



CLERK

Jill M. Nowak
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Lisa Sagala
(231) 398-3504

GREEN TEAM/RECYCLING COMMITTEE MINUTES

Thursday, January 27, 2022
8:30 a.m.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

MINUTES

Members Present: Eric Gustad, Nikki Koons, and Margaret Batzer, Chairperson
Members Absent: None
Others Present: Sarah Archer, Iris Waste Diversion Specialists; Lisa Sagala, County Administrator/Controller; Renee Mallison, Conservation District; Andrew Gale, Bay Area Recycling for Charities (BARC); Phil Landis; and Jill M. Nowak, County Clerk

The meeting was called to Order at 8:30 a.m.

NOTE – Items requiring Board Action are indicated in BOLD

PUBLIC COMMENT

None.

P.A. 69 RECYCLING UPDATE

Sarah Archer, Iris Waste Diversion Specialists, reviewed the Recycling Program Report dated January 27, 2022 (Appendix A) reported there were over 400,000 pounds of recyclables in 2021. Which is less than 2020 but the costs were \$11,662.95 higher. This was due to the twelve (12) occurrences of oil contamination. The contaminated loads could not be recycled. Even though costs were up, the program was still within budget. Discussion regarding how much recyclables did not make it to market products. All American Waste/GFL materials except glass, goes to products.

The monthly e-newsletter is being transitioned to the County website. The Waste Advisor link and information is being sent to the local municipalities with a request to put it on their websites. Flyers going out and a suggestion to put a QR Code on them to take people to the website.

The EGLE Scrap Tire Grant will be submitted by the Manistee Conservation District for funding. The EGLE Infrastructure Grant was not funded. This hope was that the grant would be used to make site improvements at the new Onekama Recycling site. Looking for community resources possibly through support letters for cash or in-kind match, Manistee Community Foundation or the Onekama Boosters. A new grant cycle is open until June. The EGLE Materials Management County Engagement Grant was approved by the County Board and is a planning grant which is being applied for by Networks Northwest as a region on behalf of the County.

For operations, the new hauler, GFL, has transitioned into place with Area 31 removing their bins. On the last day of the contract with Area 31, there was a contamination at Brown Township. There have not been problems there at all. Onekama Township is doing an environmental assessment on the proposed new site before they purchase the property.

The Michigan Recycling Coalition Membership is up for renewal. This membership is an advocate for County government for recovery and resource management. The annual membership is \$200. This is a budgeted expense and Ms. Sagala stated it can be paid.

RECYCLING COORDINATOR POSITION

Regarding the Recycling Coordinator Position, an RFP had been issued for this position, but no responses were received by the deadline. A late proposal was received from Bay Area Recycling for Charities (BARC). Ms. Archer worked with Andrew Gale, BARC President, on a “not to exceed” collection contract. The proposal is for three (3) year contract in the amount of \$4,000 month or \$48,000 year with a 3% annual increase. This amount would leave \$10,000 in the budget that could be used for possible grant match or other purposes. Mr. Gale was present on Zoom. He gave a brief history of BARC that started in 2008, added a truck hauling business in 2010 and in 2014, acquired an electronic waste and mattress recycling business. There are currently 27 people on the payroll. The business is in Kaleva, which is located in the middle of Manistee County. Mr. Gale explained how this recycling contract will fit in well with his company and they are excited to move forward and partner with the County. Ms. Sagala concurred with the Committee that BARC is more than qualified to be the new Recycling Coordinator. However, it was noted that the contract should include an out clause. Ms. Sagala will include the RFP (attached) and layout the details of the contract in the County Board packet.

Moved by Batzer, seconded by Gustad to recommend the County accept the response to the RFP from Bay Area Recycling for Charities (BARC) as the County’s Recycling Coordinator, for a three (3) year contract, in the amount of \$4,000 month or \$48,000 year with a 3% annual increase, effective February 15, 2022. Ayes: All. Motion Carried.

RECYCLING SITE MONITOR INSPECTION RATE

Ms. Archer noted that Recycling Site Monitors have not had an increase in their pay since 2015. These Site Monitors not only monitor the recycling sites, but they also help with the PCA trailers and clean up of the sites. Ms. Archer requested that the wage of the Recycling Site Monitors be increased from \$20 to \$25 per site visit retroactive to January 1, 2022. Ms. Archer also noted that there is money in the budget for this increase.

Moved by Batzer, seconded by Koons to recommend the wage of the Recycling Site Monitors be increased from \$20 to \$25 per site visit, retroactive to January 1, 2022. Ayes: All. Motion Carried.

RECYCLING PROGRAM MANAGEMENT CONTRACT EXTENSION

The Recycling Program Management position is recommended to be filled by Bay Area Recycling for Charities (BARC), effective February 15, 2022. Ms. Archer has offered to extend her current contract for the month of February 2022 in order to transition her position to BARC. This extension would be the same as her contract extension addendum for January 2022. The extension would be for one (1) month, February 1, 2022 through February 28, 2022 at the rate of \$700 per week.

Moved by Batzer, seconded by Gustad to recommend approval of a contract extension for the Recycling Program Management position between Manistee County and Iris Waste Diversion Specialists, Inc. for the County-wide Recycling Program. The extension would be for one (1) month, February 1, 2022 through February 28, 2022 at the rate of \$700 per week. Ayes: All. Motion Carried.

OTHER ITEMS FROM COMMITTEE MEMBERS

Commissioner Koons noted there will be an event in Dublin Heights and other various sites for mono filament regarding fishing lines. This event is in partnership with the Forest Service and the DNR.

The meeting was adjourned at the Call of the Chair at 9:29 a.m.

Eric Gustad

Nikki Koons

Margaret Batzer, Chairperson



Date: January 25, 2022
Regarding: RFP-Manistee County Recycling Management Services
Attention: **Sarah Archer-Recycling Coordinator**
Manistee County
415 Third Street
Manistee, MI 49660

Per your request we have references submitted below.

Leelanau County Solid Waste Council
Trudy J. Galla, AICP, Leelanau County Planning Director
231-256-9812
tgalla@leelanau.gov

Grand Traverse County Resource Recovery
Dave Schaffer - Department Manager
231-632-5162
dschaffer@gtcountymi.gov

SEEDS: Ecology and Education Centers
Sarna Salzman - Executive Director
231.929.3663
sarna@ecoseeds.org

Andrew Gale
President/Bay Area Recycling for Charities
14407 Industrial Avenue, Kaleva MI, 49645
231-884-3417
andy@mybarc.org



Date: January 18, 2021

Regarding: RFP-Manistee County Recycling Management Services

Attention: Sarah Archer-Recycling Coordinator
Manistee County
415 Third Street
Manistee, MI 49660

Thank you for the opportunity to quote Manistee County for their Recycling Coordinator position!

We did receive the RFP in a timely manner in 2021, however the timing of responding to this RFP was a challenge for BARC. In December there were some staff changes that required my attention for training and our Kaleva Plant manager was on vacation for the first two weeks of December and then worked on switching payroll companies in the 2nd half of December.

BARC is extremely grateful to have this late opportunity to respond to your RFP. I truly feel that BARC and our staff would be a great match for the needs of the county. I personally have been on several county recycling boards, including Grand Traverse County working on their Solid Waste Plan and am currently co-chair on the Leelanau County Solid Waste Council.

With BARC operating our Industrial, Mattress, Electronic, and ReSale Shop in Kaleva we feel that that we already have a unique relationship with the Manistee County Community. The addition of a manager/coordinator of the Manistee County Recycling Program would engage us with this community at an even deeper level.

We are geared up and ready to go! Looking forward to a positive response and to get started working with Manistee County and their Green Team! Please let me know if there is anything further needed from my office.

Andrew Gale
President/Bay Area Recycling for Charities
14407 Industrial Avenue, Kaleva MI, 49645
andy@mybarc.org - 231-884-3417

A handwritten signature in blue ink that reads "Andrew Gale".

NOTICE TO PROPOSERS

There may be one or more amendments to this solicitation. If your company desires to receive copies or notices of any such amendments, you must provide the information requested below to the Manistee County Administrator's Office. Please send this information to Sarah Archer, Contract Administrator, via fax at 888-789-3942 or by e-mail at sarah@iriswds.com. Amendments will be sent only to those companies that timely complete and return this form via fax or email.

RFP: Recycling Program Management Services

Company name: Bay Area Recycling For Charities
Mailing address: 14407 INDUSTRIAL DRIVE
KALEVA MI 49645
Phone number: 231-884-3417
Fax number: —
Contact person: ANDREW GALE
Email address: ANDY@MYBARC.ORG

Send amendments by (check one): Email
 Fax
 US Mail

Any alterations to this RFP document made by the Proposer may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to Manistee County.

REQUEST FOR PROPOSAL
RECYCLING PROGRAM MANAGEMENT SERVICES
SECTION 5: RFP FORMS

FORM A: TRANSMITTAL LETTER AND AUTHORIZED SIGNATURE

THIS FORM SHALL BE EXECUTED BY AN OFFICIAL AUTHORIZED TO BIND THE PROPOSER.

COMPANY NAME: BAY AREA RECYCLING FOR CHARITIES
ADDRESS: 14407 INDUSTRIAL DRIVE
CITY/STATE/ZIP: KALEVA, MI 49645
PHONE: (231) 884-3417 FAX: —
CONTACT PERSON: ANDREW GALE
PHONE: 231-884-3417
EMAIL: ANDY@MYBARC.ORG

The undersigned has examined the complete Request for Proposal and its requirements, provided in the solicitation for proposals for Recycling Program Management Services and is submitting the following Proposal in full compliance with those requirements.

This Proposal and price quote is valid for the period 90 DAYS FROM
(At least 90 days from date of submission.) DATE OF SUBMISSION.

PROPOSER acknowledges receipt of the following ADDENDUM (if applicable):

NO ADDENDUM NOTED.

AUTHORIZED SIGNATURE:

The undersigned states that this proposal and price quote is submitted in full compliance with the provision of the RFP to which this Cost Proposal is a response:

SIGNATURE: Andrew Gale

NAME/TITLE: ANDREW GALE - PRESIDENT

DATE: 01-29-2022

REQUEST FOR PROPOSAL
RECYCLING PROGRAM MANAGEMENT SERVICES
SECTION 5: RFP FORMS

FORM B: PROPOSER'S STATEMENT OF ORGANIZATION & REFERENCE
THIS FORM SHALL BE EXECUTED BY AN OFFICIAL AUTHORIZED TO BIND THE
PROPOSER.

A. GENERAL INFORMATION

Full Name of Business Concern (Proposer): BAY AREA RECYCLING FOR CHARITIES
Principal Business Address: 14407 INDUSTRIAL DRIVE, KALEVA, MI
49645

Parent Company (if any): _____

B. BUSINESS INFORMATION

Operational Structure

- Individual
 Partnership
 Corporation State of Incorporation MICHIGAN
 Non-Profit Organization

If applicable, are you licensed to operate in the State of Michigan? YES

Describe the nature of your current business: RECYCLING ORGANIZATION
PROVIDING SERVICES IN LOCAL COMMUNITY, CURBSIDE
RECYCLE/COMPOSTING, MATTRESS, ELECTRONIC, AND OTHER.

State the length of time you have been in that business under your present name: 13 YEARS

Have you ever failed to complete any contract awarded to you? NO

If so, where, and why? _____

Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete a contract? NO

If so, state name of individual, other organization, and reason:

Has any officer or partner of your organization ever failed to complete a contract managed in his or her own name? NO

If so, state name of individual, name of owner, reason therefore, and bonding company:

With what other types of business are you directly or indirectly affiliated? DECONSTRUCTION AND RECONSTRUCTION (DE/RE), SALE OF COMPOSTABLE SERVICEWARE, SPECIAL EVENT SERVICES.

With what individuals or entities have you been associated as partner or otherwise during the past five years?

NONE

BARC PROVIDED SERVICES

C. PROVIDE REFERENCES FOR SIMILAR SERVICES

For each reference include the following information:

- Business Name
- Address
- Reference Contact Name
- Reference Contact Phone
- Reference Contact Email
- Description of Services Provided
- Length of Time Providing Services

REQUEST FOR PROPOSAL
 RECYCLING PROGRAM MANAGEMENT SERVICES
 SECTION 5: RFP FORMS
 FORM C: COST ANALYSIS & PROPOSED PRICING

Number of Staff	3
Estimated Hours per Month (All staff)	80 to 100 hours / month
Estimated Cost per Month (All staff)	\$ 4,000 to \$ 5,000 - / month
Annual Not-to- Exceed Proposer Price Quote	\$52,000 -

REQUEST FOR PROPOSAL
RECYCLING PROGRAM MANAGEMENT SERVICES
SECTION 5: RFP FORMS
ALL PROPOSERS MUST COMPLETE

- Form A: Transmittal Letter and Authorized Signature
- Form B: Proposer's Statement of Organization & Reference
- Form C: Cost Analysis & Proposed Pricing