

**AGENDA ITEM REPORT**

DATE: September 4, 2018
DEPARTMENT: Solid Waste
REQUESTER: Pamela Keyes
TITLE: Approve Piggyback for Consulting Services Contract for Solid Waste Programs

I. MOTION REQUESTED

A) Approve an Agreement for Piggyback Purchase with Kessler Consulting, Inc. for Piggyback No. PB180453JJB Consulting Services – Solid Waste Reduction and Recycling Programs to utilize pricing on Pinellas County's Contract No. 167-0463-P(LN) for consulting services on an as needed basis for solid waste reduction and recycling programs as approved in the department's annual adopted budget. Authorize use of the piggyback through the Pinellas County contract expiration date of February 28, 2023 and any renewals or extensions approved by Pinellas County.

B) Authorize the Chair to execute the Agreement for Piggyback Purchase contract documents on behalf of the Board of County Commissioners.

II. ITEM SUMMARY

Authorize Solid Waste to utilize consulting services for Kessler Consulting, Inc. from a Pinellas County Contract for Solid Waste Consulting Services. Services are for assisting with Solid Waste Reduction and Recycling Programs such as renewal of County Interlocal Agreements for long-term solid waste services with the municipalities, developing Request for Proposals for new Franchise Hauling Agreements and Ordinances review and revisions. The contract expiration date of February 28, 2023, and services to be provided on an as needed basis, as approved in the department's annual adopted budget. Kessler Consulting, Inc. has provided similar services to the County during FY17 and FY18 for an amount of \$80,400. The estimated annual amount for this contract is \$110,000.

III. BACKGROUND AND IMPLICATIONS OF ACTIONA) Board Action and Other History.

Lee County Solid Waste submitted a request to Procurement Management to piggyback the existing Pinellas County Contract No. 167-0463-P(LN), which went through a competitive request for proposal process. Approval of Piggyback No. PB180453JJB allows the County to utilize the contract for technical assistance with solid waste and recycling programs, contract development, program evaluation, waste audits, composition, studies and market evaluations with Kessler Consulting, Inc. Procurement Management reviewed the contract and determined it is available for piggyback. Staff recommends using the piggy back procurement method on the Pinellas County Contract because the services were competitively solicited, and the resulting contract includes the same scope of services required by the County. Two firms responded to the Pinellas County Request for Proposal and Kessler Consulting, Inc. received the highest ranking from their evaluation committee.

Kessler Consulting, Inc. has provided similar services to the County during FY17 and FY18 for an amount of \$80,400. The estimated annual amount for this contract is \$110,000.

B) Policy IssuesC) BoCC GoalsD) AnalysisE) Options**IV. FINANCIAL INFORMATION**

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|----|--|---------------------|
| A) | Current year dollar amount of item: | See comments below. |
| B) | Is this item approved in the current budget? | Yes |
| C) | Is this a revenue or expense item? | Expense |
| D) | Is this Discretionary or Mandatory? | Discretionary |
| E) | Will this item impact future budgets? If yes, please include reasons in III(D) above. | No |
| F) | Fund: Solid Waste Operating Program: Solid Waste Operating Project: Consulting Services Account Strings: OB5340440100 | |

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|----|--|------------|
| G) | Fund Type? | Enterprise |
| H) | Comments: Expenditures will be as needed and in accordance with the department's annual adopted budget. | |

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION**VII. FOLLOW UP****ATTACHMENTS:**

| Description | Upload Date | Type |
|--|-------------|-----------------|
| Pinellas Service Agreement | 8/20/2018 | Backup Material |
| Pinellas RFP | 8/20/2018 | Backup Material |
| Proposed Piggyback Agreement | 8/21/2018 | Contract |

REVIEWERS:

| Department | Reviewer | Action | Date |
|-----------------|----------------|----------|----------------------|
| Solid Waste | Turner, Nicole | Approved | 8/21/2018 - 5:28 PM |
| Solid Waste | Keyes, Pamela | Approved | 8/22/2018 - 11:33 AM |
| Budget Services | Borman, Lori | Approved | 8/23/2018 - 8:01 AM |
| Budget Services | Winton, Peter | Approved | 8/24/2018 - 8:48 AM |
| County Attorney | Lira, Louis C. | Approved | 8/24/2018 - 2:42 PM |
| County Manager | Meurer, Doug | Approved | 8/27/2018 - 10:35 AM |