costs may take many years to recoup and will impact the availability of General Fund resources in the short term.

- OPTIONS:**
- A. Adopt Resolution No. 05-xx appropriating \$35,000 from general fund reserves to Account No. 100-310-5212-167, awarding a two-year contract to provide wood grinding and hauling services at the Landfill to Vision Recycling in an amount up to \$35,000, and authorizing the City Manager to execute said contract on behalf of the City.
 - B. Amend, modify or reject the above option.

Attachments: (3)

- 1) Resolution
- 2) Quotation from Vision Recycling
- 3) Request for Quotations

RESOLUTION NO. 05-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES
APPROPRIATING FUNDS TO THE LANDFILL BUDGET AND AWARDING A
TWO-YEAR CONTRACT FOR WOOD GRINDING AND HAULING SERVICES AT THE
PASO ROBLES LANDFILL TO VISION RECYCLING THEREBY AUTHORIZING THE
CITY MANAGER TO EXECUTE SAID CONTRACT

WHEREAS, the City utilizes contract assistance for the grinding and hauling of accumulated wood products at the Landfill on an annual basis; and

WHEREAS, a Request for Quotations was published in the local media per the City's adopted Purchasing Policy; and

WHEREAS, one quote was received at the deadline of Friday, February 4, 2005; and

WHEREAS, the quote was from Vision Recycling for a mobilization fee of \$2,000 and \$10.00 per ton when the quantity is 1,000 tons or more, and/or \$12.00 per ton when the quantity is 1,000 tons or less, for a two year period of service; and

WHEREAS, it is estimated that approximately 1,500 tons will be processed in the first year and approximately 1,000 tons the following year;

WHEREAS, the prompt attention to processing the accumulated pile of wood material is a mandatory requirement established by the State Integrated Waste Management Board;

WHEREAS, there are insufficient funds available in the landfill budget to cover the cost of the necessary grinding services unless an appropriation is made from the general fund.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. The City Council of the City of El Paso de Robles does hereby appropriate \$35,000 from General fund reserves to Budget Account No. 100-310-5212-167.

SECTION 2. The City Council of the City of El Paso de Robles does hereby award the two-year contract to provide wood grinding and hauling services at the Landfill to Vision Recycling in an amount up to \$35,000 to cover these as needed services.

SECTION 3. The City Council of the City of El Paso de Robles does hereby direct the City Manager to execute said agreement on behalf of the City.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 15th day of February 2005 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Frank R. Mecham, Mayor

Sharilyn M. Ryan, Deputy City Clerk

**QUOTATION FOR SERVICES
ANNUAL WOOD GRINDING AT THE PASO ROBLES LANDFILL
DPW PROJECT NO. 05/03**

To the: Date: January 31, 2005

City of El Paso de Robles
1000 Spring Street
Paso Robles, CA 93446

Name of Service Provider ("Vendor"): VISION RECYCLING

Business Address: 41900 Boscell Road
Fremont, California 94538

The submittal of a quote shall be considered a representation by the Vendor that it is familiar with the Request for Quotes, plans and specifications and conditions at the site of work and that the site examination has provided adequate and sufficient information related to existing conditions which may affect cost, progress or performance of the work.

The undersigned as Vendor declares that it has carefully examined the documents referred to above. The Vendor agrees that if this quote is accepted, it will contract with the City of El Paso de Robles on the form Contract included with the plans and specifications to provide all labor, materials, necessary machinery, tools, apparatus, and other means of construction and services, and do all the work as provided in the plans and specifications and in the manner and time required for the needed services as:

**ANNUAL WOOD GRINDING AT THE PASO ROBLES LANDFILL
DPW PROJECT NO. 05/03**

Line 1 - Mobilization Unit Cost per occurrence \$ 2,000.00 (In numbers)

In words:

This price is for the mobilization of three (3) pieces of equipment; Grinder, Excavator, and Loader.

Line 2 – Grinding and Hauling Unit Cost per ton \$10.00 per ton if 1,000 tons or over per occurrence, if under 1,000 tons per occurrence the cost would \$12.00 per ton. (In numbers)

In words: If 1,000 tons or over the cost would be \$10.00 per ton per occurrence or; \$12.00 per ton if under 1,000 tons per occurrence.

The undersigned has reviewed the Request for Quotes and other Contract Documents carefully and understands that the City will not be responsible for any errors or omissions on the part of the undersigned in preparing this quote.

The undersigned understands that the City reserves the sole right to reject any or all quotes and to waive any informality in quotes received. Award will be made pursuant to Public Contract Code Section 22032(a).

The undersigned agrees that within five working days after notification of a successful quote, the Contractor shall promptly obtain, at its own expense, all the insurance required by the Contract, and submit coverage verification for review and approval by the City prior to the City's execution of the Contract.

The undersigned further agrees to so plan the work and to prosecute it with such diligence that said work shall be completed within 30 days following the date of each Notice to Proceed.

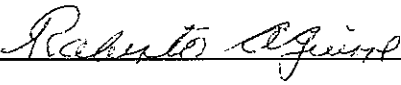
The undersigned certifies that it is, at the time of submittal of the quote and shall be, throughout the period of the Contract, licensed under the provisions of Chapter 9, Division 3, of the Business and Professions Code of the State of California, to do the type of work contemplated in these documents. Vendor shall further certify that it is skilled and regularly engaged in the general class and type of work called for in these documents.

The Vendor represents that it is competent, knowledgeable, and has special skills on the nature, extent, and inherent conditions of the work to be performed. Contractor further acknowledges that there are certain inherent conditions existent in the service rendered at these particular facilities which may create unusual or unsafe conditions hazardous to persons and property. Vendor expressly acknowledges that it is aware of such risks and that it has the skill and experience to foresee and to adopt protective measures to adequately and safely perform the service work with respect to such hazards.

Dated January 31, 2005 at Paso Robles, California

Vendor

Signature

Roberto Aguirre 

Printed Name

Co-Owner Roberto Aguirre

Title

41900 Boscell Road, Fremont, California 94538

Address

510-353-6030 ext. 15 or ext. 18/ 831-479-7857

Telephone Number

REQUEST FOR QUOTES

The City of El Paso de Robles (the "City") is seeking quotes for services designated as:
ANNUAL WOOD GRINDING AT THE PASO ROBLES LANDFILL, DPW PROJECT NO. 05-03

- a. The Work generally includes, but is not limited to: Annual wood grinding and hauling at the Paso Robles Landfill.
- b. The quote is for services to cover two years from 2/05 – 2/07.
- c. It is projected that approximately 1000 tons of wood grindings will need to be moved annually.
- d. The quote is to include mobilization, processing, loading and hauling of finished processed materials and is to be based on a per-ton basis.
- e. The Request for Quotation form can be downloaded from the City's web site at: www.prcity.com/government/RFP-RFQ-Bids.asp, picked up from Public Works Administration at 1000 Spring Street, Paso Robles, California or by calling Meg Williamson at (805) 237-3888.
- f. The City of Paso Robles hereby notifies all proposers that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority, and business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, origin in consideration for an award.

The City Council of the City of Paso Robles, California, reserves the right to reject any or all proposals or waive any informality in a proposal.

The City anticipates that this contract will be for under \$25,000. Therefore, the City will be obtaining hauling services in accordance with the Uniform Construction Cost Accounting Act, as set forth in Section 22032(a) of the Public Contract Code and associated policies and procedures (the "Act"). The Act allows public agencies to contract for construction of public projects and/or services of \$25,000 or less without formal or informal bidding. Quotes shall be made on the attached Quote Form. In order to be considered, a quote must be delivered by 5:00 p.m. on: **February 4, 2005** to the following address.

**City Clerk
City of El Paso de Robles
1000 Spring Street
Paso Robles, CA 93446**

A site visit may be arranged by faxing a written request to Meg Williamson at (805) 237-4032.

Prospective contractors shall direct questions regarding the project to Ms. Williamson. The quote shall include everything necessary for the completion of the Work as described in the Contract Documents. Prices shall include all federal, state and local taxes, insurance and bonds.

The vendor awarded the contract will be required to furnish copies of vehicle and General Liability Insurance with a minimum one million dollars in coverage per occurrence. Costs for developing, submitting, and presenting quotes are the sole responsibility of the contractor and claims for reimbursement will not be accepted by the City.

Each quote must conform and be responsive to this request and all attached documents. The City reserves the right to reject any or all quotations and to waive minor irregularities in any quotation or proposal.

The Vendor shall possess a valid Class A License at the time it submits its proposal and throughout the duration of the contract. Subcontractors must possess valid licenses in the appropriate classification for work to be performed.

The successful bidder must insure that employees and applicants for employment are not discriminated against on the basis of age, color, race, national origin, ancestry, religion, sex, sexual preference, marital status, and shall comply with the Americans with Disabilities Act.

By: _____

Meg Williamson

Assistant to the City Manager

Date: _____

Publication Dates: January 26, 2005
February 2, 2005