



Interoffice Memorandum

July 15, 2019

To: Mayor Jerry L. Demings
and the Board of County Commissioners

From:  Carrie Mathes, Manager, Procurement Division

Contact: David Gregory, Manager, Solid Waste Division
(407) 254-9622

Subject: Selection of Firm, Request for Proposals Y19-1057-SW, Recycling Improvement Consulting Services

RECOMMENDATION:

Selection of MidAtlantic Solid Waste Consultants, LLC dba MSW Consultants to provide Recycling Improvement Consulting Services, Request for Proposals Y19-1057-SW. Further request authorization for the Procurement Division to negotiate and execute a 1-year contract in the estimated contract amount of \$1,613,812 and to renew the contract for two additional 1-year terms.

The proposal was evaluated by the Procurement Committee on June 26, 2019. Commissioner Emily Bonilla was assigned to the Procurement Committee.

PURPOSE:

The purpose of this contract is to provide recycling improvement consulting services.

DISCUSSION:

The Consultant will assist the Solid Waste Division in developing and executing a recycling quality improvement program by providing field observation, reporting, and related services for residential units serviced by the Division.

The services being provided include, but are not limited to, the following:

1. Provide program support development, administration, coordination, perform field inspection or residential recycling carts, conduct waste and recycling composition studies, assist with surveys and focus groups, and support County staff on the composition and contamination evaluation at facilities receiving County recyclables.

To ensure an open and competitive process, the Request for Proposals (RFP) was posted on the Orange County website. Firms were also identified through sourcing efforts and notified of this opportunity.

A query from staff to potential proposers that declined to compete on this solicitation resulting in the following:

1. ecoPreserve felt it was best to partner with MidAtlantic Solid Waste Consultants, LLC dba MSW Consultants.
2. Waste Management received our request but was unsuccessful in partnering with a consultant group that was suited to perform some of the tasks.
3. JHSEE received our request but was unable to respond due to a need to partner with a Prime. The scope was too large for the company to perform the services alone.

One proposal was received in response to the RFP. The Procurement Committee evaluated the proposal in accordance with the criteria set forth in the RFP. Scores of the Procurement Committee are attached.

Y19-1057-SW, RECYCLING IMPROVEMENT CONSULTING SERVICES

	QUALIFICATION OF STAFF		QUALIFICATION OF FIRM		TECHNICAL APPROACH		LOCATION		FEE PROPOSAL		M/WBE PARTICIPATION		DISPL. WORKER	SDV PRIME	SDV SUBS	TOTAL
WEIGHT:	20		25		15		10		20		10		5	5	10	
	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	BONUS POINTS	BONUS POINTS	BONUS POINTS	
POINT STRUCTURE: 1= Poor 4= Above Avg. 2= Below Avg. 5= Excellent 3= Average																
FIRM NAME:																
MidAtlantic Solid Waste Consultants, LLC DBA MSW Consultants	5.00	100.00	2.60	65.00	4.60	69.00	5.00	50.00	5.00	100.00	-	50.00	-	-	-	434.00



Interoffice Memorandum

June 17, 2019

To: Sherry Wooten, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJ: RFP #Y19-1057-SW, Recycling Improvement Consultant Services

Below are the respondents to the subject RFP with their firm's certified Minority/Women Business Enterprise (M/WBE) sub-consultants and M/WBE participation:

1.	MSW Consultants		50
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WF	ecoPreserve, LLC	24%	
AFAF	KBI Staffing Solutions, LLC	4%	
AF(Is)	Ace Staffing, Inc.	4%	
	M/WBE Sub consultant Participation	32%	25
	Weighted Score:		
	18% Minority Workforce and	22%	
	6% Women Workforce	27%	
	Minority Workforce and Women Workforce		25
	Weight Score:		
Bonus			
Points			
*	Service-Disabled Veterans (SDV)	0	
*	Displaced Workers:	0	

*The Schedule of Sub-Contracting-SDV Participation and Displaced Worker forms were not submitted with the proposal. Therefore, the evaluator could not assess bonus points.