



MEMORANDUM

TO: MIRA Policies & Procurement Committee
FROM: John Adams, Committee Chairperson
DATE: May 29, 2020
RE: Notice of Regular Telephonic Meeting

There will be a *regular telephonic* meeting of the **Policies & Procurement Committee** of the Materials Innovation and Recycling Authority's Board of Directors on *Wednesday, June 3, 2020 at 11:00 a.m.*

This meeting is being conducted pursuant to Governor Lamont's Executive Order No. 7B. MIRA offices are presently closed to the public due to the Corona Virus outbreak. Members of the public may attend the meeting telephonically by calling (929) 205-6099, entering meeting 854 7491 7976# and then entering the password 858891# when prompted.

The purpose of this meeting will be:

1. Pledge of Allegiance
2. Public Comment (3 minutes per speaker)
3. Approval of Minutes of the May 6, 2020 Regular Committee Meeting (*Attachment 1*).
4. Review and Recommend Resolution Regarding Repairs to the Watertown Transfer Station Tip Floor (*Attachment 2*).
5. Review and Recommend Resolution Regarding FY2021 Projected Legal Expenditures (*Attachment 3*).
6. Review and Recommend Resolution Regarding an Agreement for Interruptible Contract Waste (*Attachment 4*).
7. Executive Session to discuss pending litigation and pending RFP responses, potential lease of MIRA real estate, trade secrets, personnel matters, security matters, and feasibility estimates and evaluations.
8. Informational
 1. Report on vendors exceeding \$50,000 on cumulative contracts, as required by MIRA's Procurement Policy (*Attachment 5*).

Continued on next page

2. Report on purchases that are considered exceptions to the competitive process pursuant to MIRA's Procurement Policy (*Attachment 6*).
 3. Report on Legal Requests for Services (*Attachment 7*).
 4. Report on Solicitations (*Attachment 8*).
9. Such other items that may properly come before the Committee.

Tab 1

Policies & Procurement Committee
May 6, 2020
Regular Telephonic Meeting Draft Minutes

A Regular Telephonic Meeting of the Policies & Procurement Committee of the Materials Innovation and Recycling Authority was held on May 6, 2020. Present via video or audio conferencing were:

Members Present: John Adams
 Pat Widlitz
 Ed Bailey
 Richard Barlow

MIRA Staff Present: Tom Kirk, President
 Mark Daley, Chief Financial Officer
 Laurie Hunt, Director of Legal Services
 Peter Egan, Director of Operations & Environmental Affairs
 Roger Guzowski, Contract and Procurement Manager
 Tom Gaffey, Director of Recycling & Enforcement
 Dave Bodendorf, Senior Environmental Engineer

Committee Chairman Adams called the meeting to order at 11:00 a.m. and noted that a quorum was present.

1. **PUBLIC COMMENT**

Committee Chairman Adams said the agenda allowed for a public portion in which the Committee would accept written testimony and allow individuals to speak for a limit of three minutes. As there was no one present who wished to address the Committee, the regular meeting commenced.

2. **APPROVAL OF MINUTES OF THE FEBRUARY 5, 2020 REGULAR COMMITTEE MEETING.**

Committee Chairman Adams requested a motion to accept the minutes of the February 5, 2020 Policies and Procurement Committee meeting. The motion to approve the minutes was made by Director Barlow and seconded by Director Widlitz.

The motion to approve the minutes was approved.

3. **REVIEW AND RECOMMEND RESOLUTION REGARDING COOPERATIVE SERVICES AGREEMENT BETWEEN THE MATERIALS INNOVATION AND RECYCLING AUTHORITY AND THE UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICES / WILDLIFE SERVICES**

Committee Chairman Adams requested a motion on the above-referenced item. The motion was made by Director Barlow and seconded by Director Widlitz.

RESOLVED: That the President is hereby authorized to execute an agreement with the United States Department of Agriculture Animal and Plant Health Inspection Services - Wildlife Services, for the control of nuisance birds at the South Meadows Waste Processing Facility, substantially as presented and discussed at this meeting.

The motion previously made and seconded was approved.

4. **REVIEW AND RECOMMEND RESOLUTION REGARDING THE CONNECTICUT SOLID WASTE SYSTEM SOLID WASTE AND RECYCLABLES DELIVERY AGREEMENT (COMMERCIAL HAULER AGREEMENT)**

Committee Chairman Adams requested a motion on the above-referenced item. The motion was made by Director Bailey and seconded by Director Widlitz.

RESOLVED: The President is authorized to enter into revenue contracts with commercial

haulers for the delivery of Acceptable Solid Waste and Acceptable Recyclables to the Connecticut Solid Waste System, substantially as presented and discussed at this meeting.

The motion previously made and seconded was approved.

5. **REVIEW AND RECOMMEND RESOLUTION REGARDING REPAIR OF DAMAGE TO MIRA'S SOLAR ELECTRICITY GENERATING FACILITY AT THE HARTFORD LANDFILL.**

Committee Chairman Adams requested a motion on the above-referenced item. The motion was made by Director Bailey and seconded by Director Widlitz.

RESOLVED: That the President is hereby authorized to issue a Purchase Order to Ameresco, Inc. for the repair of MIRA's Solar Electricity Generating Facility ("Solar EGF") at the Hartford Landfill, substantially as presented and discussed at this meeting.

The motion previously made and seconded was approved.

6. **EXECUTIVE SESSION**

Committee Chairman Adams requested that the following people remain for the Executive Session in addition to the Committee members:

Tom Kirk
Peter Egan
Mark Daley
Laurie Hunt

The Executive Session commenced at 11:20 a.m. and concluded at 11:45 a.m.

The meeting was reconvened at 11:46 a.m.

7. **REVIEW AND RECOMMEND RESOLUTION REGARDING THREE-YEAR LEGALAND/OR BOND COUNSEL SERVICES AGREEMENTS**

Committee Chairman Adams requested a motion on the above-referenced item. The motion was made by Director Widlitz and seconded by Director Barlow.

RESOLVED: That the President is hereby authorized to execute, deliver, and perform on behalf of the Authority, Legal and/or Bond Counsel Services Agreements as were substantially set forth in the Request for Qualifications dated January 6, 2020, for a period of three years commencing on July 1, 2020 and terminating on June 30, 2023, with the law firms listed below. Except for the General Counsel position, all counsel positions will be “on call”.

GENERAL COUNSEL

Halloran & Sage

BOND COUNSEL

Day Pitney

CONSTRUCTION

Halloran & Sage
Carmody Torrance
Robinson & Cole
Updike, Kelly & Spellacy

EMPLOYMENT

Halloran & Sage
Kainen, Escalera
Carmody Torrance
Cohn Birnbaum
Robinson & Cole
Updike, Kelly & Spellacy

ENERGY/PURA

Halloran & Sage
Carmody Torrance
Day Pitney
Robinson & Cole
Updike, Kelly & Spellacy

ENVIRONMENTAL

Halloran & Sage
Carmody Torrance

Cohn Birnbaum
Day Pitney
Robinson & Cole
Updike, Kelly & Spellacy

LITIGATION

Halloran & Sage
Carmody Torrance
Cohn Birnbaum
Day Pitney
Kainen, Escalera
Robinson & Cole
Rosenberg, Whewell, & Hite
Updike, Kelly & Spellacy

REAL ESTATE

Halloran & Sage
Carmody Torrance
Cohn Birnbaum
Robinson & Cole
Updike, Kelly & Spellacy

SOLID WASTE

Halloran & Sage
Carmody Torrance
Cohn Birnbaum
Robinson & Cole
Updike, Kelly & Spellacy

The motion previously made and seconded was approved.

AJOURNMENT

Committee Chairman Adams declared the meeting adjourned at 11:50 a.m.

Respectfully submitted,

Kanchan Arora
Consultant

Tab 2

**RESOLUTION REGARDING REPAIR OF THE
STRUCTURAL TIP FLOOR AT MIRA'S WATERTOWN
TRANSFER STATION**

RESOLVED: That the President is hereby authorized to execute an agreement with Structural Preservation Systems, LLC to repair the structural tip floor at the Watertown Transfer Station, substantially as presented and discussed at this meeting; and

FURTHER RESOLVED: That this project will be funded from the CSWS major maintenance fund.

**Materials Innovation and Recycling Authority
Contract Summary for Contract
Entitled**

Repair of the Structural Tip Floor at MIRA's Watertown Transfer Station

Presented to the CRRA Board on: June 10, 2020

Vendor/ Contractor(s): Structural Preservation Systems, LLC

Effective date: Upon Execution

Contract Type/Subject matter: Public Bid/Construction

Facility (ies) Affected: Watertown Transfer Station

Original Contract: None (this is initial contract)

Term: Upon completion of work. Work will begin on a Friday afternoon and is expected to be complete on the following Monday morning.

Contract Dollar Value: \$88,535

Amendment(s): Not Applicable

Term Extensions: Not Applicable

Scope of Services: Removal and replacement of damaged concrete and rebar within structural tip floor slab, adjacent to the MSW loadout hopper.

Other Pertinent Provisions: None

Materials Innovation and Recycling Authority Repair of the Structural Tip Floor at MIRA's Watertown Transfer Station

Policies and Procurement Committee

June 3, 2020

Executive Summary

The Watertown Transfer Station has been in operation for over 25 years. In 2015, MIRA replaced the portion of the tip floor consisting of a concrete slab on-grade and improved the floor drain system. The area of the tip floor immediately adjacent to the loadout hopper, consisting of a structural slab, was not repaired at that time.

This is to request approval of the CRRA Board of Directors for the President to enter into an agreement with Structural Preservation Systems, LLC ("Structural") for all labor, materials, and incidentals to remove damaged rebar and concrete, and install new rebar and concrete in portions of the structural tip floor slab adjacent to the MSW loadout hopper.

Discussion

The Watertown Transfer Station has been in operation for over 25 years. In 2015, MIRA replaced the portion of the tip floor consisting of a concrete slab on-grade and improved the floor drain system. The area of the tip floor immediately adjacent to the loadout hopper, consisting of a structural slab, was not repaired at that time. Measurements conducted by MIRA in 2019 revealed the structural slab portion of the tip floor, immediately adjacent to the MSW loadout hopper to have lost approximately 40% of its original thickness.

In order to avoid a failure of the structural slab, which would result in a disruption of MIRA's Watertown Transfer Station operation, it is now prudent to make repairs to the structural slab and replace the concrete lost over the previous two decades to restore the structural integrity of the structural slab.

MIRA staff engaged HRP to provide design drawings and specifications, and to assist in the evaluations of proposals.

MIRA issued a RFP for repair of the structural tip floor at MIRA'S Watertown Transfer Station on March 24, 2020. The availability of the RFP was advertised on MIRA's website, and the Connecticut State Contracting Portal. A notice regarding the availability

of the RFP was also emailed to all firms who submitted a proposal last fall when MIRA previously issued an RFP for these services (which was not awarded at that time). Responses to the RFP for repair of the structural tip floor at MIRA'S Watertown Transfer Station were due by April 21, 2020. On April 7 and 9, 2020, MIRA staff hosted site visits to provide prospective proposers an opportunity to inspect the structural slab and work area. Three firms submitted proposals for the work, one of which was submitted two days after the proposal deadline.

CRRA's President identified David Bodendorf, CRRA Senior Environmental Engineer; and Roger Guzowski, CRRA Contracts and Procurement Manager (the "Evaluation Team") to evaluate the Proposals that were received.

Of the two firms that submitted proposals on time, one (Scholar Painting, LLC, or, "Scholar") was found to have submitted a proposal that was administratively incomplete and did not meet the requirements of the technical specifications. MIRA communicated over the phone and through email on multiple occasions with this firm, requesting the missing administrative documentation, and to provide an opportunity to modify its technical approach to the work, but Scholar was non-responsive and failed to provide both the administrative documents and modifications to its technical approach. Therefore, this proposal was dropped from consideration.

The second firm that submitted its proposal on time, Structural, provided a proposal that met the requirements of the technical specifications. Additionally, Structural's proposed project schedule completes all work between Friday afternoon and early Monday morning, resulting in no impact to MIRA's normal transfer station operation. Some administrative documents were not submitted on the proposal deadline, but were provided upon request by MIRA in a timely manner. Structural is one of the largest firms in the nation providing rehabilitation services for concrete structures, with offices located throughout the country, including Cheshire, CT. Structural is No. 42 in Engineering News-Record magazine's list of 600 Specialty Contractors. Structural provided a comprehensive list of similar projects it completed, which included multi-million dollar concrete rehabilitation projects, projects for large government agencies such as the Massachusetts Port Authority, and projects at transfer stations. MIRA staff called three references provided by Structural and left messages requesting a return call, but did not hear back from any. In spite of MIRA's inability to speak with Structural's references, staff is comfortable with Structural's capabilities based on its provided documentation and responsiveness during the review process.

Although submitted two days late, MIRA also reviewed the proposal of the third firm, Infrastructure Repair Services, LLC ("Infrastructure"). MIRA determined that the means and methods proposed by Infrastructure was not in compliance with the technical specifications. Therefore, this proposal was dropped from consideration.

After careful consideration of the information provided in the Proposals, the Evaluation Team recommends that MIRA's Board of Directors authorize the President to sign a contract with Structural Preservation Systems, LLC for repair of the structural tip floor at MIRA's Watertown Transfer Station.

Financial Summary

MIRA will pay Structural Preservation Systems, LLC the not-to-exceed price of \$88,535 out of the approved FY 2020 capital budget and the funds will come from the CSWS major maintenance fund. There are adequate funds in this account to pay for the work.

Tab 3

Recommended **BOARD RESOLUTION REGARDING FY 2021
PROJECTED LEGAL EXPENDITURES**

WHEREAS, MIRA has negotiated three-year Legal Services Agreements with various law firms for the provision of legal services beginning July 1, 2020; and

WHEREAS, MIRA now seeks Board authorization for projected legal expenditures pursuant to said Agreements during Fiscal Year 2021; and

WHEREAS, The Board of Directors has approved Fiscal Year 2021 budgeted legal expenditures in the Authority Budget operating account, the CSWS operating account, the Property Division operating account, and the Landfill Division operating account; and

WHEREAS, MIRA has not previously established a budget, nor identified a funding source, for FY 21 fees and expenses which may be incurred in connection with the initiative known as Resource Rediscovery; and

WHEREAS, MIRA has identified moneys available in the Landfill Division as the source of funds for payment for such Resource Rediscovery-related legal services; and

WHEREAS, Funding is requested at this time from Mid-Connecticut Project reserves not approved through the budget process;

NOW THEREFORE, it is

RESOLVED: That the following amounts be authorized for projected legal fees to be incurred during FY '21:

<u>Firm:</u>	<u>Amount:</u>
Cohn Birnbaum & Shea	15,000
Day Pitney	15,000
Halloran & Sage	400,000
Kainen, Escalera & McHale	20,000

Further RESOLVED: That the President be authorized to expend up to \$3200 from the Mid-Connecticut Post Project Closure Reserve for payment of legal fees incurred in fiscal year 2021 in connection with continuing Mid-Connecticut Project obligations; and

Further RESOLVED: That a budget of \$10,000 be established for payment of FY 21 legal fees and expenses incurred in connection with Resource Rediscovery; that \$10,000 from the Landfill Division be available as the funding source for such budget; and that the President be authorized to expend up to that budgeted amount for payment of such costs; and

Further RESOLVED: That Management shall report the legal expenditures monthly on an accrual basis reconciled to the Authority's general ledger.

Materials Innovation and Recycling Authority
Policies and Procurement Committee

AUTHORIZATION TO PAY FY 2021 PROJECTED LEGAL EXPENDITURES

June 3, 2020

Executive Summary

This is to request that the Committee recommend Board authorization of the payment of FY 2021 projected legal expenditures for the firms, from the sources, and up to the amounts set forth in the attached resolution.

Discussion

The funds requested to be authorized are included in the FY 21 Board-approved legal budgets or in Mid-Connecticut Project reserves, with the exception of funds for the matter known as Resource Rediscovery. When budgets were established last winter, no funds were included for legal fees related to that matter. Consistent with the Board-approved practice followed last year, MIRA recommends that funds available in the Landfill Division continue to be used to pay such costs.

Please note that this initial request for authorization may not include all of the funds designated for legal expenses in FY 21 budgets; some funds are reserved for matters anticipated to arise later during FY 21 and/or for which the choice of appropriate counsel has not yet been determined.

Tab 4

RECOMMENDED DRAFT RESOLUTION FOR MIRA BOARD OF DIRECTORS

**RESOLUTION REGARDING INTERRUPTIBLE CONTRACT WASTE
DELIVERY AGREEMENT FOR DELIVERY OF ACCEPTABLE SOLID
WASTE TO THE CONNECTICUT SOLID WASTE SYSTEM**

RESOLVED: The President is authorized to enter into a revenue contract with the following firms for the delivery of Interruptible Contract Waste to the Connecticut Solid Waste System, substantially as presented and discussed at this meeting:

- Country Transfer LLC

Connecticut Solid Waste System Interruptible Contract Waste Delivery Agreement

CONTRACT SUMMARY

Presented to Board:	June 10, 2020
Counterparty:	Country Transfer LLC (for purposes of this summary “Contractor”)
Contract Type:	Revenue – Interruptible Contract Waste (“ICW”) Delivery Agreement
Facility:	Connecticut Solid Waste System
Revenue:	Up to 26,000 tons at \$76.00/ton.
Term:	Approximately one (1) year period beginning on or after 7/1/2020 – and terminating 6/30/2021
Term Extensions:	None
Delivery Requirement:	<p>Contractor agrees to deliver up to 26,000 tons of Acceptable Solid Waste (final award determination to be made by MIRA management, in negotiation with vendor, after analysis of CSWS RRF performance and capacity), which is referred to as Interruptible Contract Waste. Acceptable Solid Waste delivered under this agreement cannot originate in a Municipality that has a Tier 1 Municipal Services Agreement with MIRA. Delivery requirements of the ICW delivery agreement are distinguished from MIRA’s revised Standard Hauler Agreement as follows:</p> <ul style="list-style-type: none">o MIRA is obligated to provide 48 hours’ notice of an interruption under the ICW delivery agreement. The Standard Hauler Agreement requires 14 calendar days.o The ICW delivery agreement does not provide an option to continue deliveries during an impairment subject to additional Bypass Charges. The Standard Hauler Agreement does.o MIRA is not obligated to use commercially reasonable efforts to overcome any operational constraint under the ICW delivery agreement. It is so obligated under the Standard Hauler Agreement.o The ICW delivery agreement does not provide Contractor the option to resume contracted deliveries upon the conclusion of an impairment (resumption is mandatory). The Standard Hauler Agreement provides hauler the option whether or not to resume deliveries after an impairment.
Put-or-Pay:	The Contractor is subject to quarterly delivery commitments. Failure to meet their quarterly delivery commitment subjects the Contractor to a delivery payment in the amount of \$76/ton, for each ton of waste not delivered.
Delivery Standard:	Acceptable Solid Waste in accordance with Connecticut Solid Waste System Permitting, Disposal & Billing Procedures.

Credit Security:

Guaranty of payment in a form of letter of credit, surety bond or cashier's check in accordance with MIRA's Permitting, Billing and Disposal Procedures.

**Materials Innovation and Recycling Authority
Connecticut Solid Waste System
Interruptible Contract Waste Delivery Agreement**

*Policies and Procurement Committee
June 3, 2020*

Executive Summary

This is to request approval for the President to enter into a contract for delivery of Interruptible Contract Waste during fiscal year 2021. MIRA conducted a public solicitation to secure these tons of acceptable solid waste for delivery to the CSWS RRF during FY2021.

Discussion:

This agreement is to secure up to 26,000 tons of acceptable solid waste for delivery to the MIRA Connecticut Solid Waste System. This acceptable solid waste does not originate in Tier 1 participating municipalities and these tons will not be delivered to the MIRA's system under municipal service agreements or standard hauler agreements. Accordingly, MIRA will contract for delivery of this Interruptible Contract Waste to help ensure that sufficient tons of MSW are delivered to the MIRA Hartford Resource Recovery Facility in Fiscal Year 2021. MIRA's Connecticut Solid Waste System FY2021 budget assumes delivery of contract tons, and these ICW tons comprise those budgeted tons.

Overview of RFP

MIRA issued an RFP for Delivery of Interruptible Contract Waste on April 16, 2020. The RFP was posted on the MIRA website and on the State of Connecticut Department of Administrative Services (DAS) State Contracting Portal website in accordance with MIRA's Procurement Policy.

In addition, notice regarding the availability of this RFP was provided to the following groups of waste haulers and/or facility operators, known to operate MSW transfer stations, provide long-distance transportation of MSW, and/or control significant quantities of MSW which could potentially be directed into the CSWS as Interruptible Contract Waste:

- Haulers with which MIRA currently has had a "large hauler" solid waste and recyclables delivery agreement including: AJ Waste Systems LLC; All Waste, Inc.; All American Waste LLC; CWPM LLC; Dainty Rubbish Service; Hometown Waste, Johns Refuse and Recycling, Paines Inc. USA Hauling and Recycling, Inc.; USA Waste and Recycling, Inc. and Windsor Sanitation.
- Other entities in CT including: Country Disposal Services LLC; DW Transport; Oak Ridge Waste and Recycling of CT; Patterson Enterprises LLC; Tunnel Hill/City Carting; and Willimantic Waste Paper Company, Inc.

- Other entities outside CT including: Austin Environmental Services; Casella Waste; Commonwealth Waste Transportation; Covanta Energy; E.L. Harvey & Sons; Goulet Trucking; Mr. Bults, Inc.; North Atlantic Hauling; Republic Services/Allied Waste Services of MA; Ricelli Enterprises, Inc.; Royal Carting; Waste Management; We Care Companies; Welsh Sanitation; Wheelabrator Technologies; and Whitney Trucking.

Responses to the RFP for Delivery of Interruptible Contract Waste were due by May 14, 2020.

MIRA received Proposals from only one firm:

- Country Transfer LLC.

Management is recommending entering into an agreement with Country Transfer LLC as specified herein.

Financial Summary

If all 26,000 tons are awarded and delivered, the revenues associated with this contract will equal approximately \$1.98 million. This revenue is associated with the Connecticut Solid Waste System operating budget.

Tab 5

Fr: July 01, 2019

To: May 15, 2020



Report on Vendors that have exceeded \$50,000 on Cumulative Contracts

Discussion

The MIRA Procurement Policies and Procedures, effective January 22, 2004, contain a provision requiring that a report be submitted to the appropriate board committee(s) in the event that MIRA enters into multiple contracts or multiple Request for Services ("RFS") with one vendor during one fiscal year, and none of the contracts and/or RFSs individually is in excess of \$50,000.00, but the sum of all contract and/or RFS amounts with that vendor exceeds \$50,000.00 in the aggregate.

This is to report to the Policies and Procurement Committee, pursuant to Section 4.1.3.2.2 (governing contracts) and Section 4.1.4.2 (governing RFSs) of the MIRA Procurement Policies and Procedures, those vendors with which CRRA has established multiple contracts and/or RFSs during a fiscal year, all of which are less than \$50,000.00, but which in the aggregate exceed \$50,000.00 to date.

METTLER TOLEDO INC

PO0013062	6/24/19	FY20 (7/1/2019 – 6/30/2020) TORRINGTON CSWS ALL INCLUSIVE SERVICE /REPA	8,330.40
PO0013062	6/24/19	FY20 (7/1/2019 – 6/30/2020) WATERTOWN CSWS ALL INCLUSIVE SERVICE /REPA	8,330.40
PO0013062	6/24/19	FY20 (7/1/2019 – 6/30/2020) ESSEX CSWS ALL INCLUSIVE SERVICE /REPAIR AND	8,330.40
PO0013062	6/24/19	FY20 (7/1/2019 – 6/30/2020) RRC MURPHY ROAD CSWS ALL INCLUSIVE SERVICE	10,867.92
PO0013392	12/3/19	FY20 - 1 YEAR OF SCALE SOFTWARE MAINTENANCE AGREEMENT (DEC 2019-N	15,983.00
			51,842.12

TRC ENVIRONMENTAL CORP

PO0013218	8/5/19	FY20 PERFORM ODOR HOTLINE RESPONSE FOR WPF AS OUTLINED IN THE RF	33,000.00
PO0013235	8/5/19	FY20 - EMISSION TESTING AT THE SOUTH MEADOW STATION JET TURBINE FAC	34,000.00
			67,000.00

USA HAULING & RECYCLING

PO0013223	8/5/19	FY20 CSWS JULY 2019 NONPROCESSIBLE WASTE TRANSPORTATION AND DISP	36,000.00
PO0013316	9/30/19	FY20 AUGUST, SEPTEMBER AND OCTOBER CSWS NON-PROCESSIBLE WASTE	12,500.00
PO0013417	12/17/19	FY20 CSWS NOVEMBER, DECEMBER AND JANUARY NONPROCESSIBLE WASTE	12,500.00
PO0013635	4/14/20	FY20 CSWS NONPROCESSIBLE WASTE TRANSPORTATION AND DISPOSAL SER	14,621.63
			75,621.63

WATERTOWN TOWN OF

PO0013059	6/19/19	FY20 CSWS WATERTOWN TRANSFER STATION HOST COMMUNITY BENEFIT FEI	33,000.00
PO0013443	1/8/20	FY20 CSWS CY2019 Q4 WATERTOWN TS HOST COMMUNITY BENEFIT PAYMENT	7,725.11
PO0013542	3/11/20	FY20 FINAL MID-CONNECTICUT DISTRIBUTION	40,623.62
PO0013627	4/14/20	FY20 CSWS 3RD QUARTER WATERTOWN TS HOST COMMUNITY BENEFIT. CON	7,388.18
			88,736.91

Tab 6

Report on Exceptions to the Competitive Process

Discussion

The MIRA Procurement Policies and Procedures, effective January 22, 2004, contain a provision exempting certain purchases from the competitive process; these exceptions are listed in Section 3.1.2 of the Policy.

Section 3.1.3 of the Procurement Policies and Procedures, Making and Reporting an Exception, requires that a purchase that is not conducted pursuant to the competitive process be reported as soon as practicable to the Policy and Procurement Committee, and the full Board of Directors.

This is to serve as the report required by section 3.1.3 of the Procurement Policies and Procedures. The following table provides a summary of this information.

Comp 2		Comp 2 - State Contract (DAS, DEEP, DOT, BEST)		
<u>Date</u>	<u>PO Number</u>	<u>Description</u>	<u>QTY</u>	
4/21/20	PO0013631	FY 20 PROVIDE LABOR AND MATERIALS TO REMOVE AND REPLACE STORAGE ROOM OVERHEAD DOOR BOTTOM GASKET WHICH LEAKING WATER INTO BOARDROOM CARPET. PRICING PER ST OF CT CONTRACT #19PSX0111 NOT TO EXCEED \$700.00	700.00	OVERHEAD DOOR COMPANY OF HARTFORD IN
4/29/20	PO0013652	FY20 SAFETY GLASSES PR ITEM # 52YP37 QTY 6 @ \$6.92 AND 5JE26 QTY 12 @ \$2.31 ~ DAS STATE CONTRACT # 19PSX0104	69.24	GRAINGER
4/29/20	PO0013652	FY20 CAR WASH FOR POOL VEHICLES PR ITEM # 48HN72 QTY 2 @ \$8.98 ~ DAS STATE CONTRACT # 19PSX0104	17.96	GRAINGER
5/4/20	PO0013657	FY20 THE WALL STREET JOURNAL FOR ONE YEAR FOR THOMAS D. KIRK	483.00	WALL STREET JOURNAL (SUBSC)
			1,270.20	

INSUR		Insurance Requirements		
<u>Date</u>	<u>PO Number</u>	<u>Description</u>	<u>QTY</u>	
4/20/20	PO0013643	FY20 PROPERTY INSURANCE DOWNPAYMENT EFF 4/1/20 - AUTHORITY BUDGET	2,619.77	BEECHER CARLSON INSURANCE SERVICES, LI
4/20/20	PO0013643	FY20 PROPERTY INSURANCE DOWNPAYMENT EFF 4/1/20 - PROPERTY DIVISION	47,679.98	BEECHER CARLSON INSURANCE SERVICES, LI
4/20/20	PO0013643	FY20 PROPERTY INSURANCE DOWNPAYMENT EFF 4/1/20 - CSWS	211,678.09	BEECHER CARLSON INSURANCE SERVICES, LI
4/24/20	PO0013658	FY20 PROPERTY INSURANCE EFF 4/1/20 AUTH INSTALLMENT 2 - AUTHORITY	2,485.93	IPFS CORPORATION
4/24/20	PO0013658	FY20 PROPERTY INSURANCE EFF 4/1/20 PROP INSTALLMENT 2 - PROPERTY DIVISION	45,243.89	IPFS CORPORATION
4/24/20	PO0013658	FY20 PROPERTY INSURANCE EFF 4/1/20 CSWS INSTALLMENT 2- CSWS	200,862.97	IPFS CORPORATION
4/24/20	PO0013644	FY20 PROPERTY INSURANCE FIRST INSTALLMENT EFF 4/1/20 - AUTH	2,485.93	BEECHER CARLSON INSURANCE SERVICES, LI

4/24/20	PO0013644	FY20 PROPERTY INSURANCE FIRST INSTALLMENT EFF 4/1/20 - PROPERTY	45,243.89	BEECHER CARLSON INSURANCE SERVICES, LI
4/24/20	PO0013644	FY20 PROPERTY INSURANCE FIRST INSTALLMENT EFF 4/1/20 - CSWS	200,862.97	BEECHER CARLSON INSURANCE SERVICES, LI
			759,163.42	

NC3 NC-mandated by law (permit, regulation, statute)

<u>Date</u>	<u>PO Number</u>	<u>Description</u>	<u>QTY</u>	
5/8/20	PO0013667	FY20 CSWS PARTIAL APRIL, MAY AND JUNE SOLID WASTE AND RECYCLING ASSESSMENT (DIOXIN TAX). BASED ON 50,000 TONS/MONTH FOR MAY AND JUNE TIMES \$1.50 PER TON AND \$26,197 FOR THE REMAINDER OF APRIL.	176,197.00	CT ST OF COMM REVENUE SERVICES
			176,197.00	

NC4A NC-special capability or experience

<u>Date</u>	<u>PO Number</u>	<u>Description</u>	<u>QTY</u>	
4/20/20	PO0013633	FY20 SCALE TICKETS - 6 X 6 1/2 - 4 PART PIN FEED PRINTED TWO COLOR PRINTING (PMS 348 GREEN AND RED NUMBERING) ON 4-PLY CARBON (WHITE, YELLOW, PINK AND BLUE). ALL PARTS PRINT ALIKE - NUMBERED STARTING WITH 22309000	4,750.00	SIR SPEEDY PRINTING BLOOMFIELD
5/1/20	PO0013654	FY20 - SHELL FUEL CARD (WEX BANK) CHARGES FOR FACILITIES MNGR AND ENFORCEMENT VEHICLE - 4TH OF YEAR - FOR APPROX 3 MONTHS	2,370.00	WEX BANK
			7,120.00	

NC8 NC-small purchase <\$2500 (explain)

<u>Date</u>	<u>PO Number</u>	<u>Description</u>	<u>QTY</u>	
4/16/20	PO0013636	FY20 - 2 LAPTOPS. ORDERED FOR STAFF TO ACCESS WORK FROM HOME	2,152.44	CDW GOVERNMENT INC
4/30/20	PO0013659	FY20 - GRADING BOOOKS 8.5" x 5 3/4" 4-PART NCR BLANK INK AND RED NUMBERING (200 BOOKS OF 25 4-PART SETS PER BOOK). PRICE INCLUDES 200 BOOKS AT 7.17 EACH PLUS 22.50 SETUP CHARGE	1,456.50	SIR SPEEDY PRINTING BLOOMFIELD
5/4/20	PO0013660	FY20 4TH QTR CSWS RENTAL OF WATER FILTER MECHANISM FOR 211 MURPHY ROAD, HARTFORD	15.00	CRYSTAL ROCK, LLC
5/5/20	PO0013661	FY20 - WEB HOSTING 3 MONTHS (May-Jul 2020)	60.00	WALKER GROUP, THE
			3,683.94	

NC9 NC-Market Driven Purchase

<u>Date</u>	<u>PO Number</u>	<u>Description</u>	<u>QTY</u>	
4/23/20	PO0013653	FY20 - CONTRACT ROUTING - FY20 HAULER AGREEMENT FOR GORILLA DUMPSTER RENTALS LLC - NEW HAULER	0.00	CONTRACT ROUTING - INTERNAL ONLY
			0.00	

Grand Total: 947,434.56

Tab 7

FISCAL YEAR 2020 LEGAL REQUEST FOR SERVICES

FOR PERIOD ENDING 4/30/2020

LEGAL FIRM	Matter	Board Approval	PO Number	PO Amount	FY20 expenses paid from FY20 PO	FY19 expenses paid from FY20 PO	FY20 accrued estimates	FY19 expenses Paid from FY19 PO (not accrued in FY19)	FY19 over/under accrual, Refunds received etc	Total per General ledger
Cohn Birnbaum & Shea	South Meadows Exit Strategy		PO 0013234	\$ 5,000	\$ 2,449	\$ 923		\$ 1,349	\$ (2,500)	\$ 872
	Ellington								\$ (1,349)	\$ -
Total Cohn Birnbaum & Shea		\$25,000.00		\$ 5,000	\$ 2,449	\$ 923		\$ -	\$ (2,500)	\$ 872
Day Pitney	NPDES Permitting Support			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Total Day Pitney		\$15,000.00		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Halloran & Sage	GC - Authority Budget		PO 0013227	\$ 25,000	\$ 7,610		\$ 2,594			\$ 10,203
	Property Division		PO 0013230	\$ 10,000						\$ -
	CSWS *		PO 0013229	\$ 75,000	\$ 75,000				\$ (1,894)	\$ 73,107
			PO 0013302	\$ 100,000	\$ 99,259					\$ 99,259
			PO 0013645	\$ 100,000	\$ 14,150		\$ 1,369			\$ 15,519
	FCR		PO 0013421	\$ 60,000	\$ 60,000					\$ 60,000
			PO 0013499	\$ 200,000	\$ 200,000					\$ 200,000
			PO 0013662	\$ 145,000	\$ 9,412		\$ 88,770			\$ 98,182
	Resource rediscovery		PO 0013228	\$ 100,000	\$ 100,000				\$ 1,721	\$ 101,721
			PO 0013498	\$ 100,000	\$ 46,077		\$ 1,568			\$ 47,644
			PO 0013226	\$ 5,000	\$ 3,192					\$ 3,192
	Landfill Division		PO 0013655	\$ 2,200	\$ 2,166					\$ 2,166
	MidCT									
Beginning Halloran & Sage	inc 1/15/20 \$500K	\$925,000.00		\$ 922,200	\$ 614,699	\$ -	\$ 94,300	\$ -	\$ (173)	\$ 710,992
Kainen, Escalera & McHale	Employment		PO 0013233	\$ 10,000	\$ 1,388					\$ 1,388
Total Kainen, Escalera & McHale		\$25,000.00		\$ 10,000	\$ 1,388	\$ -	\$ -	\$ -	\$ -	\$ 1,388
Melick & Porter	Tremont									\$ -
										\$ -
Total Melick & Porter				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS:		\$990,000.00		\$ 937,200	\$ 618,535	\$ 923	\$ 94,300	\$ -	\$ (2,673)	\$ 713,251

Agrees with Gen ledger

* Break down
 FCR RFS - 10/10/19 \$60,000
 FCR RFS - 1/24/20 \$200,000
 Resource Rediscovery RFS - 7/11/19 \$100,000
 Resource Rediscovery RFS - 1/24/20 \$100,000
 CSWS RFS - 7/11/19 \$75,000
 CSWS RFS - 10/10/19 \$100,000
 CSWS RFS - 1/24/20 \$100,000

Tab 8



INFORMATION REGARDING UPCOMING SOLICITATIONS

RFP/B/Q expected to be issued prior to June 30, 2020

- RFP for O&M of the CSWS Recycling Facility (MIRA has exercised its option to renew for final additional 1-year renewal period from 7/1/2020 through 6/30/2021)
- Related to the recycling facility RFP, the existing Access and Scale Use Agreement with Murphy Road Realty, LLC expires by March 31, 2021. Upon mutual agreement of the parties, can be extended for two separate 1-year periods (through 6/30/2023). This agreement can be terminated by either party if MIRA does not exercise its option to renew the Agreement for O&M and Commodity Marketing Services at CSWS Recycling Facility. A longer term solution is desired given relationship between this agreement and the CSWS Recycling Facility.
- RFP for Replacement of Truck Scale at CSWS WPF (RFP this spring for work to be done in FY21)

RFP/B/Q for which responses have been received and are being reviewed by MIRA

- New One-year solid waste and recyclables delivery agreements (execution copies of agreements have been sent to haulers for FY2021 – awaiting return of signed agreements and any tonnage revision requests from haulers)

New RFB/P/Q of note in FY2021

- Renewal term for Agreement for Metals Recovery and Marketing Services. (MIRA has exercised final option to extend through 6/30/2021. After end of this extension period, the vendor has notified MIRA that they will no longer be providing this service)
- RFP for Insurance Broker (existing agreement expires December 30, 2020)
- RFP for Independent Auditing Services Agreement For Fiscal Years 2021, 2022 And 2023 Audits (existing agreement expires March 31, 2021)
- RFP for Billboard Licensing Agreement at RRF (existing agreement expires July 31, 2021).
- RFP for Air Emissions Testing at the PBF (existing agreement expires March 31, 2021)
- RFQ for HR Consulting and Staffing Services (existing agreements expire June 30, 2021).
- RFQ for Commercial And Industrial Real Estate Services (existing agreements expire June 30, 2021)

Options, extensions and/or termination provisions of note after FY2021

- Renewal term of O&M Agreement for RRF with NAES (base term expired 6/30/16 – extends annually each year for 10 successive 1-year extension periods unless MIRA sends notice to opt out [through 6/30/2026])

- Renewal term of O&M Agreement for Jet Turbine Facility with NAES (base term expired 6/30/16 – extends annually each year for 10 successive 1-year extension periods unless MIRA sends notice to opt out [through 6/30/2026])
- Early termination provision in Agreements for Waste Transportation and Transfer Station O&M Services (term expires 6/30/2023 – provision in contract term allows for early termination, effective 7/1/2019, if certain unrecovered capital investment payments are made).
- Agreement for Transportation and Disposal of Ash Residue From The CSWS Resource Recovery Facility expires June 30, 2024
- Base term of MIRA headquarters lease at 200 Corporate Place expires April 30, 2023. MIRA has option to extend for two separate 3-year periods (through 4/30/2029).