

Contract 1743

Biosolids Management Services

Meeting Date: 4/16/2021 10:00 AM

Location: Online Invite: Teams Meeting

- | Item | Topic |
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1. The meeting was conducted by Michelle Buys and Bob Martire. See attached attendance log and meeting agenda.
 2. Legal Notice
 - a. Bid security: Two \$5,000 certified checks or bid bonds.
 - b. All hand-delivered bids should be submitted to Alcosan security main gate. If the bid package is sent to ALCOSAN by land courier (UPS, FedEx, etc.), allow enough time for delivery to the clerks.
 - c. Bid opening on **Monday May 10th, 2021 at 11:00 AM sharp!**
 - d. Anticipation of award at the **May 20th, 2021** ALCOSAN Board meeting. Alcosan Board Meetings are public on-line meetings which can be accessed and viewed on Alcosan's web site at www.Alcosan.org. They typically start at 4:30 PM and an agenda will be posted before the meeting.
 - e. All questions about contract documents shall be submitted to Bob Martire, email to Robert.Martire@alcosan.org in writing. Any questions by phone or in-person are considered informal and without legal or binding effect on the contract or to Alcosan.
 - f. The last day for questions is Close of Business **April 23rd, 2021**. Responses will be distributed as addenda, as soon as possible.
 - g. Pre-bid meeting is mandatory for bidders. Only those companies on this call today will be eligible to bid on this contract.
- 3.General Information**
- a. Product description: Limed and Unlimed

Most of you are already familiar with our product, Alcosan produces a Class B lime-stabilized biosolid for beneficial use and disposal. Our product name is Alcosoil and has a total solids of around 40% with 7% lime added on a wet weight basis. Pretty much everything you need to know about the material is provided in Appendix A of the contract, which is our Biosolids Quality Enhancement Plan.

The unlimed sludge material has an average solids value of 30% and a complete analytical report can be found in Appendix B of the contract. You will note that contract language was changed to allow greater use of unlimed sludge for disposal and further processing to assist in diversifying options.
 - b. Hauling

There is not a standard operating schedule; our operations staff will typically contact you around lunchtime the day before to schedule loads. You should understand that you will operate 0 to 6 days per week. Loading times vary from 15 minutes to 2 hours. Loading time typically starts at 3:30 am. When you are scheduled to haul, anywhere from 6 to 18 loads could be requested. Both tri-axle and long haulers are able to be loaded in our facility, but traditionally our contractors have always used the long haulers. It is your responsibility to make sure your trucks will fit into our bays.
 - c. Tonnage history

For the past three years our contractor has received the following amounts of material

1. 2020	29,642 wet tons
2. 2019	36,112 wet tons
3. 2018	31,195 wet tons
 - d. Permits

We are currently approved to operate land application programs in Ohio and Pennsylvania. Copies of these permits are provided in the Appendices of the contract documents.

Please note that permit modifications would be required for anything other than agricultural use

e. Current Contract Pricing

The current rates are \$66.75 for landfilling and \$35 for land application.

f. Landfill Information

Please note that we have profiles for disposal at several landfill facilities; the complete list is provided in the appendix of the contract. Alcosan also has truck drivers that haul to the landfill. We typically utilize Monroeville and Imperial Landfills. Service providers have used a combination of all the landfills shown in Appendix E of the contract documents.

g. Site Tours

This contract period we did not require a tour of our facility. If you would like a tour of the wastewater treatment plant or solids handling facility, please contact Bob Martire for scheduling.

4. Contract Information

- a. Schedule: Once the Board awards the contracts on May 20th, all the contract documents will be sent out shortly after for signing agreements/bonds/etc. Therefore, the summer contract won't officially begin until all the documents are signed and returned. Our current contract expires on May 15th, but we have extended our agreement and can work with Burch Hydro up until June 27th (if necessary).
- b. Term/Renewals: These Contracts will cover the next three years, with options for additional extensions. Note that the summer contract is a 7-month period each year, while the winter contract covers the additional 5 months. Your rates per wet ton will only be adjusted based on the fuel costs adjustments as described by item 28 in Article III.
- c. Contract documents: Please be sure to sign, notarize and provide all the required documents in the contract. Failure to do this may be grounds for rejecting your bid. We require 1 original and 3 copies, along with a flash drive. Remember that you need to provide pricing for both the winter and summer contract periods.
- d. Sampling and Analysis: The lab outline in the Appendix details all the analyses we complete for our limed and unlimed sludge. Any additional sampling and analysis required for your proposal will be your responsibility.
- e. Requested Information: Most importantly, please include all the information requested by the contract documents. I won't mention them all, but pay particular attention to Article 1 Section 1.16. "Information to be furnished with the bid." There is a long list of items that we want you to submit to us. They are all equally important, but I'd like to point out a few on the list: Disposal Plan: As we have all seen, landfilling has been challenging the past two years. It is vital that you have contracts set up with multiple facilities and locations for disposal.

Beneficial Use Plan: Please be detailed about your planned options, if you intend to have different uses between the summer and winter contracts, that should be noted.

Sub-bidders/Sub Contractors... Article III, page 21, item 15: All persons involved with land application or tree-trenching Beneficial Use, including without limitation, site supervisors, spreading/equipment operators, and field staff, shall be the Provider's personnel or persons directly remunerated by the Provider by subcontract or otherwise, and all such personnel shall be Provider trained, versed in the applicable Beneficial Use application, and understand all the regulatory aspects of their position. All such personnel shall report to and be under the supervision and control of the Provider or the Provider's subcontractors, and under no circumstances shall the landowner, farm operator, or other third party have the ability or authority to direct or control the activities of such personnel.

- f. Alcosan: Onsite trailer/Supervisor: You are required to have an onsite trailer and supervisor at Alcosan. The onsite supervisor must be here during loading at all times. If one service provider is awarded both the summer and winter contracts, they will be responsible for bringing in their own trailer or renting one. If the contract is awarded to separate vendors, Alcosan will rent a trailer for contractors to use during the entire period. A fee of approximately \$300 would be charged to you.

- g. Tonnage Guarantee: We are committed to providing you with an average of 2500 tons per month, but you should recognize that your monthly volumes could vary drastically. During the past few years, there have been periods where only 1400 wet tons were provided, but on the other end of the spectrum, there were months that we provided 5200 wet tons. Therefore, you need to be prepared for times of high volumes. We are able to give advance warning of incineration shutdowns or maintenance that would require you to handle higher volumes. Unfortunately, it's those unplanned events that usually catch us off guard.
- h. Penalty system (Alcosan and Service Provider): Should Alcosan not provide you with an average of 2500 wet tons per month at the end of the contract period, we will pay you \$25 per wet ton for that shorted amount. As our service provider, a penalty system is in place based on your stated beneficial use rate. For example, if you state on that bid page that you intend to beneficially use 70%, you need to meet that 70% beneficial use rate by the end of the contract period. Note, I said end of the contract period. This gives you some room, in case one particular time period doesn't go according to plan. Should you fall short of your stated beneficial use rate, a \$10 per wet ton fee will be applied.
- i. Bid Evaluation: Article I Section 1.21 describes how we will evaluate your submitted contract documents. All the bids will be evaluated based on the information you provide with your contract documents. Therefore, it is vital that you accurately provide all the requested information on both Bid Pricing Forms. The contracts will be awarded based on price to the most responsible bidder. Don't forget to complete the line item for beneficial use %. If it's not filled out, your bid will be rejected. You need to fill out bid prices - Part 1 AND Part 2 or the bid will be rejected.

5. Questions asked during the meeting:

- Question: What percentage of the previous contract was beneficially used? Answer: 70% in first contract year, 81% in second contract year, and 43% in the third contract year.
- Question: Were the numbers provided earlier, the 29,000/36,000/31,000 wet tons per year the total amount land-applied or total amount provided to contractor? Answer: This was total amount provided per contract year to the contractor.
- Question: Are the bids based on lowest qualified/responsible bidder? Answer: Yes, that is how the bids will be evaluated.
- Question: Are the permits in Ohio in Alcosan's name? Answer: Yes.
- Question: What percentage of the contract was beneficially used in Pennsylvania? Answer: 0%.
- Question: Will an approved list of land applications sites be provided to us? Answer: Yes, we can provide this information. Alcosan staff later responded that you can go to <https://data-oepa.opendata.arcgis.com/datasets/biosolids-application-fields?geometry=-91.803%2C38.712%2C-73.532%2C41.649>
- Question: Can we specify each year how much unlimed sludge we want? Answer: Yes, specify in the bid on how much unlimed sludge you would want to utilize.
- Question: Is the unlimed sludge Class B? Answer: No, unlimed sludge is not Class B.
- Question: For evaluations, will you include the lack of lime addition for unlimed sludge into your cost evaluation? Answer: No.
- Question: What is the current MBE/WBE percentage? Answer: 0%.
- Question: How much unlimed material was produced? Answer: Approximately 1000 wet tons of unlimed material has been hauled out of our facility, mainly as trial loads to processing sites or to landfills out of state that can accept unlimed sludge. At this point there is not a steady program where unlimed sludge is transported from our facility. Remember that Pennsylvania landfills require material to meet Class B standards.
- Question: Can we also have tonnage per month that was taken out vs how much tonnage was produced? Answer: See attachment.

•Question: Will landfills companies be willing to quote prices for a three-year period? Answer: Westmoreland, Republic and Waste Management responded that they should be able to provide pricing for the three-year contract.

These meeting minutes have been prepared by Bob Martire and are Alcosan's interpretation of the discussions that took place. These meeting minutes will stand as the record of the meeting and will be incorporated into Addendum #1 of the 1743 Contract.



Michelle Buys, P.E. Director Env. Compliance

Date 4/27/21



Robert Martire, Residuals Manager

Date 4/27/21

Attachment: 1743 Pre-Bid Agenda
1743 Pre-Bid Attendance Log