



**RAMSEY/WASHINGTON
RECYCLING & ENERGY**
CONNECTING VALUE TO WASTE

**MEETING NOTICE
RAMSEY/WASHINGTON RECYCLING & ENERGY BOARD**

Date: Thursday, January 27, 2022
Time: 10:00 am to 11:00 am
Virtual Meeting: <https://zoom.us/j/96099510464?pwd=cGt5K09BNERnaUZ2UVFHUEZoKONLUT09>
Meeting ID: 960 9951 0464 | Passcode: 191533 | Phone: 1-651-372-8299

The Chair of the Ramsey/Washington Recycling and Energy Board has determined that an in-person meeting is not practical or prudent because of the COVID-19 pandemic. Commissioners will participate by telephone or other electronic means and the Board meeting will be conducted pursuant to and in compliance with Minnesota Statute 13D.021. Members of the public will be able to watch the public meeting live online.

AGENDA:

- I. Call to Order, Introductions, Commissioner Roll Call**
- II. Approval of Agenda** Action Page 1
- III. Approval of Minutes – December 9, 2021 Board Meeting** Action Page 3
- IV. Consent Agenda**
 - a. Electric Vehicle – Yard Tractor Procurement Action Page 8
- V. Governance**
 - a. Election of Officers Action Page 11
 - b. Appointments to the Facility & Finance Committee Action Page 13
 - c. Partnership on Waste & Energy Governing Board Information Page 15
- VI. Management and Administration**
 - a. Food Scraps Program Customer Service Vendor Selection Action Page 17
 - b. Food Scraps Program Warehouse & Fulfillment Vendor Selection Action Page 25
- VII. Policy - No items.**
- VIII. Updates and Reports** Information Page 33
 - a. Zack Hansen Recognition for Award
 - b. Joint Activities Updates
 - c. Procurement Report Page 35
- IX. Other**
 - a. Invitation for Comments from Ex Officio R&E Board Members: Information
MPCA and City of Newport

- X. Adjourn business meeting, brief break before workshop begins**
- XI. R&E Board Workshop: R&E Finance Structure**
See separate agenda. Will begin no earlier than 11:00 a.m.

NEXT MEETING:

R&E Board | Thursday, March 24, 2022 | 10 am – 12 pm | Zoom or Ramsey County Environmental Health



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THURSDAY, DECEMBER 9, 2021
RAMSEY/WASHINGTON RECYCLING & ENERGY BOARD MINUTES

A meeting of the Ramsey/Washington Recycling & Energy Board (R&E Board) was held at 10:00 a.m. on Thursday, December 9, 2021 as a virtual meeting. Essential staff participants met at the Ramsey County Environmental Health Office, 2785 White Bear Avenue North, Suite 350, Maplewood, Minnesota. Other participants joined through Zoom.

The chair of the Ramsey/Washington Recycling and Energy Board has determined that an in-person meeting is not practical or prudent because of the COVID-19 pandemic. Commissioners will participate by telephone or other electronic means, and the board meeting will be conducted pursuant to and in compliance with Minnesota Statute 13D.021. Members of the public will be able to watch the public meeting live online.

MEMBERS PRESENT

Commissioners Wayne Johnson, Stan Karwoski, Gary Kriesel, Lisa Weik – Washington County
Commissioners Nicole Frethem, Trista MatasCastillo, Mary Jo McGuire, Rafael Ortega, Victoria Reinhardt – Ramsey County

MEMBERS NOT PRESENT

Commissioner Fran Miron - Washington County
Commissioner Jim McDonough (alternate) - Ramsey County

EX-OFFICIO MEMBERS PRESENT

Dave Benke, Minnesota Pollution Control Agency (MPCA)
Tom Ingemann, City of Newport

ATTENDING AT RAMSEY ENVIRONMENTAL HEALTH, MAPLEWOOD

Leigh Behrens, Sam Holl, Ryan Lundgren, Kevin Magnuson, Michael Reed, John Ristad, Nikki Stewart, Jody Tharp, Kris Wehlage

ATTENDING REMOTELY

Joel Anderson, Kate Bartlett, I. Bounds, Dave Brummel, Alison Cameron, Shannon Conk, Rae Eden Frank, Jamie Giesen, Michelle Gin, Kelli Hall, Sam Hanson, Tabitha Hansen, Filsan Ibrahim, Jon Jacobson, Fatima Janati, Kevin Johnson, Hannah Keller, Randy Kiser, Jennefer Klennert, Nate Klett, Juna Ly, Ashley Marston, Leslie McCollam, Andrea McKennan, Rob Murray, Jennifer Nguyễn Moore, Jeff O'Donnell, Jim Redmond, Peder Sandhei, Minette Saulog, John Springman, Darren Tobolt, Ryan Tritz, Margaret Vesel, Margaret Zuckweiler

CALL TO ORDER/APPROVAL OF THE AGENDA

Chair Reinhardt called the meeting to order at 10:00 a.m. The conduct of remote meeting statement was read. A roll call of commissioners was conducted. Introductions of participants present in Maplewood were made.

Commissioner MatasCastillo moved, seconded by Johnson to approve the agenda. Michael Reed, Joint Leadership Team (JLT), requested a walk-on agenda item, Dust Collection Change Order.

Commissioner MatasCastillo moved, seconded by McGuire to amend the agenda. The board voted on the motion to adopt the agenda as amended.

Motion carried 9-0. Roll Call vote:

Ayes: Frethem, Johnson, Karwoski, Kriesel, MatasCastillo, McGuire, Ortega, Reinhardt, Weik

Nays: None

APPROVAL OF MINUTES

Commissioner Ortega moved, seconded by Johnson, to approve the minutes of September 23, 2021.

Motion carried 9-0. Roll Call vote:

Ayes: Frethem, Johnson, Karwoski, Kriesel, MatasCastillo, McGuire, Ortega, Reinhardt, Weik

Nays: None

CONSENT AGENDA

Chair Reinhardt presented the Consent Agenda. Commissioner Ortega moved, seconded by Karwoski, to approve the Consent Agenda.

Motion carried 9-0. Roll Call vote:

Ayes: Frethem, Johnson, Karwoski, Kriesel, MatasCastillo, McGuire, Ortega, Reinhardt, Weik

Nays: None

Information Technology (IT) Managed Services Vendor Selection (Resolution R&EB-2021-18)

The R&E Board:

- Approves Cyber Advisors, Inc. as the selected proposer recommended by R&E's IT leadership consultant, Impact Group, for IT managed services.
- Authorizes the Joint Leadership Team (JLT) to execute the agreement with Cyber Advisors Inc. and any amendments or change orders thereto, for IT managed services, for a term of three years with the option of two one-year renewals, and within the project budget upon approval as to form by the county attorney.

Engineering Services Vendor Selection (Resolution R&EB-2021-19)

The R&E Board:

- Approves Foth Infrastructure and Environment, LLC as the selected proposer recommended by JLT to provide R&E Center engineering services.
- Approves HDR Engineering, Inc. as the selected proposer recommended by JLT to provide general and strategic engineering services.
- Authorizes the JLT to execute the agreements with Foth Infrastructure and Environment, LLC and HDR Engineering, Inc., and any amendments or change orders thereto, for engineering services, with a term of three years with the option of two one-year renewals, and within the project budget upon approval as to form by the county attorney.

MANAGEMENT AND ADMINISTRATION

2021 Budget Update

Kris Wehlage, R&E accounting manager, presented an overview of the 2021 budget to date.

2021 Labor Agreement Negotiations Update

Commissioner Johnson, chair of the Facility & Finance Committee (F&F), provided an update on the status of labor negotiations. F&F has served as policy committee for this work and approved by resolution the process for negotiation. A tentative three-year contract was voted down by the union in November. R&E and the union will continue to operate under the existing contract until a new contract is negotiated and approved.

Food Scraps Program Website Developer Vendor Selection

Leigh Behrens, R&E planning specialist, provided background and context for recommendation of a vendor for development and maintenance of the food scraps bags program website.

Jim Redmond, R&E contract manager, presented an overview of the procurement process and JLT recommendation to select Compoze, LLC, as the vendor for the website development and maintenance for the food scraps pick up program.

Commissioner Frethem moved, seconded by Johnson, to approve Resolution R&EB-2021-20, Food Scraps Program Website Developer Vendor Selection. The R&E Board:

- Approves Compoze Labs, LLC as the selected proposer recommended by R&E's IT leadership consultant, Impact Group, for the development and maintenance of a website and database for the food scraps pick up program.
- Authorizes the JLT to execute the agreement with Compoze Labs, LLC, and any amendments or change orders thereto, for the development and maintenance of a website and database, for a term of execution of three years with the option of two one-year renewals, and within the project budget upon approval as to form by the county attorney.

Commissioner Johnson inquired about the solicitation process and the customer experience in ordering bags. Behrens explained the competitive solicitation, with six proposals received from the RFP. Evaluation included user friendliness and a positive customer experience. The public-facing design will be intentionally simple. A call center will also be contracted to provide customer service.

Commissioner Johnson inquired about who will be included in testing the site. Behrens explained Compoze Labs will conduct testing at multiple stages of development and include testers representing members of the public, including non-tech savvy users and those with no knowledge of the program.

Jeff O'Donnell, Impact Group, R&E's IT consultant, shared that is this an established website system. Compoze Lab's solution uses a leading e-commerce platform (Shopify), which is the engine for many large vendors, leveraging its availability, performance, scalability and security. Compoze has robust experience in creating user interfaces.

Chair Reinhardt inquired about the timeline for website development after approval of the vendor. Behrens said the timeline has multiple phases, including design, pilot testing, initial launch, revisions, testing and second launch. This is anticipated to be an approximately six-month process.

Chair Reinhardt requested that updates be presented to the board as the development progresses.

Motion carried 9-0. Roll Call vote:

Ayes: Frethem, Johnson, Karwoski, Kriesel, MatasCastillo, McGuire, Ortega, Reinhardt, Weik

Nays: None

2022 Meeting Schedule

Michael Reed, JLT, provided overview of the proposed 2022 schedule and highlighted the board workshop Thursday, January 27, which will address finance and related policies.

Commissioner MatasCastillo moved, seconded by Johnson, to approve Resolution R&EB-2021-21, 2022 Meeting Schedule. The R&E Board:

- Approves the 2022 R&E Board and Committee meeting calendar.
- All meetings shall be held either in a virtual format by Zoom, or at the offices of Ramsey County Environmental Health located at 2785 White Bear Avenue North, Suite 350, Maplewood, MN, 55109, unless otherwise changed by board action.

Motion carried 9-0. Roll Call vote:

Ayes: Frethem, Johnson, Karwoski, Kriesel, MatasCastillo, McGuire, Ortega, Reinhardt, Weik

Nays: None

Dust Collection Change Order

Sam Holl, R&E facility manager, presented the request for approval of the dust collection change order, pointing out that replacing the existing dust collection system will save an estimated \$2.2 million if done at this time.

Commissioner MatasCastillo moved, seconded by Karwoski, to approve Resolution R&EB-2021-22, Dust Collection Change Order. The R&E Board:

- Authorizes the Joint Leadership (JLT) to execute a change order with Bulk Handling Systems (BHS), and any additional amendments or change orders thereto, for dust collection equipment at the R&E Center, within a project budget that shall not exceed \$2,866,232, upon approval as to form by the county attorney.

Motion carried 9-0. Roll Call vote:

Ayes: Frethem, Johnson, Karwoski, Kriesel, MatasCastillo, McGuire, Ortega, Reinhardt, Weik

Nays: None

UPDATES AND REPORTS

Facility Update

Sam Holl, R&E Center facility manager, provided an update on the construction of the durable compostable bag sorting building. Construction is nearing completion, and sorting equipment installation is the next phase of the project.

Kelli Hall, R&E human resources manager, provided an update on R&E's vaccine incentive program. An increase in COVID-related absences has been seen at the R&E Center. Ramsey and Washington counties have each implemented a vaccine incentive program. R&E is closely following those policies, and will provide \$100 to fully vaccinated employees, and an additional \$50 to those with a vaccine booster.

Procurement Report

Jim Redmond, R&E contract manager, presented the procurement report for the period September 1, 2021 through October 31, 2021.

OTHER

Invitation for Comments from Ex Officio R&E Board Members

Dave Benke, Minnesota Pollution Control Agency (MPCA), shared an update on the status of the supplemental environmental impact statement, certificate of need and permit for the Burnsville landfill facility, and explained a blueprint for PFAS, which has been created for MPCA and other state agencies.

ADJOURN

Chair Reinhardt declared the meeting adjourned at 11:08 a.m.

NEXT MEETING:

R&E Board | Thursday, January 27, 2022 | 10–11 a.m. business meeting | 11 a.m.–12 p.m. board workshop
Zoom or Ramsey County Environmental Health, Maplewood, MN

ATTESTED TO:

Approved: _____
January 27, 2022

Approved: _____
January 27, 2022



**RAMSEY/WASHINGTON
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R&E BOARD MEETING DATE:	January 27, 2022	AGENDA ITEM:	IV.a.
SUBJECT:	Electric Vehicle – Yard Tractor Procurement		
TYPE OF ITEM:	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> POLICY DISCUSSION	<input type="checkbox"/> ACTION <input checked="" type="checkbox"/> CONSENT
SUBMITTED BY:	Jim Redmond, Contract Manager		

R&E BOARD ACTION REQUESTED:

Authorize the Joint Leadership Team to finalize and execute an agreement with Orange EV for the purchase of an electric yard tractor in accordance with R&E procurement guidelines upon approval as to form by county attorneys.

EXECUTIVE SUMMARY:

In accordance with the approved 2022-2023 Equipment, Maintenance & Replacement Budget, R&E will purchase an electric yard tractor to replace a current diesel yard tractor scheduled for replacement. R&E received a grant award from the Minnesota Pollution Control Agency’s Diesel Emissions Reduction Act (DERA) Off-road Replacement project. This will be the second grant R&E has received and used to purchase an electric yard tractor. Purchase of the electric yard tractor will result in lower operating and maintenance costs and emission reductions.

ATTACHMENTS:

1. Draft Resolution

FINANCIAL IMPLICATIONS:

Net purchase price shall be approximately \$163,377.50 after DERA grant (\$133,675.50) is applied. Estimated annual savings will be approximately \$75,000 in reduced operating and maintenance costs.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	
<i>Michael Reed</i>	1/19/22
<i>Nicole Stewart</i>	1/19/22
<i>Gene M. Vaughn</i>	1/19/22

SUBJECT: *Electric Vehicle – Yard Tractor Procurement*

RAMSEY COUNTY ATTORNEY



1/13/22

WASHINGTON COUNTY ATTORNEY



1/18/22



**RAMSEY/WASHINGTON
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RESOLUTION R&EB-2022-01

WHEREAS, The Ramsey/Washington Recycling & Energy Board (the “R&E Board”) is governed by the amended and restated joint powers agreement by and between Ramsey County and Washington County dated November 19, 2019, (“Joint Powers Agreement”); and

WHEREAS, The R&E Board adopted Procurement Guidelines on January 24, 2019 (R&E Board Resolution 2019-2) which specifies the procurement methods for contracts and purchases; and

WHEREAS, The R&E Board has a need to procure equipment for operations at the R&E Center; and

WHEREAS, The R&E Board approved its 2022-2023 Equipment, Maintenance & Replacement Budget, resolution R&EB-2021-14, on July 22, 2021 in accordance with Section V.8 of the amended and restated joint powers agreement; and

WHEREAS, The R&E Board was awarded a \$133,675.50 grant from the Minnesota Pollution Control Agency for the Diesel Emissions Reduction Act (DERA) Off-road Replacement project. NOW, THEREFORE, BE IT

RESOLVED, The R&E Board hereby authorizes the Joint Leadership Team to finalize and execute an agreement with Orange EV for purchase of an electric yard tractor in accordance within R&E procurement guidelines upon approval as to form by the R&E attorneys.

Victoria Reinhardt, Board Chair
January 27, 2022

Attest
January 27, 2022



**RAMSEY/WASHINGTON
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R&E BOARD MEETING DATE:	January 27, 2022	AGENDA ITEM:	V.a
SUBJECT:	Election of Officers		
TYPE OF ITEM:	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> POLICY DISCUSSION	<input checked="" type="checkbox"/> ACTION
SUBMITTED BY:	Joint Leadership Team		

R&E BOARD ACTION REQUESTED:

Nominate and elect the Ramsey/Washington Recycling & Energy Board secretary/treasurer.

EXECUTIVE SUMMARY:

The Bylaws of the Ramsey/Washington Recycling & Energy Board (R&E Board) state that there are three officers for the R&E Board: chair, vice chair and secretary/treasurer. The Bylaws specify the term for the office of the secretary/treasurer is on a biennial basis. The secretary/treasurer also serves as the chair of the Facility & Finance Committee. A new term for secretary/treasurer begins in 2022, so an election is needed to fill this office.

The office of the chair is currently held by Commissioner Reinhardt of Ramsey County, and the office of the vice-chair is held by Commissioner Miron of Washington County, and, pursuant to the Bylaws, both terms extend through 2022.

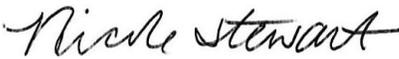
ATTACHMENTS:

None.

FINANCIAL IMPLICATIONS:

None

SUBJECT: *Election of Officers*

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM  	1/19/22
RAMSEY COUNTY ATTORNEY 	1/13/22
WASHINGTON COUNTY ATTORNEY 	1/11/22



**RAMSEY/WASHINGTON
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R&E BOARD MEETING DATE:	January 27, 2022	AGENDA ITEM:	V.b
SUBJECT:	Appointments to the Facility & Finance Committee		
TYPE OF ITEM:	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> POLICY DISCUSSION	<input checked="" type="checkbox"/> ACTION
SUBMITTED BY:	Joint Leadership Team (JLT)		

R&E BOARD ACTION REQUESTED:

Ratify appointments by the chair to the Facility & Finance Committee.

EXECUTIVE SUMMARY:

The Bylaws of the R&E Board provide for two standing committees, one of which has annual appointments: the Facility & Finance Committee.

The Facility & Finance Committee consists of the elected secretary/treasurer and two additional commissioners. The total makeup of the committee includes one commissioner from Washington County and two commissioners from Ramsey County. Members of the Facility & Finance Committee are appointed by the chair each year and are ratified by majority vote of the R&E Board.

Article II, Section 3(a)(2) of the Bylaws states the chair appoints members to the Facility & Finance Committee, and the board ratifies these appointments at its January meeting. Following the appointments, the R&E Board will be asked to ratify the appointments by majority vote.

ATTACHMENTS:

None.

FINANCIAL IMPLICATIONS:

None.

SUBJECT: *Appointments to the Facility & Finance Committee*

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	1/19/22
<i>Michael Reed</i> <i>Nicole Stewart</i>	
RAMSEY COUNTY ATTORNEY	1/11/22
	
WASHINGTON COUNTY ATTORNEY	1/13/22
	



**RAMSEY/WASHINGTON
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R&E BOARD MEETING DATE:	January 27, 2022	AGENDA ITEM:	V.c
SUBJECT:	Partnership on Waste and Energy Governing Board Leadership for 2022		
TYPE OF ITEM:	<input checked="" type="checkbox"/> INFORMATION	<input type="checkbox"/> POLICY DISCUSSION	<input type="checkbox"/> ACTION
SUBMITTED BY:	Joint Leadership Team		

R&E BOARD ACTION REQUESTED:

None.

EXECUTIVE SUMMARY:

The Amended and Restated Joint Powers Agreement (JPA) for the Partnership on Waste and Energy (PWE) states the Governing Board shall include the chair and vice chair of the R&E Board and a commissioner appointed by Hennepin County, resulting in a representative commissioner from each of Ramsey, Washington and Hennepin counties. PWE members serve two-year terms.

The office of the R&E chair is held by Commissioner Reinhardt, and the office of the vice-chair is held by Commissioner Miron in 2022. The Hennepin County Commissioner Debbie Goettel’s term on the PWE extends through 2022.

According to the PWE JPA, leadership for chair and vice chair rotates annually by county name in alphabetical order. In 2022 the PWE chair is Commissioner Miron from Washington County, and the PWE vice chair is Commissioner Goettel from Hennepin County.

Alternate members from the R&E Board for the PWE also serve two-year terms per the PWE JPA. Current alternate members Commissioner MatasCastillo from Ramsey County and Commissioner Johnson from Washington have terms extending through 2022.

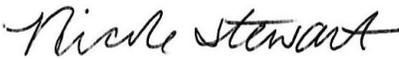
ATTACHMENTS:

None.

FINANCIAL IMPLICATIONS:

None.

SUBJECT: PWE Governing Board Leadership for 2022

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM  	1/19/22
RAMSEY COUNTY ATTORNEY 	1/11/22
WASHINGTON COUNTY ATTORNEY 	1/13/22



**RAMSEY/WASHINGTON
RECYCLING & ENERGY**
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R&E BOARD MEETING DATE:	January 27, 2022				AGENDA ITEM:	VI.a		
SUBJECT:	Food Scraps Program Customer Service Vendor Selection							
TYPE OF ITEM:	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/>	CONSENT
SUBMITTED BY:	Joint Leadership Team (JLT)							

R&E BOARD ACTION REQUESTED:

1. Approve Cerida Investment Corp. as the selected proposer recommended by R&E’s IT leadership consultant, Impact Group, to provide customer support services for the food scraps pick up program.
2. Authorize the JLT to execute the agreement with Cerida Investment Corp. and any amendments or change orders thereto, for customer support services, for a term of execution of three years with the option of two one-year renewals, and within the project budget upon approval as to form by the county attorney.

EXECUTIVE SUMMARY:

In August 2019, the Ramsey/Washington Recycling & Energy Board (R&E Board) approved a financing plan and procurement plan for the processing enhancements project at the Recycling & Energy Center (R&E Center) to recover source-separated organic waste in food scrap bags (also known as durable compostable bags) and add equipment for the recovery of recyclables from municipal solid waste (MSW). One component of the project is the procurement of a vendor to provide customer support services for the food scraps pick up program.

This is one of two remaining vendor selection actions that the R&E Board will need to take to establish the infrastructure for distribution of food scrap bags to residents in Ramsey and Washington counties when the food scraps pick up program launches in late 2022 into 2023. The other solicitation that the R&E board will act on at the January 27, 2022 meeting will be for an agreement with a warehousing, order fulfillment and shipping vendor to store and deliver bags to households that sign up for the program.

Customer support services are a core component of the food scraps pick up program. To participate in the program, residents will need to order their no-cost, one-year supply of food scrap bags to be delivered to their homes and know how to use the bags to collect and recycle their food scraps. In addition to a custom ordering and educational website, the program’s infrastructure is designed for residents to have customer support services available via telephone, email and online “chat” for general program questions, ordering assistance and assistance with issues or concerns (such as ordering, shipping or product issues). This ensures that all residents, regardless of internet access or capability, can participate in the program and have a positive experience.

SUBJECT: *Food Scrap Program Customer Service Vendor Selection*

The vendor for customer support will provide call center services 24-hours-a-day, seven-day-a-week and 365 days-per-year. Because Ramsey and Washington counties are racially and ethnically diverse, inclusivity and accessibility to all residents are a priority. Customer support services will be available in multiple languages, including the six languages most common in the two counties – English, Spanish, Hmong, Somali, Karen and Oromo. Additionally, customer service will be accessible for the hearing impaired.

Primary priorities of the customer service vendor will be to develop and maintain a knowledge base (containing program information and responses to common questions) for call center agents, conduct onboarding and routinely training of agents for the food scraps program, develop protocols for escalation, provide a high level of customer satisfaction and maintain service level objectives set by R&E. The vendor will maintain a central ticket management system to keep a record of all customer inquiries and incidents, provide regular reports to R&E and maintain call center infrastructure and data security.

The solicitation process for customer support services commenced with the release of a request for proposals (RFP) in September 2021. Proposers were required to provide information about their experience, qualifications, understanding and approach to providing the services, costs, and references from other entities for whom they have provided similar services.

Evaluation criteria for proposal review was based upon the criteria outlined in the RFP, with assistance from Impact Group, R&E’s IT leadership consultant. The evaluation criteria are described in the attached memorandum from Impact Group.

The following staff and consultants participated in the proposal review team: R&E contract manager, R&E planning specialist, R&E food scraps recycling coordinator, a Ramsey County Environmental Health supervisor and Impact Group. Received proposals were evaluated by the review team using the identified criteria, and interviews were conducted. Impact Group has provided a memorandum with the recommendation to award the contract to Cerida Investment Corp. (“AnswerNet”).

JLT is in agreement with Impact Group and recommends the selection of AnswerNet for customer support services for the food scraps pick up program based on the following:

- Strength of their technical solution
- Multilingual service capabilities
- Security, disaster recovery and business continuity abilities
- Reporting functionality
- Timeline for initiating services

ATTACHMENTS:

1. Draft resolution
2. Memorandum from Impact Group

FINANCIAL IMPLICATIONS:

Funding is available in the approved R&E 2022-2023 Joint Activities budget for these services. The exact project budget will be determined based on the tasks that will need to be performed as the project enters development.

SUBJECT: Food Scrap Program Customer Service Vendor Selection

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	1/13/22
<i>Michael Reed</i>	1/14/22
<i>Nicole Stewart</i>	1/13/22
<i>Grace M. Vaughn</i>	
RAMSEY COUNTY ATTORNEY	1/12/22
<i>[Signature]</i>	
WASHINGTON COUNTY ATTORNEY	1/13/22
<i>[Signature]</i>	



**RAMSEY/WASHINGTON
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RESOLUTION R&EB-2022-02

WHEREAS, The Ramsey/Washington Recycling & Energy Board (the “R&E Board”) is governed by the amended and restated joint powers agreement by and between Ramsey County and Washington County dated November 19, 2019, (“Joint Powers Agreement”); and

WHEREAS, The R&E Board adopted Procurement Guidelines on January 24, 2019 (Resolution R&EB–2019-2) which specify the procurement methods for contracts and purchases; and

WHEREAS, The R&E Board authorized the Joint Leadership Team (JLT) to approve the issuance of a request for proposals (RFP) for contracted customer support services related to the new food scraps pick up program; and

WHEREAS, On September 16, 2021, R&E released an RFP for customer support services; and

WHEREAS, A five-member evaluation team reviewed the proposals based on the criteria laid out in the RFP; and

WHEREAS, After a review of the proposals, the evaluation team and R&E’s IT leadership consultant, Impact Group, recommend Cerida Investment Corp. (“AnswerNet”), based on: the strength of the technical solution; multilingual service capabilities; system security, disaster recovery and business continuity abilities; reporting functionality and timeline for initiating services; and

WHEREAS, The R&E Board approved the 2022-2023 Joint Activities, Facility, and Equipment Maintenance & Replacement (“EM&R”) budgets on July 22, 2021 in accordance with Section V.B.8 of the Amended and Restated Joint Powers Agreement, which includes funding for customer support services related to the food scraps pickup program; NOW, THEREFORE, BE IT

RESOLVED, The R&E Board approves Cerida Investment Corp. as the selected proposer recommended by R&E’s IT leadership consultant, Impact Group, to provide customer support services for the food scraps pick up program. BE IT FURTHER

RESOLVED, The R&E Board authorizes the JLT to execute the agreement with Cerida Investment Corp. and any amendments or change orders thereto, for customer support services, for a term of execution of three years with the option of two one-year renewals, and within the project budget upon approval as to form by the county attorney.

Victoria Reinhardt, Board Chair
January 27, 2022

Attest
January 27, 2022

Impact Group, Inc.
3503 High Point Drive
Building 3, Suite 200
Oakdale, MN 55128
651-415-2248
www.impactgroupmn.com

January 5, 2022

TO: Nikki Stewart and Michael Reed, Ramsey/Washington Recycling & Energy Joint
Leadership Team

CC: Joe Golemo, Impact Group, Inc.

FROM: Jeff O'Donnell – Impact Group, Inc.

RE: Customer Support Services for Ramsey and Washington County Food Scraps Pick Up
Program

Executive Summary

This memorandum is an overview of the response received to R&E's RFP for Customer Support Services to provide a Call Center for residents to answer questions and resolve issues associated with the Ramsey and Washington County Food Scraps Pick Up Program. Vendor's selected solution was evaluated against a set of criteria that included:

- Contractor experience
- Key personal experience
- Overall approach
- Implementation timeline
- Meeting service level objectives
- Multi language support
- Technical Infrastructure
- Metrics and ticket management
- Cost

I participated on the evaluation team along with other R&E and County staff.

After reviewing, rating, and discussing the vendor's proposal, the evaluation team determined that the solution presented by AnswerNet fully meets R&E requirements for providing a Customer Support Call Center for the Ramsey and Washington County Food Scraps Pick Up Program. AnswerNet's response provides a complete solution with the ability to integrate with other program components including Website, Order Fulfillment and Distribution solutions.

SUBJECT: *Impact Group Memorandum - Customer Support Vendor Selection*

The remainder of this memorandum speaks to Impact Group’s review of the technical capabilities of AnswerNet’s overall proposed solution.

Overview of AnswerNet’s Technical Solution

AnswerNet is a full-service Customer Service Center provider with over 28 Call Center locations throughout the United States and employs over 2,300 people. They have a large, dedicated technology support organization to maintain their technology infrastructure and integrate with customer solutions as required.

AnswerNet utilizes a Virtual Call Center platform that will handle all calls placed by County residents regarding the Food Scraps Pick Up Program. The solution also includes the ability for residents to interact with the Service Center via email, chat, and text messaging. This platform is hosted on Amazon Web Services (AWS), a leading cloud based technology services company. AWS will provide the performance, stability, scalability, and security required by R&E on which to run their Customer Service Center.

As a part of AnswerNet’s proposed solution, call center agents will utilize a central system to keep track of all customer interactions including customer notes, contacts, incidents, and emails. This system has the ability to integrate with the other platforms that make up this Food Scraps Pick Up Program through Application Program Interfaces (APIs). AnswerNet will also provide the capability to perform customer surveys to allow R&E to measure resident satisfaction with the overall program as well as with their interactions with the Customer Service Center.

Translation Capabilities

To support the languages required by R&E, AnswerNet has proposed the utilization of a translation service that will provide support for languages including Hmong, Somali, Karen, Oromo, etc. with support of up to 250 different languages using simultaneous translation technology and live native speakers. AnswerNet also offers live American Sign Language (ASL) video chat, Text for Telephone (TTY), and IP Relay for the hearing impaired.

Security

AnswerNet has a robust security program to help ensure their network and client data remain secure. They maintain the System and Organization Controls for Service Organizations (SOC) level 2 and level 3 certifications. They also maintain compliance with the Payment Card Industry Data Security Standard (PCI-DSS) and Health Insurance Portability and Accountability (HIPAA) Act. This ensures that any personal resident information transmitted or stored utilizes encryption methodologies to protect resident data.

All AnswerNet offices and data facilities have 24x7x365 closed-circuit security cameras and monitoring and all networking equipment is housed in physically secure data centers. Stringent visitor policies and procedures are also in place for any visitors to AnswerNet facilities.

Disaster Recovery and Business Continuity

SUBJECT: Impact Group Memorandum - Customer Support Vendor Selection

AnswerNet has built their infrastructure to be fault tolerant which includes having system redundancies in place such as backup power, uninterrupted power supplies, system surge protection, third-party support contract/agreements, call/load shedding arrangements/plan and priorities, site backup power installation, systems and offsite data storage and backup.

AnswerNet utilizes their 28 Call Center locations geographically disbursed across the United States to provide robust disaster recovery and business continuity capabilities. In the event of a disaster at one of their call centers, their infrastructure and systems are designed to be able to route calls and utilize platforms at other call center locations, minimizing downtime for any particular call center or customer.

Reporting

AnswerNet provides the required reporting capabilities with the ability to report on key metrics on a daily, weekly, and quarterly basis. They also provide the ability to develop custom reporting that may be required by R&E. Ad-hoc and one-time reporting will also be available via AnswerNet’s account management team.

Implementation Timeline

The implementation timeline proposed by AnswerNet is in alignment with R&E requirements as outlined below:

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
Project Initiation							
Workflow Development							
Technology Development							
Agent Training & Testing							
Launch							

Conclusion

After reviewing and rating the AnswerNet proposal for the Ramsey and Washington County Food Scraps Pick Up Program Customer Service Center, I agree with and support the recommendation of the evaluation team to move forward with the AnswerNet solution and approach. I agree that this proposal will provide R&E with a solution that will fully meet R&E requirements, expectations, timelines and provide a secure and well performing Customer Service Center for County residents.

SUBJECT: *Impact Group Memorandum - Customer Support Vendor Selection*

Impact Group, Inc.

By: Jeff O'Donnell

A handwritten signature in cursive script that reads "Jeff O'Donnell". The signature is written in black ink and is positioned above a horizontal line.

Title: Technical Consultant

Date: January 12, 2021



**RAMSEY/WASHINGTON
RECYCLING & ENERGY**
CONNECTING VALUE TO WASTE

R&E BOARD MEETING DATE:	January 27, 2022				AGENDA ITEM:	VI.b		
SUBJECT:	Food Scraps Program Warehouse & Fulfillment Vendor Selection							
TYPE OF ITEM:	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/>	CONSENT
SUBMITTED BY:	Joint Leadership Team (JLT)							

R&E BOARD ACTION REQUESTED:

1. Approve KSP Fulfillment, LLC as the selected proposer recommended by R&E’s engineering consultant, Foth, to provide the storage, fulfillment and distribution of food scraps bags for the food scraps pick up program.
2. Authorize the JLT to execute the agreement with KSP Fulfillment, LLC and any amendments or change orders thereto, for storage, fulfillment and distribution services, for a term of execution of five years with the option of one five-year renewal, and within the project budget upon approval as to form by the county attorney.

EXECUTIVE SUMMARY:

In August 2019, the Ramsey/Washington Recycling & Energy Board (R&E Board) approved a financing plan and procurement plan for the processing enhancements project at the Recycling & Energy Center (R&E Center) to recover source-separated organic waste in food scraps bags (also known as durable compostable bags) and add equipment for the recovery of recyclables from MSW. One component of the project is the procurement of a vendor to provide storage, fulfillment and distribution of the food scrap bags related to the food scraps pick up program.

This is one of two vendor selection actions that the R&E Board will need to take to establish the infrastructure for distribution of food scrap bags to residents in Ramsey and Washington counties when the food scraps pick up program launches in late 2022 into 2023. This action will culminate in an agreement with a warehousing, order fulfillment and shipping vendor to store and deliver bags to households that sign up for the program. The other solicitation that the R&E board will act on at the January 27, 2022, board meeting will be for an agreement with a vendor to provide customer support services for the program.

Contracted services to store, fulfill and ship food scrap bags to participants are a core component of the food scraps pick up program’s infrastructure. To participate in the program, residents will order their no-cost, one-year supply of food scrap bags via an online ordering website or customer service call center. To ensure expedient delivery of orders, packages of food scrap bags will be stored in a warehouse and orders fulfilled on a daily basis. The program’s system is designed so that participants receive their food scrap bags within seven days of ordering and receive shipping status notifications once the order is processed.

SUBJECT: *Food Scrap Program Warehouse & Fulfillment Vendor Selection*

Primary responsibilities for the warehouse, order fulfillment and shipping vendor will be to receive ship-ready packages of food scrap bags from the manufacturer, store and maintain the bag product inventory, process orders and ship bag orders to residents.

The vendor for warehousing and fulfillment will receive inventory from Houston Poly, the manufacturer of the program's food scrap bags. The vendor will be responsible for maintaining an adequate inventory of all bag products and regularly replenishing stock so that there is no delay in shipping to residents. The vendor will set up storage conditions at the warehouse to meet all manufacturer recommendations. The vendor's warehouse management system (WMS) will use a rotating inventory "first in, first out" approach to ensure that bag products are distributed promptly after manufacture.

For order processing, the warehouse vendor will coordinate with the program's website developer, Compoze Labs, LLC, to set up the WMS to receive orders from the website and enable shipping status email notification to residents. The warehouse and fulfillment vendor will be responsible for integrating their WMS with a transportation management system (TMS) for the shipment of bag orders to participants via one or more transportation carriers. The vendor will also provide regular reports to R&E for staff to monitor inventory, overall service delivery and performance.

The solicitation process for a warehouse, fulfillment and distribution vendor for the food scraps pick up program commenced with the release of a request for proposals (RFP) on September 29, 2021. Proposers were required to provide information about their experience, qualifications, understanding and approach to providing the services, costs, and references of other entities for whom they have provided similar services.

Evaluation criteria for proposal review was based upon the criteria outlined in the RFP with assistance from Foth, R&E's engineering consultant. The evaluation criteria are described in the attached memorandum from Foth.

The following staff and consultants participated in the proposal review team: R&E JLT, R&E contract manager, R&E planning specialist, R&E food scraps recycling coordinator and R&E's engineering consultant, Foth. Received proposals were evaluated by the review team using the identified criteria, and interviews were conducted. R&E's IT consultant, Impact Group, also provided feedback to the review team based on the technology components and interfacing capabilities with the customer ordering website.

Foth has provided a memorandum with the recommendation to award the contract to KSP Fulfillment, LLC.

JLT is in agreement with Foth and recommends the selection of veteran-owned KSP Fulfillment, LLC for storage, fulfillment and distribution services for the food scraps pick up program based on the following:

- Storage and technological capabilities
- Systems automation
- WMS/TMS integration
- Systematic and strategic vision

ATTACHMENTS:

1. Draft resolution
2. Memorandum from Foth

SUBJECT: Food Scrap Program Warehouse & Fulfillment Vendor Selection

FINANCIAL IMPLICATIONS:

Funding is available in the approved R&E 2022-2023 Joint Activities Budget for these services. The exact budget will be determined based on the tasks that will need to be performed as the project is developed.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	1/19/22
<i>Michael Reed</i>	1/19/22
<i>Nicole Stewart</i>	1/19/22
<i>Gene M. Vaughn</i>	
RAMSEY COUNTY ATTORNEY	1/18/22
<i>[Signature]</i>	
WASHINGTON COUNTY ATTORNEY	1/19/22
<i>[Signature]</i>	



**RAMSEY/WASHINGTON
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RESOLUTION R&EB-2022-03

WHEREAS, The Ramsey/Washington Recycling & Energy Board (the “R&E Board”) is governed by the Amended and Restated Joint Powers Agreement by and between Ramsey County and Washington County dated November 19, 2019, (“Joint Powers Agreement”); and

WHEREAS, The R&E Board adopted procurement guidelines on January 24, 2019 (Resolution R&EB–2019-2) which specify the procurement methods for contracts and purchases; and

WHEREAS, The R&E Board authorized the Joint Leadership Team (JLT) to approve the issuance of a request for proposals (RFP) for contracted storage, fulfillment and distribution services related to the new food scraps pick up program; and

WHEREAS, On September 29, 2021, R&E released an RFP for food scrap bag storage, fulfillment and distribution services; and

WHEREAS, A seven-member evaluation team reviewed the proposals based on the criteria laid out in the RFP; and

WHEREAS, After a review of the proposals, the evaluation team and R&E’s engineering consultant, Foth, recommend KSP Fulfillment, LLC, based on storage and technological capabilities, systems automation, WMS/TMS integration and systematic and strategic vision; and

WHEREAS, The R&E Board approved the 2022-2023 Joint Activities, Facility, and Equipment Maintenance & Replacement (“EM&R”) budgets on July 22, 2021 in accordance with Section V.B.8 of the Amended and Restated Joint Powers Agreement, which includes funding for storage, fulfillment and distribution services related to the food scraps pickup program; NOW, THEREFORE, BE IT

RESOLVED, The R&E Board approves KSP Fulfillment, LLC as the selected proposer recommended by R&E’s engineering consultant, Foth, to provide the storage, fulfillment and distribution of food scrap bags for the food scraps pick up program. BE IT FURTHER

RESOLVED, The R&E Board authorizes the JLT to execute the agreement with KSP Fulfillment, LLC, and any amendments or change orders thereto, for storage, fulfillment and distribution services, for a term of execution of five years with the option of one five-year renewal, and within the project budget upon approval as to form by the county attorney.

Victoria Reinhardt, Board Chair
January 27, 2022

Attest
January 27, 2022

Memorandum

8550 Hudson Boulevard North
Eagle Point Office Center II, Suite 100
Lake Elmo, MN 55042
(651) 288-8550
foth.com

January 17, 2022

TO: Michael Reed and Nikki Stewart, Ramsey/Washington Recycling & Energy (R&E) Joint Leadership Team (JLT)

CC: Nathan Klett, Foth Infrastructure & Environment, LLC (Foth)

FR: Mike Sprang, Foth

RE: Durable Compostable Bag Warehouse, Fulfillment, and Distribution Vendor Selection Summary

Executive Summary

This memorandum provides a summary of the responses received from warehouses, fulfillment, and distribution centers for the Durable Compostable Bag (DCB) Storage, Fulfillment, and Distribution Services Request for Proposal (RFP). This RFP was developed to support DCB Warehouse, Fulfillment, and Distribution Services vendor selection for the Ramsey/Washington Recycling & Energy Center (R&E Center) organics co-collection program. Foth evaluated the DCB warehouses, fulfillment, and distribution centers relative to the RFP criteria.

Background

R&E is establishing a co-collection system that recovers source separated organic materials from the general municipal solid waste (MSW) stream using DCBs.

The R&E Board solicited responses to the RFP for “Durable Compostable Bag Storage, Fulfillment, and Distribution” and received a total of four responses from warehouse and distribution facilities. The vendors were evaluated based on several DCB metrics including vendor experience, key personal experience, applicable work examples, overall approach to warehousing, fulfillment, and distribution services, warehouse management technology and advancements, inventory management practices, distribution strategy and transportation methodologies, and cost allocation. Foth used these criteria to recommend a vendor for the R&E Center.

DCB Warehouse Process

1. Information Technology (IT) Data Infrastructure

The fulfillment operation needs to understand the order capture solution and support consumer ordering in nearly real time.

2. Inventory

A key part of warehousing for R&E is the management of inventory to ensure the inventory is distributed within 6 months of being manufactured. The Warehouse Management System

(WMS) platform is required to apply a “shelf life” to inventory by item and is used to track inventory on a “first-in, first-out” basis. Once inventory goes beyond the shelf life, the WMS should automatically not allow orders to be picked from the location of that inventory. The DCB manufacturer has indicated the DCB’s have a “shelf life” of 18 months and program participants receive a 12-month supply of DCB’s. Therefore, bags must be distributed to participants within 6 months of manufacture so that participants can use them within their useful life.

Each unique R&E order received by the warehouse vendor must be managed according to the shelf life, as multiple orders of the same item will likely have varying expiration dates based on the shelf life. The warehouse vendor must work with R&E to validate the appropriate shelf life that applies to each order, considering production and transit time to the warehouse vendor.

3. Fulfillment

The fulfillment team must pick/pack and ship orders daily (Monday through Friday) to support R&E’s customer base. All orders should ship within 24 hours of receiving a customer order.

4. Shipping

The WMS should be integrated into a Transportation Management System (TMS) to allow for shipping rate shopping functionality. Rate shopping allows the fulfillment facility to shop multiple transportation carriers to choose the most cost-effective carrier (United Parcel Service [UPS], FedEx, or the United States Postal Service [USPS]) based on the package dimensions and destination.

Vendor Evaluation

To further evaluate the abilities of the vendors, additional interviews were conducted to discuss the specific capabilities with two selected vendors. These interviews were conducted virtually to further discuss the keys to each vendor’s warehousing process:

1. Logistics Network

The ability to select from multiple shipping vendors using the lowest-cost model while considering the environmental impacts related to the warehouse location relative to the customers being served.

2. Facility Infrastructure

The ability of the selected warehouse to manage the inventory in proper climatic conditions and maximizing the efficiencies of the warehousing process to allow for minimal product handling.

3. WMS/TMS Integration and System Capabilities

The ability of the WMS to integrate with Shopify® to maximize the consumer experience and provide efficient inventory management as well as reporting for R&E Staff managing the program.

4. Inventory Management Processes

The ability to receive, slot, replenish, and pick in the proper order to ensure that lot code integrity is maintained to minimize the risk of product going out-of-date relative to “shelf life.”

5. Contract and Pricing Models

Clarification on the full storage, picking, shipping, and accessorial charges associated with the vendor's program.

6. Strategy

Discussion of the vendor's strategies for future endeavors and strategic initiatives.

In addition to the interviews, Foth and R&E Staff conducted a site visit to the top proposer's warehouse, KSP warehouse in Brooklyn Park, MN on January 3, 2022, to evaluate the following items:

1. Receiving area;
2. Pallet storage space where the product will be stored;
3. Perimeter of the warehouse;
4. Office space;
5. Outbound staging area for shipment; and
6. Shipping area.

Results

1. Expanding

KSP has a strategic plan to continue its growth and geographic footprint, which will continue to expand its experience and operational efficiencies.

2. Technology Background of Key Executives and Personnel

As this project requires a significant amount of technology interaction and interfaces with the customer service provider and web applications, KSP has a significant knowledge of the web platform and requested that KSP be an integral part of the initial setup to ensure the back-end process and fulfillment requirements were considered.

3. Automation

A key strategic initiative for the KSP team is to increase the amount of automation in its facilities over the next three years. With the increased pressure on labor in the warehousing and fulfillment markets, this will ease the pressures with KSP's specific processes related to the warehousing and fulfillment services.

4. Full WMS/TMS Integration

KSP has fully integrated its WMS and TMS systems to allow for greater efficiencies in the warehouse and fulfillment process and the proper selection of a carrier to expedite deliveries at the best possible price.

5. Systematic and Strategic Vision

The professional backgrounds of the key personnel associated with this project fully understand the specific warehousing needs and the specific strategies to make the process as efficient as possible.

6. Understanding Vendor's Role in the Project

The KSP team understands its role in the third-party logistics and warehousing space. With R&E as its client and the residents as the end-user, KSP knows that its role in the process is to manage the inventory, process orders, pack the shipments, and load the truck. It is Foth's opinion, that KSP will excel in this process.

Recommendation

The warehousing, fulfillment, and distribution services offered by KSP Fulfillment provides the best value of the two final potential vendors and is the closer warehouse to the residents of Ramsey and Washington Counties. KSP also has the current capabilities required, with a long-term strategy to manage the program. Based on these evaluation criteria, Foth recommends that the R&E Board proceed with KSP Fulfillment as the warehouse, fulfillment, and distribution vendor for the DCB program.



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R&E BOARD MEETING DATE:	January 27, 2022	AGENDA ITEM:	VIII
SUBJECT:	R&E Updates and Reports		
TYPE OF ITEM:	<input checked="" type="checkbox"/> INFORMATION	<input type="checkbox"/> POLICY DISCUSSION	<input type="checkbox"/> ACTION <input type="checkbox"/> CONSENT
SUBMITTED BY:	Joint Leadership Team (JLT)		

R&E BOARD ACTION REQUESTED:

For information only.

EXECUTIVE SUMMARY:

Zack Hansen Recognition for Award

Zack Hansen, former R&E JLT member and Ramsey County environmental health director, was awarded the 2021 SWANA Professional Achievement Award at WASTECON, the Solid Waste Association of North America’s (SWANA) annual conference, on Tuesday, November 2, 2021, in Florida. JLT wants to recognize Zack for being selected for this award. Zack has always been committed to R&E and its vision of “vibrant, healthy communities without waste”.

Joint Activities Update

Staff will highlight the successful completion of the 2021 pilot tests for recycling mattresses in Ramsey County. These pilot tests included collecting mattresses at city-wide clean up events, at multi-unit residential properties and through a limited, curbside pick-up effort. On average, the R&E Center receives over 13,000 mattresses requiring disposal each year, and these efforts help reduce that number. The pilot tests resulted in 1,523 mattresses being recycled and led to R&E receiving an “Outstanding Community Service” award from Emerge, the non-profit organization that partnered with R&E to recycle the mattresses. R&E’s effort in developing mattress recycling opportunities is expanding into Washington County in 2022.

Procurement Report

Staff will provide a written report of new contracts and amendments that were executed under authority of R&E’s procurement guidelines during the period November 1, 2021 through December 31, 2021. Funding for the contracts is available in the approved Joint Activities, Facility, and EM&R Budgets, following approval as to form by the Ramsey County or Washington County attorney’s office.

ATTACHMENTS:

1. Procurement Report

SUBJECT: *R&E Updates and Reports*

FINANCIAL IMPLICATIONS:

None.

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	1/14/22
<i>Nicole Stewart</i> <i>Michael Reed</i>	



**RAMSEY/WASHINGTON
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Report of all contracts and amendments executed under authority of Recycling & Energy’s procurement guidelines (Resolution R&EB 2019-2), November 1, 2021 through December 31, 2021.

Vendor	Effective Date	Description	NTE/Budgeted Amount	Procurement Type
MAP Consulting, LLC	10/1/21	Facility – Provides risk management services.	\$85,000	Professional Services
G4S Secure Solutions (USA), Inc	11/13/21	Facility – Processes name change for the scale house services vendor.	NA	Professional Services
Twin City Filter Services, Inc	1/1/22	Facility – Renews contract and adjust the rates for facility filters.	Rate Setting	SEML
BFI Waste Systems of North America, LLC d/b/a Pine Bend Landfill	1/1/22	Facility – Renews contract and adjust the rates for landfill services.	Rate Setting	Landfill Services
Advanced Disposal Services Vasko Solid Waste, Inc	1/1/22	Facility – Transload rate adjustments.	Rate Setting	SEML
Dem-Con Companies, LLC	1/1/22	Facility – Transload rate adjustments.	Rate Setting	SEML
Allied Waste Services of North America, LLC d/b/a Republic Services of the Twin Cities-Blaine	1/1/22	Facility – Transload rate adjustments.	Rate Setting	SEML
Aero Transport, Inc	1/1/22	Facility – Renews contract and adjusts rates for inbound transportation services.	Rate Setting	SEML
Aero Transport, Inc	1/1/22	Facility – Renews contract and adjusts rates for outbound transportation services.	Rate Setting	SEML
SKB Environmental, Inc	1/1/22	Facility – Transload rate adjustments to Blaine facility.	Rate Setting	SEML
SKB Environmental, Inc	1/1/22	Facility – Transload rate adjustments to Malcolm facility.	Rate Setting	SEML
Walter’s Recycling and Refuse, Inc	1/1/22	Facility – Transload rate adjustments.	Rate Setting	SEML



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Minnesota Waste Wise Foundation	1/1/22	Joint Activities – Recycling services consultation and technical assistance for businesses.	Up to \$500,000 for 2022	Professional Services – Single Source
Minnesota Waste Wise Foundation	1/1/22	Joint Activities – Recycling services consultation and technical assistance for multi-unit housing program.	Up to \$500,000 for 2022	Professional Services – Single Source
Impact Group, Inc	1/1/22	Joint Activities – Renews contract to provide IT leadership services.	\$152,875 per year	Professional Services
Custom Earth Promos	1/1/22	Joint Activities – Renews contract for reusable plastic bags for the multi-unit program.	\$25,000	SEML
Saint Paul Saints	1/1/22	Joint Activities – Two-year contract for outfield wall advertising.	\$40,000	Professional Services – Single Source
Saint Paul Saints	1/1/22	Joint Activities – Renews contract to provide advertising services.	\$50,000 per year	Professional Services – Single Source
Environmental Initiative	1/1/22	Joint Activities – Renews contract to work with businesses to reduce pollution.	\$125,000 for 2022	Professional Services
Hagan Trucking Inc	1/1/22	Facility – Renews contract to provide inbound trucking services.	Rate Setting	SEML
Compoze Labs, LLC	1/1/22	Joint Activities – Development and maintenance of DCB website.	Up to \$297,979 for development and \$8,250 per month for ongoing maintenance	Professional Services
Metropolitan Gravel Co	1/1/22	Facility – Renews contract and adjusts the rates for inbound transportation services.	Rate Setting	SEML
Metropolitan Gravel Co	1/1/22	Facility – Renews contract and adjusts the rates for outbound transportation services.	Rate Setting	SEML



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Metropolitan Gravel Co	1/1/22	Facility – Renews contract and adjusts the rates for trailer maintenance services.	Rate Setting	SEML
EcoEngineers	1/1/22	Joint Activities – Renews contract for 2022.	Up to \$50,000	Professional Services— Single Source
New Publica, LLC	1/1/22	Joint Activities – Renews the contract to provide cultural outreach services for 2022.	\$40,000 for 2022	Professional Services
Stoel Rives, LLP	1/1/22	Joint Activities – Renews the contract for 2022 to provide legal services and adjusts the rates.	\$490,000 for 2022	Professional Services – Single Source
Cyber Advisors	1/1/22	Facility – Provides for IT managed services.	\$42,800 per year	Professional Services
Olsen Thielen	1/1/22	Joint Activities – Renews the contract to evaluate CEC compliance.	\$110,000 for 2022	Professional Services
Allen's Building Maintenance, Inc	1/1/22	Facility – Renews contract to provide cleaning services.	Rate Setting	SEML
C-Aire, Inc	1/1/22	Renews contract to provide compressor parts and services.	Rate Setting	SEML