



MEMORANDUM

TO: MIRA Policies & Procurement Committee
FROM: John Adams, Committee Chairperson
DATE: December 3, 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, December 9, 2020 at 11:00 a.m.*

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 ID 851 4111 1835# and then entering the password 550734# 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 November 6, 2020 Regular Committee Meeting (*Attachment 1*).
4. Committee Action for a Resolution Regarding a Revision to the Minutes of the Policies and Procurement Committee Meeting Conducted on May 6, 2020 (*Attachment 2*).
5. Informational
 1. Report on vendors exceeding \$50,000 on cumulative contracts, as required by MIRA's Procurement Policy (*Attachment 3*).
 2. Report on purchases that are considered exceptions to the competitive process pursuant to MIRA's Procurement Policy (*Attachment 4*).
 3. Report on Legal Requests for Services (*Attachment 5*).
 4. Report on Solicitations (*Attachment 6*).
6. Such other items that may properly come before the Committee.

TAB 1

Policies & Procurement Committee
November 6, 2020
Special Telephonic Meeting Draft Minutes

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

Members Present: John Adams
 Robert Barlow
 Ed Bailey

MIRA Staff Present: Tom Kirk, President
 Laurie Hunt, Director of Legal Services
 Peter Egan, Director of Operations & Environmental Affairs
 Roger Guzowski, Contract & Procurement Manager

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 OCTOBER 7, 2020 REGULAR COMMITTEE MEETING.

Committee Chairman Adams requested a motion to accept the minutes of the October 7, 2020 Policies and Procurement Committee meeting. The motion to approve the minutes was made by Director Bailey and seconded by Director Barlow.

The motion to accept the minutes was approved.

3. REVIEW AND RECOMMEND RESOLUTION REGARDING ADDITIONAL PROJECTED LEGAL EXPENDITURES

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

WHEREAS, MIRA has entered into Legal Services Agreements with various law firms to perform legal services; and

WHEREAS, the Board of Directors has previously authorized certain amounts for payment of fiscal year 2021 projected legal fees; and

WHEREAS, MIRA expects to incur greater than authorized legal expenses related to several matters with its general counsel;

NOW THEREFORE, it is RESOLVED: That the following additional amount be authorized for payment of projected legal fees and costs to be incurred during fiscal year 2021:

<u>Firm:</u>	<u>Amount:</u>
Halloran & Sage	\$300,000

The motion previously made and seconded was approved.

AJOURNMENT

Committee Chairman Adams requested a motion to adjourn the meeting. The motion made by Director Bailey and seconded by Director Barlow was approved.

The meeting was adjourned at 11:10 a.m.

Respectfully submitted,

Kanchan Arora
Consultant

TAB 2

RESOLUTION REGARDING AMENDMENT TO MINUTES OF THE MAY 6, 2020, POLICIES AND
PROCUREMENT COMMITTEE MEETING

RESOLVED: That the Minutes of the May 6, 2020 Policies and Procurement Committee Meeting be, and they hereby are, amended as set forth below.

The following is inserted immediately following the heading EXECUTIVE SESSION:

Committee Chairman Adams requested a motion to enter into Executive Session to discuss pending responses to MIRA's Request for Qualifications for Legal and/or Bond Counsel Services, pursuant to C.G.S. Section 1-210(b)(24).

TAB 3

Fr: July 01, 2020

To: November 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.

NONE

TAB 4



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 and 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>	
11/2/20	PO0014023	FY21 PD 171 MURPHY ROAD BOILER SYSTEM WILL NOT FIRE, WINTER START-UP, TROUBLESHOOT, SERVICE AND REPAIR BOILER AS NEEDED AND ANY OTHER HEATING AND PLUMBING ISSUES IN THAT BUILDING NOT TO EXCEED \$500.00 NOT TO EXCEED PER DAS CONTRACT# 19PSX0002	500.00	CENTRAL MECHANICAL SERVICES, LLC
			<u>500.00</u>	

INSUR Insurance Requirements

<u>Date</u>	<u>PO Number</u>	<u>Description</u>	<u>QTY</u>	
10/20/20	PO0014013	FY21 - MEDICAL BENEFITS 10/1/20 - 6/30/21 - GENERAL FUND	150,000.00	ANTHEM BCBS OF CT
10/20/20	PO0014013	FY21 - MEDICAL BENEFITS 10/1/20 - 6/30/21 - PROPERTY DIVISION	10,000.00	ANTHEM BCBS OF CT
10/20/20	PO0014013	FY21 - MEDICAL BENEFITS 10/1/20 - 6/30/21 - CSWS	168,000.00	ANTHEM BCBS OF CT
			<u>328,000.00</u>	

NC2 NC-proprietary,patent,intellectual property rights

<u>Date</u>	<u>PO Number</u>	<u>Description</u>	<u>QTY</u>	
10/20/20	PO0014012	FY2021 - LANDFILL DIVISION - HARTFORD LANDFILL - ANNUAL FEE FOR MONITORING HARDWARE, SOFTWARE, CELL SERVICE, NEW CELL MODEM, AND WEB BASED DASHBOARD FOR HARTFORD LANDFILL SOLAR EGF	2,297.00	ALSO ENERGY, INC.
			<u>2,297.00</u>	

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

<u>Date</u>	<u>PO Number</u>	<u>Description</u>	<u>QTY</u>	
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11/3/20	PO0014027	FY21 - CT-DEEP ANNUAL REGISTRATION FEE FOR RADIOACTIVE SOURCES AT THE POWER BLOCK FACILITY.	200.00	CT ST OF DEEP
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200.00

NC4A NC-special capability or experience

<u>Date</u>	<u>PO Number</u>	<u>Description</u>	<u>QTY</u>	
11/2/20	PO0014026	FY21 ADP PAYROLL AND TAX FEES FOR 2ND QTR 10//01/2020-12/31/20 - NO CONTRACT	3,500.00	ADP LLC

3,500.00

NC6 NC-competitive market does not exist

<u>Date</u>	<u>PO Number</u>	<u>Description</u>	<u>QTY</u>	
11/12/20	PO0014041	FY21 AMERICAN EXPRESS INVOICE FOR TRAINING RELATED TO ENERGY MARKETS	500.00	AMERICAN EXPRESS TRAVEL MGMT SERVICE

500.00

NC7 NC- MSA, PILOT, or other similar agreement

<u>Date</u>	<u>PO Number</u>	<u>Description</u>	<u>QTY</u>	
10/21/20	PO0014017	FY21 ESSEX TS HOST COMMUNITY BENEFIT. (MONIES NEEDED TO COMPLETE Q1 PAYMENT), CONTRACT NO 134120.	3,621.78	ESSEX, TOWN OF

3,621.78

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

<u>Date</u>	<u>PO Number</u>	<u>Description</u>	<u>QTY</u>	
10/21/20	PO0014018	FY21 3RD QTR CSWS RENTAL OF WATER FILTER MECHANICISM FOR 211 MURPHY ROAD, HARTFORD	18.00	CRYSTAL ROCK, LLC
11/4/20	PO0014028	FY21 NERC MEMBERSHIP FOR 2021 FOR MIRA	500.00	NORTHEAST RECYCLING COUNCIL
11/4/20	PO0014029	FY21 ANNUAL SUBSCRIPTION TO THE LAW TRIBUNE	604.10	LAW TRIBUNE, THE - SUB

1,122.10

NC9 NC-Market Driven Purchase

<u>Date</u>	<u>PO Number</u>	<u>Description</u>	<u>QTY</u>	
10/27/20	PO0014021	FY21 - ROUTING OF ONE YEAR SMALL HAULER WASTE AND RECYCLING DELIVERY CONTRACT WITH CTDUMPSTERNOW.COM LLC FOR FY2021	0.00	CONTRACT ROUTING - INTERNAL ONLY

0.00

Grand Total: 339,740.88

TAB 5

FISCAL YEAR 2021 LEGAL REQUEST FOR SERVICES
FOR PERIOD ENDING 10/31/2020

LEGAL FIRM	Matter	Board Approval	PO Number	PO Amount	FY21 expenses paid from FY21 PO	FY20 expenses paid from FY21 PO	FY21 accrued estimates	FY20 expenses Paid from FY20 PO (not accrued in FY20)	FY20 over/under accrual, Refunds received etc	Total per General Ledger
Cohn Birnbaum & Shea	South Meadows Exit Strategy		PO#13960	\$ 3,200	\$ 107					\$ 107
Total Cohn Birnbaum & Shea	Hillington	\$15,000.00		\$ 3,200	\$ 107		\$ -	\$ -		\$ 107
Day Pitney	NPDIS Permitting Support									
Total Day Pitney		\$15,000.00		\$ -	\$ -		\$ -	\$ -		\$ -
Halloran & Sage	CC - Authority Budget Property Division CSWS		PO#13975 PO#13976 PO#13977	\$ 25,000 \$ 5,000 \$ 25,000	\$ 8,113 \$ - \$ 19,236		\$ 590 \$ - \$ 19,558	\$ - \$ - \$ -	\$ (8) \$ - \$ -	\$ 8,695 \$ - \$ 39,294
	HCR		PO#13978	\$ 200,000	\$ 236,779		\$ 147,061			\$ 383,839
	Resource rediscovery			\$ 10,000			\$ -		\$ (316)	\$ (316)
	Landfill Division		PO#13974	\$ 5,000						\$ -
	MdCT			\$ 270,000	\$ 264,627		\$ 167,209	\$ -	\$ (324)	\$ 431,512
Beginning Halloran & Sage		\$400,000.00								
Kainor, Escalera & McHale	Employment		PO#14010	\$ 10,000	\$ 2,213					\$ 2,213
Total Kainor, Escalera & McHale	Trumpet	\$20,000.00		\$ 10,000	\$ 2,213		\$ -	\$ -		\$ 2,213
Metlick & Porter										
Total Metlick & Porter				\$ -	\$ -		\$ -	\$ -		\$ -
TOTALS:		\$450,000.00		\$ 283,200	\$ 266,946		\$ 167,209	\$ -	\$ (324)	\$ 433,831

Agrees with Gen Ledger

TAB 6



INFORMATION REGARDING UPCOMING SOLICITATIONS

RFP/B/Q which have been issued for which MIRA is awaiting responses

- RFP for Transportation, Recycling And/Or Disposal Of Connecticut Solid Waste System Metals (MIRA has exercised final option to extend existing Agreement for Metals Recovery and Marketing Services through 6/30/2021. After end of this extension period, the vendor has notified MIRA that they will no longer be providing recycling services for the pre-combustion ferrous metals).
- RFP for Outdoor Advertising On MIRA Property (existing Billboard Licensing Agreement expires July 31, 2021)
- RFP for Independent Auditing Services Agreement For Fiscal Years 2021, 2022 And 2023 Audits (existing agreement expires March 31, 2021)

RFP/B/Q for which proposals have been received and are being evaluated

- RFP for O&M of the CSWS Recycling Facility (existing agreement for these services expires 6/30/2021)
- RFP for Brokerage of Recycled Commodities from the CSWS Recycling Facility (existing agreement for these services expires 6/30/2021)

RFP/B/Q expected to be issued this winter (FY2021)

- RFP For Relocation Of The Truck Scale At The Connecticut Solid Waste System Recycling Facility (Related to the recycling facility RFP, the existing Access and Scale Use Agreement with Murphy Road Realty, LLC expires by June 30, 2021. Upon mutual agreement of the parties, can be extended for two separate 1-year periods (through 6/30/2023). Without a longer term Access and Scale Use Agreement, relocation of the scale on MIRA property will be required).
- RFP for Air Emissions Testing at the PBF (existing agreement expires March 31, 2021)

RFP/B/Q expected to be issued this spring (FY2021)

- 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)
- New solid waste and recyclables delivery agreements with waste haulers (existing contracts expire June 30, 2021)
- RFP for operation, maintenance and optional redevelopment of the CSWS transfer stations effective July 1, 2022
- RFP for operation, maintenance and optional redevelopment of the CSWS Waste to Energy Facility as a transfer station effective July 1, 2022

- RFP for the transportation and disposal of CSWS Municipal Solid Waste effective July 1, 2022
- RFP for the transportation of CSWS Single Stream Recycling effective July 1, 2022

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).