



MEMORANDUM

TO: MIRA Policies & Procurement Committee
FROM: Edmond Mone, Committee Chairperson
DATE: February 24, 2022
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, March 2, 2022 at 11:00 a.m.*

Members of the public may attend the meeting in person in the board room at MIRA headquarters (masks required), or may attend the meeting telephonically by calling (929) 205-6099, entering meeting ID 875 3194 5235, and entering Passcode: 911850 # 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 February 9, 2022 Regular Committee Meeting (*Attachment 1*).
4. Update and Discussion regarding MIRA's RFP to purchase and install load-out scales at MIRA's Essex, Torrington, and Watertown Transfer Stations.
5. Informational
 1. Report on vendors exceeding \$50,000 on cumulative contracts, as required by MIRA's Procurement Policy (*Attachment 2*).
 2. Report on purchases that are considered exceptions to the competitive process pursuant to MIRA's Procurement Policy (*Attachment 3*).
 3. Report on Legal Requests for Services (*Attachment 4*).
 4. Report on Solicitations (*Attachment 5*).
6. Such other items that may properly come before the Committee.

TAB 1

Policies & Procurement Committee
February 9, 2022
Meeting Minutes

A Regular Meeting of the Policies & Procurement Committee of the Materials Innovation and Recycling Authority was held on February 9, 2022. Present via video or audio conferencing were:

Members Present: Ed Mone
 Dave Steuber
 Rich Soderman

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

Committee Chairman Mone called the meeting to order at 11:00 a.m. and determined that a quorum was present. He noted that there were no members of the public who wished to address the Committee, and proceeded with the agenda.

1. APPROVAL OF MINUTES OF THE SEPTEMBER 1, 2021 COMMITTEE MEETING.

Committee Chairman Mone requested that a staff member attest to the accuracy of the Sept. 1, 2021 minutes, since none of the current Committee members were present at the meeting. President Kirk said that he could so attest. Committee Chairman Mone requested a motion to accept the minutes of the September 1, 2021 Policies and Procurement Committee meeting based on the President's attestation. The motion to accept the minutes was made by Director Soderman and seconded by Director Steuber.

The motion to accept the minutes was approved.

4. **RESOLUTION REGARDING APPROVAL OF AN EXTENSION TO THE POWER PRODUCTS MANAGEMENT SERVICES AGREEMENT WITH NEXTERA ENERGY MARKETING, LLC.**

Committee Chairman Mone requested a motion on the above-referenced item. The motion was made by Director Soderman and seconded by Director Steuber.

RESOLVED: That the President is authorized to execute an extension to the Power Products Management Services Agreement with Nextera Energy Marketing, LLC, substantially as discussed and presented at this meeting.

The motion previously made and seconded was approved.

5. **INFORMATIONAL REPORTS.**

The Committee reviewed the Informational Reports included in the meeting package, with input and explanations from staff.

6. **ADJOURNMENT.**

Committee Chairman Mone requested a Motion to Adjourn. The motion was made by Director Steuber, seconded by Director Soderman, and unanimously approved. The meeting adjourned at 11:51 a.m.

TAB 2

Fr: July 01, 2021

To: February 15, 2022



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.

CT ST OF DEEP

PO0014353	5/13/21	FY22 ANNUAL CTDEEP PERMIT FEE FOR SOLID WASTE PERMIT FOR ESSEX TRANSFER STATION	800.00
PO0014353	5/13/21	FY22 ANNUAL CTDEEP PERMIT FEE FOR SOLID WASTE PERMIT FOR TORRINGTON TRANSFER STATION	800.00
PO0014353	5/13/21	FY22 ANNUAL CTDEEP PERMIT FEE FOR SOLID WASTE PERMIT FOR WATERTOWN TRANSFER STATION	800.00
PO0014353	5/13/21	FY22 ANNUAL CTDEEP PERMIT FEE FOR SOLID WASTE PERMIT FOR ELLINGTON TRANSFER STATION	2,500.00
PO0014353	5/13/21	FY22 ANNUAL CTDEEP PERMIT FEE FOR SOLID WASTE PERMIT FOR CSWS REGIONAL RECYCLING CENTER	3,250.00
PO0014353	5/13/21	FY22 ANNUAL CTDEEP PERMIT FEE FOR SOLID WASTE PERMIT TO OPERATE FOR CSWS RESOURCE RECOVERY FACILITY	4,375.00
PO0014353	5/13/21	FY22 ANNUAL CTDEEP PERMIT FEE FOR PRETREATMENT PERMIT FOR CSWS RESOURCE RECOVERY FACILITY	11,511.88
PO0014353	5/13/21	FY22 ANNUAL CTDEEP PERMIT FEE FOR NPDES PERMIT FOR SURFACE WATER DISCHARGE FOR CSWS RESOURCE RECOVERY	16,850.00
PO0014599	8/25/21	FY22 - APPLICATION FEE FOR A "PERMITTEE INITIATED MODIFICATION" APPLICATION TO MODIFY SOLID WASTE PERMIT NO.	30,250.00
PO0014734	12/3/21	FY22 - CT-DEEP ANNUAL REGISTRATION FEE FOR RADIOACTIVE SOURCES AT THE POWER BLOCK FACILITY.	200.00
			71,336.88

TAB 3



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>	
1/21/22	PO0014806	FY22 PO # 3 FOR MURPHY RD AND ALL SURROUNDING AREAS FOR LITTER PATROLS APPROXIMATELY 18 LITTER PATROLS PER MONTH @ \$43.20 = \$777.60 PER MONTH X 3 MONTHS 1/1/2022 THROUGH APPROXIMATELY 3/31/2022 = \$2332.80 NOT TO EXCEED \$2400.00 TO COVER LITTER REMOVAL FOR FY 22 STATE OF CT. CONTRACT PER PUBLIC ACT 77-405	2,400.00	CT COMMUNITY NON PROFIT ALLIANCE, INC.
1/25/22	PO0014809	FY22 QUANTITY OF (1) CASE OF 6...1 GALLON CONTAINERS (6) OF WINDSHIELD WASHER FLUID @ \$4.32 x 6 = \$25.92 ~ DAS STATE CONTRACT # 19PSX0104	25.92	GRAINGER
1/25/22	PO0014810	FY22 QUANTITY OF (3) FLOURESCENT LAMPS @ \$4.60 EACH X QUANTITY 3 = \$13.80 ~ QUANTITY 1 CAN OF WD-40 @ \$11.39 TOTAL OF ORDER FOR 3 LAMPS AND 1 CAN WD 40 = \$25.19 DAS STATE CONTRACT # 19PSX0104	25.19	GRAINGER
1/26/22	PO0014811	FY22 RECYCLE PO # 2 NOTE THAT PO# 1 IS NEARLY EXHAUSTED OF FUNDS WITH ADDITIONAL INVOICES PENDING MURPHY ROAD QUARTERLY FIRE SPRINKLER TESTING AND INSPECTIONS @ \$350.00 PER QUARTER REMAINING FUNDS FOR REPAIRS/MATERIALS AS NEEDED PER ST OF CT. CONTRACT # 18PSX0004	2,500.00	HARTFORD SPRINKLER CO INC
2/4/22	PO0014827	FY22 CSWS RECYCLE PO # 1 FOR PLUMBING REPAIRS AS NEEDED AT MID CT OFFICES 211 MURPHY ROAD NOT TO EXCEED \$500.00 PER STATE OF CT CONTRACT #19PSX0002	500.00	CENTRAL MECHANICAL SERVICES, LLC
2/8/22	PO0014830	FY22 - HEADQUARTERS COPY PAPER STATE NO. 18PSX0032	500.00	W B MASON CO INC
2/8/22	PO0014831	FY22 MARCH - JUNE 2022 RECORD MANAGEMENT MONTHLY FEES, CONTRACT #12PSX0085 (APPROX \$538/MO	2,152.00	WILLIAM B. MEYER, INC.
2/11/22	PO0014833	FY22 QUANTITY OF (2) BOXES GARBAGE BAGS @ 58.97 EACH X 2 = \$117.94 ~ DAS STATE CONTRACT # 19PSX0104 ~ FOR LITTER CREWS	117.94	GRAINGER
2/14/22	PO0014853	FY22 - 3RD QTR DELIVERY FEES (LARGE MAILING TO TOWNS WENT OUT) FEDERAL EXPRESS DAS CONTRACT NO. 16PSX0106	2,500.00	FEDERAL EXPRESS CORP
			10,721.05	

INSUR**Insurance Requirements**

<u>Date</u>	<u>PO Number</u>	<u>Description</u>	<u>QTY</u>	
1/25/22	PO0014808	RENEWAL FEE CY2022	398.00	WAGeworks, INC.
			<u>398.00</u>	

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

<u>Date</u>	<u>PO Number</u>	<u>Description</u>	<u>QTY</u>	
1/19/22	PO0014815	FY22 CSWS DECEMBER 2021 SOLID WASTE ASSESSMENT (DIOXIN TAX) 37,541.43 TONS @ \$1.50/TON	56,312.00	CT ST OF COMM REVENUE SERVICES
2/11/22	PO0014852	FY22 CSWS JANUARY 2022 SOLID WASTE ASSESSMENT (DIOXIN TAX) 34,271.07 TONS @ \$1.50/TON	51,407.00	CT ST OF COMM REVENUE SERVICES
			<u>107,719.00</u>	

NC4A**NC-special capability or experience**

<u>Date</u>	<u>PO Number</u>	<u>Description</u>	<u>QTY</u>	
1/27/22	PO0014817	FY22 - PRE-LOAD OF 1000 DOLLARS OF ADDITIONAL POSTAGE FOR QUADIENT MAIL MACHINE AT MIRA HEADQUARTERS.	1,000.00	UNITED STATES POSTAL SERVICE
2/8/22	PO0014849	FY22 – SHELL FUEL CARD (WEX BANK) CHARGES FOR FACILITIES MNGR AND ENFORCEMENT VEHICLES – 4TH OF YEAR FOR APPROX 3 MONTHS	2,475.00	WEX BANK
			<u>3,475.00</u>	

NC6**NC-competitive market does not exist**

<u>Date</u>	<u>PO Number</u>	<u>Description</u>	<u>QTY</u>	
2/8/22	PO0014848	FY22 AMERICAN EXPRESS INVOICE FEB 2022	570.00	AMERICAN EXPRESS TRAVEL MGMT SERVICES
2/14/22	PO0014855	FY22 ANNUAL DUES FOR LAURIE HUNT FOR THE HARTFORD COUNTY BAR ASSOCIATION	195.00	HARTFORD COUNTY BAR ASSOCIATION INC
			<u>765.00</u>	

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

<u>Date</u>	<u>PO Number</u>	<u>Description</u>	<u>QTY</u>	
1/27/22	PO0014823	FY 22 PO # 2...THE 1st PO WILL BE EXHAUSTED OF FUNDS AFTER THE OFFICE IS DEEP CLEANED AND SANITIZED THIS EVENING DUE TO A POSITIVE COVID TEST.....CLEAN AND DISINFECTED IN THE EVENT OF A POSSIBLE CONTAMINATION: ALL INTERIOR OFFICE PORTION OF BUILDING WHICH INCLUDES ALL 4 BATHROOMS LOCATED AT 211 MURPHY ROAD @ \$600.00 PER CLEAN AND DISINFECT x 2 TIMES. NOT TO EXCEED \$1200.00. SEE ATTACHED FOR DETAILS ON THE CLEANING AND DISINFECTING OF THE BUILDING.	1,200.00	SMG CORPORATE SERVICES
			<u>1,200.00</u>	

Grand Total: 124,278.05

TAB 4

FISCAL YEAR 2022 LEGAL REQUEST FOR SERVICES
FOR PERIOD ENDING 1/31/22

LEGAL FIRM	Matter	Board Approval	PO Number	PO Amount	FY22 expenses paid from FY22 PO	FY21 expenses paid from FY22 PO	FY22 accrued estimates	FY21 expenses Paid from FY21 PO (not accrued in FY21)	FY21 over/under accrual, Refunds received etc	Total per General ledger
Cohn Birnbaum & Shea	South Meadows Exit Strategy									
Total Cohn Birnbaum & Shea	Ellington	\$10,000.00			\$ -	\$ -	\$ -	\$ -	(2,000)	\$ (2,000)
Day Pincney	NPDES Permitting Support									
Total Day Pincney		\$0.00			\$ -	\$ -	\$ -	\$ -		\$ -
Halloran & Sage	GC - Authority Budget									
			PO#14568	25,000	\$ 21,889		\$ 3,111		\$ (7,080)	\$ 17,921
			PO#14826	25,000			\$ 15,957			\$ 15,957
	Property Division		PO#14530	5,000						
	CSWS		PO#14532	25,000	\$ 25,000		\$ -		\$ (2,990)	\$ 22,010
			PO#14825		\$ 30,260		\$ 13,500			\$ 43,760
	NAES		PO#14594	60,000						
	NAES - from reserve account		PO#14667	300,000	\$ 82,793		\$ 3,150			\$ 85,943
	Landfill Division		PO#14529	5,000						
	MidCT									
Beginning Halloran & Sage		\$540,000.00			\$ 159,942	\$ -	\$ 35,718	\$ -	\$ (10,069)	\$ 185,590
Kaimen, Escalera & McHale	Employment									
			PO#14531	15,000	\$ 6,287	\$ 237			\$ (237)	\$ 6,287
Total Kaimen, Escalera & McHale		\$25,000.00		15,000	\$ 6,287	\$ 237	\$ -	\$ -	\$ (237)	\$ 6,287
McIck & Porter	Trenton									
Total McIck & Porter					\$ -	\$ -	\$ -	\$ -		\$ -
TOTALS:		\$575,000.00		535,000	\$ 166,229	\$ 237	\$ 35,718	\$ -	\$ (12,306)	\$ 189,877

Start new year: Board Resolution
Cohn Birnbaum Shea 10,000.00
Halloran & Sage 140,000.00
Kaimen 25,000.00
Kaimen 175,000.00
400,000
175,000
750,000.00

9/22/21
2/23/22

9/22/21 BOD approved \$400,00 for Halloran & Sage
\$300,00 of which is to be used for NAES litigation and can be taken from CSWS Legal Reserve
2/23/22 BOD approved \$175,000 for Halloran & Sage

Agrees with Controller

TAB 5



INFORMATION REGARDING UPCOMING SOLICITATIONS

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

- RFP for replacement of load-out scales at the Essex, Torrington and Watertown Transfer Stations and additional pit scale at the Torrington Transfer Station.

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

- RFQ for on-call Engineering, Consulting and Power-Product Professional Services (current agreements expire June 30, 2022).
- RFP to upgrade or replace truck-scale software
- RFP for 401(k) plan services (current agreement expires June 30, 2022)

RFP/B/Q for which proposals have been conditionally accepted and for which final contracts are being negotiated

- RFP for Transportation And Disposal Of Municipal Solid Waste At Regional Facilities.
- RFP for Transportation And Disposal Of Municipal Solid Waste At Out Of State Landfill Facilities.
- RFP for operation, maintenance and optional future development of the CSWS transfer facilities, effective July 1, 2022.

RFP which were issued but for which no proposals were received

- RFP for Operation And Optional Acquisition Of Jet Turbine Power Electric Generating Units.

RFP/B/Q which MIRA expects to issue in FY2022

- RFQ for Commercial And Industrial Real Estate Services (agreements expired June 30, 2021).
- Economic Advisory Services Agreements (expire February 28, 2022).
- Transfer Station Refurbishment - one or more potential solicitations to refurbish other infrastructure at the CSWS transfer facilities in preparation for FY23 transition to enhanced transfer activities.

Options, extensions and/or termination provisions of note after FY2022

- 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).
- 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 allows for early termination with three months prior written notice, 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.