

AGENDA
EXECUTIVE COMMITTEE MEETING
of the
WASTE REDUCTION DISTRICT of MONROE COUNTY
Conference Room 100B – 501 N. Morton St., Bloomington, Indiana

Meeting Connection via Microsoft Teams

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTZIODhiZjgtZTUwYi00N2JiLTk4YWVtMTNiZjFkZjI0MTY5%40thread.v2/0?context=%7b%22Tid%22%3a%2249a60700-4c0c-4ece-b904-fb92c600e553%22%2c%22Oid%22%3a%22db83725f-c48f-476f-8894-d4bb087d29f8%22%7d

Meeting ID: 259 149 698 97; Passcode: 7XhBiX; Phone Call (audio only): +1 872-242-9432,,160387601#

Wednesday September 4, 2024 2:30 p.m.

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MINUTES

Executive Committee Meeting

of the

Waste Reduction District of Monroe County

Monday July 29, 2024 4:30 p.m.

North Showers Building Room 100B, 501 N. Morton St, Bloomington, Indiana 47404

Meeting Connection via Microsoft Teams

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTZIODhiZjgtZTUwYi00N2JiLTk4YWMTMTNiZjFkZjIOMTY5%40thread.v2/0?context=%7b%22Tid%22%3a%2249a60700-4c0c-4ece-b904-fb92c600e553%22%2c%22Oid%22%3a%22db83725f-c48f-476f-8894-d4bb087d29f8%22%7d

Meeting ID: 259 149 698 97

Passcode: 7XhBiX

Members Present:

In Person: Isabel Piedmont-Smith, Vice-Chairperson; Penny Githens, Secretary

Virtual: None

Members Absent: Geoff McKim, Chairperson

Staff Present:

In Person: Tom McGlasson Jr., Executive Director

Virtual: Cathy Martin, Controller

CAC Present:

In Person: None

Virtual: Joseph Wynia, Vice-Chairperson; Bill Goins, member

Legal Counsel Present: None

Piedmont-Smith called the meeting order at 4:34 p.m.

Approval of Executive Committee Executive Session Minutes – July 1, 2024

Githens motioned to approve the meeting minutes; Piedmont-Smith. Verbal vote was unanimous; motion passed.

Review of Board of Directors Meeting Minutes – June 13, 2024

McGlasson noted that these were previously reviewed by the committee, but since the July Board meeting was canceled they will need to be on the agenda for the August Board meeting.

Review of Board of Directors and Citizens Advisory Committee Joint Meeting Minutes – June 13, 2024

Piedmont-Smith noted that this meeting actually occurred on July 18, 2024. McGlasson acknowledged the date is incorrect on the agenda.

McGlasson advised that no action is required, they are presented here for the committee to review before going to the CAC for their review and approval.

Update on Controller Position

McGlasson advised the staff has applicants it is ready to forward to the committee for review and to begin scheduling interviews. He noted if we waited until the September Board meeting to make an official offer to a selected candidate, that might not allow enough time for the candidate to provide notice to their current employer if our target start date is 9/23/24. He suggested asking the Board to defer the hiring decision to the Executive Committee so an offer could be made in a timely fashion and then possible ratified by the Board at the September meeting.

Committee members concurred and asked that this be on the agenda for the August Board meeting.

WRDMC 2025 Budget Proposals

- a. Resolution 2024-05 Approval of 2025 Operating Budget**
- b. Resolution 2024-06 Approval of 2025 Debt Service Fund Budget**
- c. Resolution 2024-07 Approval of 2025 Cumulative Capital Fund Budget**

McGlasson presented budget proposals with the PowerPoint presentation that is attached and included as a part of these minutes. He highlighted the differences from what was presented at the joint meeting with the CAC on 7/18/24.

Discussion ensued regarding the Operating Fund budget deficit, the growth quotient and cap limit impact; the Debt Service Fund bank account minimum balance requirement; an employee that has asked for an additional raise above what is proposed; the opportunity to budget for, or appropriate funds, to purchase more reusable bags; how the money loaned from the Operating Fund to the Debt Service Fund earlier this year impacts next year's budgets; corrections and changes to the budget resolutions; and the status of the CAC's written comments.

Resolution 2024-08 To Amend Resolution 2023-19 Ordinance for Fixing Salaries for Calendar year 2024

McGlasson explained that in order to have the new Controller start before Martin leaves, the Salary Ordinance will need to be amended to create a temporary training position.

All Other Items Deemed Appropriate For Executive Committee Discussion

None

Meeting adjourned at 5:26 p.m.

Signed – Executive Committee Member
Meeting Minutes of July 29, 2024

MINUTES

Executive Committee Meeting

of the

Waste Reduction District of Monroe County

Executive Session

Friday August 16, 2024 4:00 p.m.

Virtual via Microsoft Teams

Members Present

In Person: None

Virtually: Geoff McKim, Chairperson; Isabel Piedmont-Smith, Vice-Chairperson;
Penny Githens, Secretary

Members Absent: None

Staff Present

In Person: None

Virtually: Tom McGlasson Jr., Executive Director; Cathy Martin, Controller

CAC Present: None

Legal Counsel Present: None

Committee members were scheduled to interview a prospective employee of the District. Candidate did not present for the interview. Meeting canceled.

Signed – Executive Committee Member
Executive Session Minutes of August 16, 2024

MINUTES

Executive Committee Meeting
of the
Waste Reduction District of Monroe County
Executive Session
Monday August 26, 2024 1:00 p.m.
Virtual via Microsoft Teams

Members Present

In Person: None

Virtually: Geoff McKim, Chairperson; Isabel Piedmont-Smith, Vice-Chairperson;
Penny Githens, Secretary

Members Absent: None

Staff Present

In Person: None

Virtually: Tom McGlasson Jr., Executive Director; Cathy Martin, Controller

CAC Present: None

Legal Counsel Present: None

McKim called the meeting order at 1:08 p.m.

Committee members interviewed a prospective employee of the District.

No other matters were discussed.

Meeting adjourned at 1:50 p.m.

Signed – Executive Committee Member
Executive Session Minutes of August 26, 2024 1:00 p.m.

MINUTES

Executive Committee Meeting
of the
Waste Reduction District of Monroe County
Executive Session
Monday August 26, 2024 2:00 p.m.
Virtual via Microsoft Teams

Members Present

In Person: None

Virtually: Geoff McKim, Chairperson; Isabel Piedmont-Smith, Vice-Chairperson;
Penny Githens, Secretary

Members Absent: None

Staff Present

In Person: None

Virtually: Tom McGlasson Jr., Executive Director; Cathy Martin, Controller

CAC Present: None

Legal Counsel Present: None

McKim called the meeting order at 2:04 p.m.

Committee members interviewed a prospective employee of the District.

No other matters were discussed.

Meeting adjourned at 2:43 p.m.

Signed – Executive Committee Member
Executive Session Minutes of August 26, 2024 2:00 p.m.

MINUTES

Executive Committee Meeting
of the
Waste Reduction District of Monroe County
Executive Session
Friday August 30, 2024 1:30 p.m.
Virtual via Microsoft Teams

Members Present

In Person: None

Virtually: Geoff McKim, Chairperson; Isabel Piedmont-Smith, Vice-Chairperson;
Penny Githens, Secretary

Members Absent: None

Staff Present

In Person: None

Virtually: Tom McGlasson Jr., Executive Director; Cathy Martin, Controller

CAC Present: None

Legal Counsel Present: None

McKim called the meeting order at 1:30 p.m.

Committee members interviewed a prospective employee of the District.

No other matters were discussed.

Meeting adjourned at 2:15 p.m.

Signed – Executive Committee Member
Executive Session Minutes of August 30, 2024

MINUTES

Monroe County Solid Waste Management District
Board of Directors and Citizens Advisory Committee

Thursday July 18, 2024 6:30 p.m.

Immediately following the Citizens Advisory Committee meeting scheduled for 5:30 p.m.

North Showers Building Room 100B, 501 N. Morton St, Bloomington, Indiana 47404

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YWE2ZDQ4ZGUtNGM1NC00MzM2LTk1NzUtNzhiNWl1OTc3ZWQ2%40thread.v2/0?context=%7b%22Tid%22%3a%2249a60700-4c0c-4ece-b904-fb92c600e553%22%2c%22Oid%22%3a%22db83725f-c48f-476f-8894-d4bb087d29f8%22%7d

Meeting ID: 218 202 467 617

Passcode: sXGraq

The following minutes reference the meeting packet for this date.

Board Members Present

In Person: Geoff McKim, Chairperson; Penny Githens, Secretary; Isabel Piedmont-Smith, Vice-Chairperson; Julie Thomas, Director

Virtual: None

Board Members Absent: Lee Jones, Director; Dan Swafford, Director; Kerry Thomson, Director

Citizens Advisory Committee Present

In Person: Matt Austin, Chairperson; Joseph Wynia, Vice-Chairperson; John Arnold, Secretary; Paul White Sr., member; Bill Goins, member

Virtual: None

Citizens Advisory Committee Absent: Brad Lucas, member

Staff Present

In Person: Tom McGlasson Jr., Executive Director

Virtual: None

Legal Counsel Present: None

McKim called the meeting to order at 6:30 p.m.

McKim confirmed that a quorum of the Board of Directors are present in person.

Austin confirmed that a quorum of the Citizens Advisory Committee are present in person.

Review and Discussion of Proposed 2025 MCSWMD Budgets

- a. 2025 Operating Budget Proposal**
- b. 2025 Debt Service Budget Proposal**
- c. 2025 Cumulative Capital Fund Budget Proposal**

McGlasson stated that staff had their budget workshop meeting with DLGF this morning and advised that the tax revenue figures in the Operating Budget will change for the August Board meeting, noting that the adjustment will be an increase. He added that there will also be changes to the Debt Service budget, and he will discuss those during the presentation.

McGlasson presented a PowerPoint presentation of the budgets that is attached and included as a part of these minutes.

During the presentation, discussion points included:

- Providing the Board with host fee amounts received from each transfer station
- Indexes and other economic factors used to determine wage increases and what is an appropriate increase
- District use of the County’s wellness clinic and the upcoming change in provider
- The District’s ability to budget for future capital expenses
- Anticipated reversions or additional appropriations for the current budget year
- Records retention
- Debt service revenue exceeds expenses due to the need to repay loan from Operating Fund

McKim asked if the intent is for the Board to vote on the budgets at the August meeting.

McGlasson stated that is what has been done historically, and if that doesn’t happen he would request the Board call a special meeting to vote on the budgets. If we wait until the September Board meeting it will be difficult to meet County Council submission deadlines.

The meeting adjourned at 7:28 p.m.

Signed – BOD Chairperson
Minutes of July 18, 2024
Joint Board & CAC Meeting

Signed – CAC Chairperson
Minutes of July 18, 2024
Joint Board & CAC Meeting

**Waste Reduction District
of Monroe County
2025 PROPOSED BUDGETS**

JULY 18, 2024
 WRDMC BOD-CAC JOINT MEETING

2025 Operating Budget Overview

Revenues	2024	2025	Difference
Taxes	\$2,270,025	\$2,360,830	\$90,805
Fees from HHW & disposal	\$349,500	\$546,750	(\$197,250)
Other Income	\$308,000	\$427,570	\$119,570
Sale of Recyclables	\$80,250	\$74,000	(\$6,250)
Miscellaneous Income	\$0.00	\$12,750	\$12,750
TOTAL REVENUES	\$3,007,775	\$3,211,900	\$204,125
Expenses			
30s Personnel Services	\$1,537,645	\$1,686,549	\$148,904
20s Supplies	\$199,100	\$217,950	\$18,850
30s Services & Charges	\$1,297,050	\$1,295,500	(\$1,550)
40s Capital Outlays	\$10,000	\$137,000	\$127,000
TOTAL EXPENSES	\$3,063,795	\$3,336,999	\$274,204
Revenue Less Expenses	(\$56,016)	(\$125,099)	

Detailed 2025 Operating Budget comparison – Revenue: Taxes

Category	2024 Budget	2025 Proposed Budget	Increase / (Decrease) From 2024	Reason For Change
00010 Co Property Tax	\$ 2,157,913	\$ 2,244,230	\$ 86,317	4% growth quotient - estimated
00030 Vehicle License Excise Tax	\$ 103,635	\$ 107,780	\$ 4,145	4% - estimated
00031 Commercial Vehicle Excise Tax	\$ 8,481	\$ 8,820	\$ 339	4% - estimated
TOTAL	\$ 2,270,029	\$ 2,360,830	\$ 90,801	

Detailed 2025 Operating Budget comparison – Revenue: Fees from HHW & Disposal

Category	2024 Budget	2025 Proposed Budget	Increase / (Decrease) From 2024	Reason For Change
00230 Freon Removal	\$ 5,500	\$ 8,000	\$ 2,500	Based on previous & YTD experience
00540 Green Business Network	\$ 20,000	\$ 22,250	\$ 2,250	Based on current membership
00240 CESQG Disposal	\$ 12,000	\$ 10,000	(\$ 2,000)	Based on previous & YTD experience
00226 E-Waste (electronics)	\$ 25,000	\$ 25,000	\$ 0.00	
00223 Paint Disposal	\$ 7,000	\$ 9,000	\$ 2,000	Based on previous & YTD experience
00451 Orange Bag (retailers)	\$ 278,500	\$ 260,000	(\$ 18,500)	Based on previous & YTD experience
00452 Orange Bag (HHW)	\$ 0.00	\$ 1,000	\$ 1,000	Based on 2024 YTD
00225 Waste Tire Fee	\$ 1,500	\$ 1,500	\$ 0.00	Based on previous & YTD experience
TOTAL	\$ 349,500	\$ 336,750	(\$ 12,750)	

Detailed 2025 Operating Budget comparison – Revenue: Other Income

Category	2024 Budget	2025 Proposed Budget	Increase / (Decrease) From 2024	Reason For Change
00840 Interest	\$ 0.00	\$ 100,000	\$ 100,000	Not previously budgeted for
00650 Sales Tax – Orange Bags	\$ 0.00	\$ 70	\$ 70	Based on projected sales
00530 Host Fee	\$ 300,000	\$ 320,000	\$ 20,000	Based on previous & YTD experience
00440 Rental Income (Admin)	\$ 8,000	\$ 7,000	(\$ 1,000)	Separated landfill rental income
00441 Rental Income (Landfill)	\$ 0.00	\$ 500	\$ 500	
TOTAL	\$ 308,000	\$ 427,570	\$ 119,570	

Detailed 2025 Operating Budget comparison – Revenue: Sale of Recyclables

Category	2024 Budget	2025 Proposed Budget	Increase / (Decrease) From 2024	Reason For Change
00222 Sale of Recyclables	\$ 0.00	\$ 0.00	\$ 0.00	
00221 Sale of Glass	\$ 8,250	\$ 0.00	(\$ 8,250)	Current vendor agreement does not include payment for glass
00220 Sale of Metal	\$ 70,000	\$ 72,500	\$ 2,500	Based on previous & YTD experience
00224 Sale of Batteries	\$ 2,000	\$ 1,500	(\$ 500)	Based on previous & YTD experience
TOTAL	\$ 80,250	\$ 74,000	(\$ 6,250)	

Detailed 2025 Operating Budget comparison – Revenue: Misc. Income

Category	2024 Budget	2025 Proposed Budget	Increase / (Decrease) From 2024	Reason For Change
00990 Misc. Income	\$ 0.00	\$ 12,750	\$ 12,750	COB share (50%) of Back2Earth continuation/expansion agreement
TOTAL	\$ 0.00	\$ 12,750	\$ 12,750	

2025 Operating Budget Personnel Services Changes

The 2025 Personnel Services Budget proposal includes the following:

- 7% cost of living wage increase
- 3.5% increase based on Consumer Price Index for Urban Wage and Clerical Workers (CPI-W)
- According to the Federal Reserve Bank of St. Louis, the Midwest CPI shows the following increases since January 2020:
 - All Urban Consumers: Food at Home = 23%
 - All Urban Consumers: Rent of Primary Residence = 21%
 - Midwest Regular All Formulations Retail Gasoline Prices = 40%
 - Housing Inventory: Median Listing Price Bloomington, IN (CBSA) = 26%
- Health insurance increase anticipated to be + 10%, actual premium costs over the past few years indicate that the requested appropriation is sufficient to cover any realized increase.
- Retirement contribution increase from 11% to 12%
- Controller and Office Manager budgeted for 35 hours per week

Detailed 2025 Operating Budget comparison - Expenses: 10s Personnel Services (1 of 2)

Category	2024 Budget	2025 Proposed Budget	Increase / (Decrease) From 2024	Reason For Change
10110 Salary Wages	\$ 289,009	\$ 320,139	\$ 31,130	7% wage increase for all employees
10120 Hourly Wages	\$ 649,451	\$ 712,688	\$ 63,237	
10130 Overtime	\$ 3,500	\$ 2,000	(\$ 1,500)	
10150 Longevity	\$ 15,370	\$ 15,855	\$ 485	

Detailed 2025 Operating Budget comparison - Expenses: 10s Personnel Services (2 of 2)

Category	2024 Budget	2025 Proposed Budget	Increase / (Decrease) From 2024	Reason For Change
10310 FICA	\$ 38,354	\$ 45,142	\$ 6,788	
10311 FICA Medicare	\$ 13,881	\$ 15,235	\$ 1,354	
10320 Unemployment	\$ 2,500	\$ 2,500	\$ 0.00	
10330 Health Insurance	\$ 410,000	\$ 403,000	(\$ 7,000)	Separated employer HSA contributions
10132 Wellness Clinic	\$ 38,150	\$ 39,050	\$ 900	Anticipated 5% increase
10340 Retirement	\$ 96,430	\$ 123,940	\$ 27,510	Employer contribution increase from 11% to 12%
10345 HSA	\$ 0.00	\$ 7,000	\$ 7,000	Employer HSA contributions
TOTAL	\$ 1,557,645	\$ 1,686,549	\$ 128,904	

Detailed 2025 Operating Budget comparison - Expenses: 20s Supplies (1 of 2)

Category	2024 Budget	2025 Proposed Budget	Increase / (Decrease) From 2024	Reason For Change
20190 Office Supplies	\$ 5,350	\$ 5,850	\$ 500	
20220 Health & Safety	\$ 4,000	\$ 4,500	\$ 500	
20231 Fuel	\$ 18,050	\$ 18,350	\$ 300	
20232 Lubricants	\$ 150	\$ 0.00	(\$ 150)	
20233 Tires & Tubes	\$ 1,500	\$ 1,500	\$ 0.00	
20239 Other Garage & Motor	\$ 100	\$ 100	\$ 0.00	
20290 General Operating	\$ 31,000	\$ 36,500	\$ 5,500	Cost increases
20310 Building Material	\$ 2,050	\$ 2,050	\$ 0.00	

Detailed 2025 Operating Budget comparison - Expenses: 20s Supplies (2 of 2)

Category	2024 Budget	2025 Proposed Budget	Increase / (Decrease) From 2024	Reason For Change
42370 Road Base Material	\$ 9,000	\$ 10,500	\$ 1,500	Material cost increases
42360 Repair Parts	\$ 3,850	\$ 3,850	\$ 0.00	
42370 Minor Tools & Equip	\$ 5,000	\$ 4,950	(\$ 50)	
42390 Other R&M Supplies	\$ 3,150	\$ 3,300	\$ 150	
43420 Uniforms	\$ 2,000	\$ 0.00	(\$ 2,000)	Adequate supply of uniform shirts
42490 Other Supplies	\$ 13,900	\$ 16,500	\$ 2,600	GBN Toters & fire proof file cabinet
42491 Orange Bag Purchase	\$ 100,000	\$ 110,000	\$ 10,000	Contractual price increase
TOTAL	\$ 199,100	\$ 217,950	\$ 18,850	

Detailed 2025 Operating Budget comparison - Expenses: 30s Services/Charges (1 of 6)

Category	2024 Budget	2025 Proposed Budget	Increase / (Decrease) From 2024	Reason For Change
43110 Legal	\$ 5,000	\$ 5,000	\$ 0.00	
43120 Engineering	\$ 2,000	\$ 2,000	\$ 0.00	
43140 Laboratory	\$ 70,000	\$ 75,000	\$ 5,000	Fee increases
43180 Consultant	\$ 2,500	\$ 27,500	\$ 25,000	Back2Earth continuation agreement
43190 Other Prof Services	\$ 172,500	\$ 123,500	(\$ 49,000)	Elimination of \$50K food waste composting initiative appropriation
43195 Medical Services	\$ 2,000	\$ 3,500	\$ 1,500	Hazmat physicals (7 employees)
43200 Prof/ Social Media	\$ 15,000	\$ 10,000	(\$ 5,000)	Based on previous years experience
43210 Telephone	\$ 11,500	\$ 11,600	\$ 100	

Detailed 2025 Operating Budget comparison - Expenses: 30s Services/Charges (2 of 6)

Category	2024 Budget	2025 Proposed Budget	Increase / (Decrease) From 2024	Reason For Change
43220 Postage	\$ 2,150	\$ 2,200	\$ 50	
43230 Travel	\$ 1,600	\$ 1,450	(\$ 150)	
43240 Freight / Handling	\$ 500	\$ 500	\$ 0.00	
43290 Other Communication	\$ 4,400	\$ 2,600	(\$ 1,800)	New internet service provider (admin)
43310 Printing	\$ 2,050	\$ 2,000	(\$ 50)	
43320 Media Advertising	\$ 20,000	\$ 20,000	\$ 0.00	
43325 Legal Advertising	\$ 1,000	\$ 1,000	\$ 0.00	

Detailed 2025 Operating Budget comparison - Expenses: 30s Services/Charges (3 of 6)

Category	2024 Budget	2025 Proposed Budget	Increase / (Decrease) From 2024	Reason For Change
43410 Workers Compensation	\$ 27,000	\$ 30,000	\$ 3,000	Anticipated increase
43420 Liability	\$ 75,500	\$ 80,000	\$ 4,500	Anticipated increase / fewer vehicles & equipment
43510 Electric	\$ 37,000	\$ 36,000	(\$ 1,000)	Based on previous years exp.
43520 Gas	\$ 12,500	\$ 6,500	(\$ 6,000)	Based on previous years exp.
43530 Water & Sewer	\$ 5,000	\$ 4,750	(\$ 250)	Based on previous years exp.
43610 Building R & M	\$ 18,000	\$ 38,000	\$ 20,000	S. Walnut new a/c units; admin repairs
43620 Office Equip R & M	\$ 1,250	\$ 1,250	\$ 0.00	

Detailed 2024 Operating Budget comparison - Expenses: 30s Services/Charges (4 of 6)

Category	2024 Budget	2025 Proposed Budget	Increase / (Decrease) From 2024	Reason For Change
43630 Tires & Tubes R & M	\$ 2,500	\$ 3,700	\$ 1,200	S. Walnut Bobcat
43640 Vehicle R & M	\$ 28,000	\$ 16,000	(\$ 12,000)	Pending new trucks (+ \$25,000)
43650 Mach & Equip R & M	\$ 24,000	\$ 31,200	\$ 7,200	S. Walnut Bobcat
43690 Other R & M	\$ 12,000	\$ 18,750	\$ 6,750	
43695 Snow Removal	\$ 7,500	\$ 9,500	\$ 2,000	Cost increase
43710 Land Rental	\$ 9,500	\$ 10,000	\$ 500	Contractual increase (Bethel Ln)
43740 Mach & Equip Rental	\$ 89,500	\$ 89,500	\$ 0.00	
43790 Other Rental	\$ 1,000	\$ 500	(\$ 500)	

Detailed 2024 Operating Budget comparison - Expenses: 30s Services/Charges (5 of 6)

Category	2024 Budget	2025 Proposed Budget	Increase / (Decrease) From 2024	Reason For Change
43830 Banking Fees	\$ 750	\$ 1,500	\$ 750	Based on previous years exp.
43910 Dues & Subscriptions	\$ 5,000	\$ 6,500	\$ 1,500	Based on current memberships
43920 Training & Education	\$ 10,000	\$ 6,500	(\$ 3,500)	Based on 2025 training needs
43931 Leachate Disp.	\$ 132,000	\$ 130,000	(\$ 2,000)	
43933 HHW Disposal	\$ 80,000	\$ 90,000	\$ 10,000	Based on previous years exp
43934 Electronics Disp	\$ 25,000	\$ 25,000	\$ 0.00	
43939 Other Coll/Disp Cont.	\$ 107,050	\$ 99,000	(\$ 8,050)	2023 YTD & previous years exp
43941 Freon Recovery	\$ 5,000	\$ 6,800	\$ 1,800	Based on previous years exp
43942 Hauling Contracts	\$ 181,000	\$ 170,000	(\$ 11,000)	Operation changes

Detailed 2024 Operating Budget comparison - Expenses: 30s Services/Charges (6 of 6)

Category	2024 Budget	2025 Proposed Budget	Increase / (Decrease) From 2024	Reason For Change
43943 Hauling Glass	\$ 30,000	\$ 15,000	(\$ 15,000)	Operation changes
43942 Waste Tire Processing	\$ 2,000	\$ 1,500	(\$ 500)	
43950 Stormwater Fees	\$ 500	\$ 500	\$ 0.00	
43960 Recycling Fees	\$ 55,000	\$ 60,000	(\$ 5,000)	Based on previous years exp
43970 License & Permits	\$ 1,300	\$ 14,700	\$ 13,400	Low annual licensing fee
#### Court Ordered Remediation	\$ 0.00	\$ 5,000	\$ 5,000	Proposed New Budget Line
TOTAL	\$ 1,297,050	\$ 1,295,500	(\$ 1,550)	

Detailed 2024 Operating Budget comparison - Expenses: 40s capital outlay

Category	2024 Budget	2025 Proposed Budget	Increase / (Decrease) From 2024	Reason For Change
44390 Other Improvements	\$ 10,000	\$ 10,000	\$ 0.00	
44430 Computer Equipment Purchases	\$ 0.00	\$ 7,000	\$ 7,000	New computers (admin, Recycling, HHW)
40440 Vehicle Purchases	\$ 0.00	\$ 120,000	\$ 120,000	2 new GBN trucks
TOTAL	\$10,000	\$ 137,000	\$ 127,000	

2025 Debt Service Bond Budget Overview

Revenues	2023	2024	Difference
- 31110 County Property Tax	\$ 289,450	\$ 292,565	\$ 3,115
- 31210 Vehicle License Excise Tax	\$ 15,170	\$ 11,555	(\$ 3,615)
- 31230 Commercial Vehicle Excise Tax	\$ 750	\$ 650	(\$ 100)
TOTAL REVENUES	\$ 305,370	\$ 304,770	(\$600)
Expenses			
43810 Principal	\$ 280,000	\$285,000	\$ 5,000
43820 Interest	\$ 24,970	\$ 19,370	(\$ 5,600)
43835 Agency Fee	\$ 400	\$ 400	\$ 0.00
TOTAL EXPENSES	\$ 305,370	\$ 304,770	(\$ 600)

2025 Cumulative Capital Fund Budget Overview

	<u>2024</u>	<u>2025</u>	<u>Difference</u>
Beginning Balance	\$ 45,576	\$ 45,801	\$ 225
REVENUES			
Interest	\$ 0.00	\$ 0.00	\$ 0.00
Transfer in From Operating	\$ 0.00	\$ 0.00	\$ 0.00
Total Revenues	\$ 0.00	\$ 0.00	\$ 0.00
EXPENSES			
None			
Total Expenses	\$ 0.00	\$ 0.00	\$ 0.00
Ending Balance	\$ 45,576	\$ 45,801	\$ 225

Minutes

Waste Reduction District of Monroe County

Board of Directors

Thursday August 8, 2024 4:00 p.m.

Nat U. Hill Meeting Room, Monroe County Courthouse

Meeting Connection via Microsoft Teams

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDVmZmZmNmEtZGQxZi00Njg4LThiZGYtNTc4NDk5MmlzOTE5%40thread.v2/0?context=%7b%22Tid%22%3a%2249a60700-4c0c-4ece-b904-fb92c600e553%22%2c%22Oid%22%3a%22db83725f-c48f-476f-8894-d4bb087d29f8%22%7d

Meeting ID: 241 991 848 721 Passcode: TnMCjx

Community Access Television Services (CATS) provide a public access recording of this meeting in its entirety that is free to view online at www.catstv.net

The following minutes reference the meeting packet for this date, including department reports and resolutions.

Members Present:

In Person: Isabel Piedmont-Smith, Vice-Chairperson; Penny Githens, Secretary; Julie Thomas, Director; Lee Jones, Director; Dan Swafford, Director; Kerry Thomson, Director

Virtually: None

Members Absent: Geoff McKim, Chairperson

Staff Present:

In-Person: Tom McGlasson Jr, Executive Director

Virtually: Cathy Martin, Controller; Joey Long, Operations Director

Legal Counsel Present: None

CAC Present:

In Person: Joseph Wynia, Vice-Chairperson; Bill Goins, Member

Virtually: None

Piedmont-Smith called the meeting to order at 4:01 p.m.

Executive Committee Meeting Minutes – July 1, 2024

No comments or questions.

Board of Directors Meeting Minutes – June 13, 2024

Thomson motioned to approve; Thomas seconded. Verbal vote was unanimous; motion passed.

Controller's Report

a. Cash Flows

Martin provided updated cash flow balances as presented in the meeting packet, noting that the Landfill Post-Closure Trust Fund statement and an updated summary statement were emailed to the Board with claims yesterday.

McGlasson noted that a corrected cash flow for the debt service fund was also included in the email.

Discussion ensued concerning budget line balances, expected expenditures, and the debt service tax revenue.

b. Payroll and Claims

Martin presented payroll and claims for approval as presented in the meeting packet in the amount of \$420,811.92, and payroll and claims this week emailed to the Board on Wednesday in the amount of \$66,974.51. The total amount of payroll and claims submitted for approval is \$487,786.43.

Thomson motioned to approve payroll and claims as presented; Githens seconded. No public comment. Verbal vote was unanimous; motion passed.

WRDMC 2025 Budget Proposals

McGlasson presented the budgets submitted for approval highlighting the differences from what was presented at the joint Board of Directors and Citizens Advisory Committee meeting on July 18th.

Githens stated she is pleased to support the pay increase for employees.

a. Resolution 2024-05 Approval of 2025 Operating Budget

Githens motioned to approve Resolution 2024-05; Thomas seconded. No public comment. Roll call vote was unanimous, motion passed.

b. Resolution 2024-06 Approval of 2025 Debt Service Budget

Thomas motioned to approve Resolution 2024-06; Swafford seconded. No public comment. Roll call vote was unanimous, motion passed.

c. Resolution 2024-07 Approval of 2025 Cumulative Capital Fund Budget

Githens motioned to approve Resolution 2024-07; Thomas seconded. No public comment. Roll call vote was unanimous, motion passed.

Resolution 2024-08 To Amend Resolution 2023-19 Ordinance for Fixing Salaries for Calendar Year 2024

McGlasson advised that with Martin's pending retirement, and a desire to have the new Controller train under Martin, there is a need to add a temporary training position to the Salary Ordinance. The resolution as presented adds a temporary training position that is not specific to any position or department and would allow for this scenario again for other positions if it is

determined to be necessary. The training position's pay would be based on the position for which they are training. Legal counsel has reviewed this resolution.

Piedmont-Smith asked if the current budget has sufficient appropriations to cover the additional cost. McGlasson stated he believes the Personnel Services category has sufficient funds to allow for this.

Githens motioned to approve Resolution 2024-08; Thomas seconded. No public comment. Roll call vote was unanimous, motion passed.

Controller Position

McGlasson explained the need for an offer for this position to be made prior to the September 12th Board meeting, if a suitable candidate is identified, to ensure the selected candidate can start on the desired date of September 23rd. For these reasons the Executive Committee and staff are asking the Board to consent to defer the hiring decision to the Executive Committee, after which the candidate would be presented the Board at the September 12th meeting to ratify the hire.

Thomson motioned to authorize the Executive Committee to proceed with screening and interviewing candidates, and then make an offer of employment to be ratified by the Board at the September Board meeting; Thomas seconded. No public comment. Verbal vote was unanimous, motioned passed.

CAC Report

Wynia presented from the written report included in the packet and noted that the CAC did provide written comments for the 2025 proposed budget.

McGlasson stated that he neglected to state during his budget presentation that the CAC's written comments are included in the meeting packet on page forty-nine (49).

Department Reports

McGlasson highlighted items from his written report included in the packet. He referenced the District's new partnership with Terracycle and that positive feedback has been received and depending on how the program works at the HHW department we will look to expand that program to the rural recycling centers. He advised that the District is having problems with Walmart's accounting department getting paid for the Orange Bags being ordered by the local store. This is the second time this has happened and they currently have two (2) outstanding invoices and until this situation is resolved, the District will not be able to supply Walmart with Orange Bags.

Long provided additional information on the Terracycle recycling program, noting that the plan is to expand the items that can be accepted through that program. He updated the Board on activities at the District recycling centers and Household Hazardous Waste facilities.

Paulsen highlighted from his written report included in the meeting packet, noting that the May groundwater report is completed and has been submitted to IDEM. He also noted that no Adopt-A-Road clean-ups were completed in July, but that weather probably had a lot to do with that. He is attending an IU student function at the end of August and hopes to recruit some new groups and organizations.

McGlasson offered a public thank you to the geologist from AECOM, John Bassett, who previously performed the statistical analysis from the ground water events. He has been very open and cooperative with the District and the new provider, Atlas, to help make the transition as smooth as possible.

McGlasson stated the Elisa Pokral is finalizing her curriculum for the new school year and encouraged teachers and other representatives from all local schools to contact her to scheduled sessions.

Public Comment

None.

Comments from Directors

Githens stated that she recently attended two (2) meetings regarding the Convention Center expansion and noted that attendees asked that the new convention center have facilities for both recycling and compost collection.

Piedmont-Smith adjourned the meeting at 4:48 p.m.

Signed – Board Member

BOD Meeting Minutes of August 8, 2024



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MEMORANDUM

TO: WRDMC Executive Committee
DATE: August 30, 2024
FROM: Tom McGlasson Jr., Executive Director
SUBJECT: Controller Position

As was discussed at the August 8th Board meeting, due to timing constraints, the Board consented for the Executive Committee to vet and interview candidates for the Controller position. And, if a candidate was identified to offer the position to, to extend that offer, and if accepted, bring that individual back to the Board at the September meeting for the Board to ratify hiring that individual.

Although at this time no offer has been made to a candidate, we will need this item on the agenda for the Board meeting.



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MEMORANDUM

TO: WRDMC Executive Committee
DATE: August 30, 2024
FROM: Tom McGlasson Jr
SUBJECT: Resolution 2024-09 For Additional Appropriation

Subsequent to the District Board of Directors approving the 2024 Debt Service Fund budget, the District received notification on October 5, 2023 from Bank of New York Mellon that the annual agency fee related to the landfill closure bond would be increasing from \$400 to \$750. The timing of this notice did not allow for any amendment to the budget request submitted to the Monroe County Council, which was adopted on October 17, 2024. Therefore, the District must request an additional appropriation in the amount of \$350 to ensure appropriated expenditures will match actual expenditures for 2024.

Resolution 2024-09 seeks approval for the District to request this additional appropriation from the Monroe County Council.

Additionally, Resolution 2024-09 seeks approval to request additional appropriations totaling \$10,153.09 for the Operating Fund. The purpose of these funds is to purchase tables and chairs for the District Education Room. Most of the tables in use are in poor condition and of unknown age, however, four (4) tables have been determined to be newer and in good condition and will be kept. The tables to be purchased are narrower and will allow more tables to be set up in the room, they are also have locking casters for easy moving and tops that flip up to allow nesting for storage purposes when not in use.

The chairs currently in use are, to my knowledge, the original chairs purchased when the administration office was built, and are almost thirty (30) years old. Many are missing feet and have stains.

As part of this upgrade to our training room, we are also proposing to purchase two (2) seventy-five (75) inch display monitors to allow better visibility of displays used during meetings, conferences, and training sessions. With additional funds requested for the hardware and wiring necessary to install the display screens.

Included with this memo is a description and pricing for the items to be purchased for the training room.



72" X 24" Training Table, Blow-molded plastic top. 29 1/2" height.

- Top flips up 90° for compact storage.
- 2 grommets for cable management.
- Powder-coated steel frame.
- 2" locking swivel casters.
- Tables nest when not in use.

PRICE: **Quantity:** **TOTAL COST:**
 \$260.00 15 **\$3,900.00**



10-Pack, padded black mesh conference room stackable armless chair set, 330lb weight capacity

PRICE: **Quantity:** **TOTAL COST:**
 \$350.39 10 **\$3,503.09**



75" display monitor

<u>ESTIMATED COST:</u>	<u>QUANTITY</u>	<u>ESTIMATED TOTAL COST:</u>
\$1,000.00	2	\$2,000.00

Miscellaneous Hardware and Wiring

<u>ESTIMATED COST:</u>	<u>QUANTITY</u>	<u>ESTIMATED TOTAL COST:</u>
\$750.00	1	\$750.00

ESTIMATED TOTAL PROJECT COST: \$10,153.09

Resolution 2024 – 09

Waste Reduction District of Monroe County
For Additional Appropriation

WHEREAS, the Waste Reduction District of Monroe County (District) is a political subdivision and a solid waste management district under IC 13-21-3; and

WHEREAS, the District is granted certain powers enumerated in IC 13-21-3-12; and

WHEREAS, IC 13-21-3-12 requires that the District follow regular budgeting procedures; and

WHEREAS, the District issued a debt service bond in 2007, the proceeds of which were used for payment of the final closure work performed at the Monroe County Landfill; and

WHEREAS, the debt service fund annual budget is established following regular budgeting procedures; and

WHEREAS, the 2024 Debt Service Fund budget was approved by the Board of Directors on August 10, 2023 via Resolution 2023-12, and was subsequently adopted by the Monroe County Council on October 17, 2023; and

WHEREAS, the District was notified by Bank of New York Mellon on October 5, 2023 of an increase in the annual Agency Fee from \$400.00 to \$750.00; and

WHEREAS, the approved and adopted 2024 Debt Service Fund budget appropriated \$400 for Agency Fee expenses.

NOW, THEREFORE, be it resolved and approved by the Board of Directors of the Monroe County Solid Waste Management District that a request for additional appropriation be submitted to the Monroe County Council for the funds herein named, in the amount specified:

<u>Fund</u>	<u>Line</u>	<u>Amount</u>
Debt Service (8283)	30591 – Agency Fee	\$350.00
Operating (8210)	40410 – Furniture & Fixtures	\$7,403.09
Operating (8210)	40430 – Computer Equipment	\$2,750.00

Resolution 2024 – 09

Waste Reduction District of Monroe County
For Additional Appropriation

So voted on this 12th day of September, 2024 by the Board of Directors of the Monroe County Solid Waste Management District.

AYE

NAY

Geoff McKim, Chairperson

Geoff McKim, Chairperson

Isabel Piedmont-Smith, Vice-Chairperson

Isabel Piedmont-Smith, Vice-Chairperson

Penny Githens, Secretary

Penny Githens, Secretary

Julie Thomas, Director

Julie Thomas, Director

Kerry Thomson, Director

Kerry Thomson, Director

Lee Jones, Director

Lee Jones, Director

Dan Swafford, Director

Dan Swafford, Director

Attest: _____
Tom McGlasson Jr., Executive Director



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MEMORANDUM

TO: WRDMC Executive Committee
DATE: August 30, 2024
FROM: Tom McGlasson Jr
SUBJECT: Resolution 2024-10 Declaration of Surplus Property

The property being requested to be declared surplus is a 1989 semi-trailer we previously used to have gaylords of loose mixed paper categories hauled to Quincy Recycling in Indianapolis. We no longer haul direct to Quincy since Republic Services agreed to allow all mixed paper types to be co-mingled in a roll-off box. Also, the trailer in question is in disrepair and will not pass a DOT inspection without significant repairs.

We have a party interested in purchasing this trailer.

Resolution 2024 – 10

Waste Reduction District of Monroe County Declaration of Surplus Property

This resolution is to declare certain property of the Waste Reduction District of Monroe County to be no longer needed for the purpose for which it was intended and to be considered surplus property for the purpose of resale, reuse or recycle.

WHEREAS, the Waste Reduction District of Monroe County (District) is a political subdivision and a solid waste management district under IC 13-21-3; and

WHEREAS, the District is granted certain powers enumerated in IC 13-21-3-12; and

WHEREAS, the Board of Directors of the Waste Reduction District of Monroe County is empowered to declare unneeded District property to be surplus property; and

WHEREAS, the Board of Directors may authorize the disposal of surplus property under IC 5-22-22-1.

NOW, THEREFORE, the District Board of Directors hereby resolves that:

1. Pursuant to IC 5-22-22 the property set forth below is declared surplus property for the purpose of resale, reuse or recycle:

Inventory Assets

Vehicles	VIN	Net Asset Value
1989 FRU Semi-trailer	1H2VO4827KH064938	\$0.00

2. The surplus property shall be removed from the District’s fixed asset inventory.
3. Any sale of the surplus property shall be done in accordance with IC 5-22-22.

Resolution 2024 – 10

Waste Reduction District of Monroe County Declaration of Surplus Property

So voted on this 12th day of September, 2024 by the Board of Directors of the Waste Reduction District of Monroe County.

AYE

NAY

Geoff McKim, Chairperson

Geoff McKim, Chairperson

Isabel Piedmont-Smith, Vice-Chairperson

Isabel Piedmont-Smith, Vice-Chairperson

Penny Githens, Secretary

Penny Githens, Secretary

Julie Thomas, Director

Julie Thomas, Director

Kerry Thomson, Director

Kerry Thomson, Director

Lee Jones, Director

Lee Jones, Director

Dan Swafford, Director

Dan Swafford, Director

Attest:

Tom McGlasson Jr.
Executive Director



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www.wastereductiondistrict.com  

MEMORANDUM

TO: WRDMC Executive Committee

DATE: August 30, 2024

FROM: Tom McGlasson Jr., Executive Director

SUBJECT: Draft Request for Proposal for Recycling Processing, MSW Disposal, and Material Hauling Services

As requested by the Board at the June Board meeting, this draft Request for Proposal (RFP) for Recycling Processing, MSW Disposal, and Material Hauling Services is planned to be presented at the September Board meeting for discussion and consideration. This RFP has previously been reviewed by legal counsel.

The RFP is for services currently covered by an agreement with Republic Services with an effective date of May 1, 2020. The initial term of this agreement was for three (3) years, with up to three (3) one (1) year renewal terms. We are currently in the second renewal term.

The agreement calls for either party to provide one hundred and twenty (120) days written notice to terminate the agreement. During any renewal term this notice may be provided at any time and must specify the date of termination.

Conversely, the District does have the option to engage with Republic Services to negotiate an extension to the current agreement if it so chooses.

When considering if the District should issue this, or a similar, RFP, the Board should take into account the following:

1. The third and final renewal term of the existing agreement will expire on May 1, 2026. The District will either have to negotiate an extension to this agreement, or issue an RFP for these services in late 2025 or early 2026.
2. The District could provide the one hundred and twenty (120) day notice to Republic Services at the time the RFP is issued and move forward with the responses received and the vendor(s) selected based on those responses.
3. The District could issue the RFP without providing notice to Republic Services, as the District is not obligated to accept any responses, nor enter into any agreement with a responding vendor. The District could choose to reject all responses received if it is determined that none of them improve the District's position with regard to the existing agreement.
 - a. However, Republic Services is also free to provide the one hundred and twenty (120) notice to the District at any time, and may choose to do so in response to the RFP being issued. This means the District would have to move forward with the responses received and any resulting contract(s).



REQUEST FOR PROPOSAL

for

Recycling Processing, MSW Disposal, and Material Hauling Services

Issued: MMM DD, YYYY

Proposals Due: MMM DD, YYYY

Contact Person: Tom McGlasson Jr., Executive Director
Waste Reduction District of Monroe County
3400 S. Walnut Street
Bloomington, IN 47401
tmcglass@mcswmd.org
812-349-2869 (phone)
812-349-2872 (fax)

PUBLIC NOTICE OF REQUEST FOR PROPOSALS

Notice is hereby given pursuant to I.C. 5-3-1 that the Waste Reduction District of Monroe County is requesting proposals from interested and qualified entities for the following services:

RECYCLING PROCESSING, MSW DISPOSAL, AND MATERIAL HAULING SERVICES

All sealed proposals will be received by the Waste Reduction District of Monroe County at 3400 S. Walnut Street, Bloomington, Indiana 47401, **at or before 4:00 p.m. (local time) on XXXday, MMM DD, YYYY**. Any proposal received after this designated time will not be considered.

Proposals need not include all requested services to be considered, provided that the Waste Reduction District of Monroe County is able to contract with a vendor or vendors to secure all requested services.

Sealed proposals will be opened and read aloud, in the order received, at the Waste Reduction District of Monroe County Board of Directors meeting on **XXXday, MMM DD, YYYY at 4:00 p.m. (local time)** in the Nat U. Hill Meeting Room, on the third floor of the Monroe County Courthouse, 100 W. Kirkwood Avenue, Bloomington, Indiana 47404. This meeting is also available for viewing online via Microsoft Teams. Information regarding the Board of Directors virtual meetings is located in the calendar on the Waste Reduction District of Monroe County website at this location: <https://wastereductiondistrict.com/calendar>. If this meeting is rescheduled, canceled, or otherwise does not occur as scheduled, proposals may be opened at a subsequent Board of Directors meeting, or other public meeting.

Request for Proposal documents may be obtained from the following location: <https://wastereductiondistrict.com/public-records>; or by submitting a written request to:

Tom McGlasson Jr., Executive Director
Waste Reduction District of Monroe County
3400 S. Walnut Street
Bloomington, IN 47401
tmcglass@mcswmd.org

Sealed proposals shall be submitted and clearly labeled with **Recycling Processing, MSW Disposal, and Material Hauling Services**. No electronic or facsimile submittals will be accepted. Proposals must be delivered to the Waste Reduction District of Monroe County, 3400 S. Walnut Street, Bloomington, Indiana 47401 no later than **4:00 p.m. (local time) XXXday, MMM DD, YYYY**. Proposals received after this date and time will not be considered.

All proposals must be valid for a period of at least ninety (90) days from the date of opening.

Right to Reject Bids: The Waste Reduction District of Monroe County reserves the right to accept or reject any and all bids and to waive any irregularities in any proposal.

1. INTRODUCTION

The Waste Reduction District of Monroe County (District) is located in Monroe County, Indiana and serves a population of approximately 140,000. The programs of the District include; public education and outreach, household hazardous waste disposal, household municipal solid waste disposal, recycling, environmental safety and compliance, and closed landfill monitoring and maintenance.

Public notice has been given as required by I.C. 5-22-9-3, 5-3-1, and 5-22-6, that the Waste Reduction District of Monroe County is requesting written proposals, in accordance with I.C. 5-22-9, from interested parties (Proposers) for the processing of recyclable commodities, municipal solid waste (MSW) disposal, and transportation of material that is collected / generated by the District's five (5) collection center locations. These locations are:

Facility Name & Location

Hours of Operation

Main Recycling Center
3400 S. Walnut Street
Bloomington, IN 47401

Tuesday through Saturday
7:30 a.m. to 5:30 p.m.

Ellettsville Recycling Center
6200 N. Matthews Drive
Ellettsville, IN 47429

Monday, Wednesday, Friday, & Saturday
7:00 a.m. to 6:00 p.m.

Northeast Recycling Center
6015 E. State Road 45
Bloomington, IN 47408

Monday, Wednesday, Friday, & Saturday
7:00 a.m. to 6:00 p.m.

Westside Recycling Center
341 N. Oard Road
Bloomington, IN 47404

Monday, Wednesday, Friday, & Saturday
7:00 a.m. to 6:00 p.m.

Southside Recycling Center
400 W. Dillman Road
Bloomington, IN 47403

Monday, Wednesday, Friday, & Saturday
7:00 a.m. to 6:00 p.m.

The recyclable commodities are source separated at the collection facilities as follows:

- Cardboard – compacted in forty cubic yard (40yd³) roll-off containers.
- Plastic Containers #1 - #7 – mixed and compacted in forty cubic yard (40yd³) roll-off containers.
 - The District does not currently accept plastic bags, films, or expanded polystyrene.
- Mixed Paper – mixed paper includes all fiber materials except cardboard.
 - The Main Recycling Center – co-mingled and compacted in forty cubic yard (40yd³) roll-off containers.
 - Other four (4) recycling centers co-mingled in thirty cubic yard (30yd³) roll-off containers.
- Glass – clear and colored glass co-mingled in forty cubic yard (40yd³) roll-off containers.

- Metals – all metal materials are collected as described below and are to be hauled to either Bloomington Iron and Metal at 503 N. Rogers St., Bloomington, IN 47404 (Ellettsville, Northeast, and Westside recycling centers) or JB’s Salvage at 1803 Fountain Dr., Bloomington, IN 47404 (Main and Southside recycling centers) depending on the originating facility as indicated.
 - Aluminum – collected in thirty cubic yard (30yd³) and forty cubic yard (40yd³) roll-off containers.
 - Steel Cans – collected in thirty cubic yard (30yd³) and forty cubic yard (40yd³) roll-off containers.
 - Scrap Metal – collected in twenty cubic yard (20yd³), thirty cubic yard (30yd³), and forty cubic yard (40yd³) roll-off containers.

MSW is not accepted from the public at the Main Recycling Center, which only disposes of MSW generated on site, collected in a forty cubic yard (40yd³) roll-off container. The other four (4) facilities accept MSW from Monroe County residents as follows:

- Bagged household waste (Orange Bags) – compacted in forty cubic yard (40yd³) roll-off containers.
- Bulky Items – collected in thirty cubic yard (30yd³) and forty cubic yard (40yd³) roll-off containers.

2. Recyclable Commodity, MSW and Hauling Data

The following data is for the calendar year 2023, and is provided as an example of the tonnage of materials collected and hauling service needs of the District.

2.1. Cardboard

2023 Monthly Cardboard Tonnage By Locations:

	Main Recycling Center	Ellettsville Recycling Center	Northeast Recycling Center	Westside Recycling Center	Southside Recycling Center	TOTAL CARDBOARD TONS
Jan	26.87	18.60	9.07	6.45	9.17	70.16
Feb	22.98	14.07	8.60	7.93	5.13	58.71
Mar	23.34	18.34	9.82	6.09	8.46	66.05
Apr	24.78	15.47	8.92	8.18	6.12	63.47
May	23.81	16.27	14.10	6.68	5.54	66.40
Jun	29.98	20.87	9.55	3.28	10.47	74.15
Jul	25.44	15.62	8.62	7.40	7.08	64.16
Aug	31.41	17.23	9.60	6.86	9.11	74.21
Sept	31.13	13.81	10.40	4.13	8.86	68.33
Oct	27.35	14.30	8.57	7.08	6.06	63.36
Nov	24.85	18.02	8.30	7.97	6.75	65.89
Dec	39.63	17.63	8.78	8.01	7.10	81.15
TOTAL	331.57	200.23	114.33	80.06	89.85	816.04

2023 Monthly Cardboard Hauls By Location:

	Main Recycling Center	Ellettsville Recycling Center	Northeast Recycling Center	Westside Recycling Center	Southside Recycling Center	TOTAL CARDBOARD HAULS
Jan	9	4	2	2	3	20
Feb	8	4	2	2	2	18
Mar	9	5	2	2	3	21
Apr	8	4	2	3	2	19
May	8	4	3	2	2	19
Jun	9	5	3	1	3	21
Jul	8	4	2	2	2	18
Aug	11	5	2	2	3	23
Sept	9	4	2	1	3	19
Oct	9	4	3	2	2	20
Nov	8	5	2	2	2	19
Dec	9	4	2	2	2	19
TOTAL	105	52	27	23	29	236

2.2. Plastic Containers #1 - #7

2023 Monthly Plastics Tonnage By Location:

	Main Recycling Center	Ellettsville Recycling Center	Northeast Recycling Center	Westside Recycling Center	Southside Recycling Center	TOTAL PLASTIC TONS
Jan	5.50	6.29	2.29	3.58	3.61	21.27
Feb	5.95	6.50	4.28	4.22	2.63	23.58
Mar	7.72	6.98	4.05	3.35	2.55	24.65
Apr	5.97					24.10
	6.91					31.15
	8.19					29.29
	6.50					23.37
	6.12					25.66
	7.40					24.28
	5.91					22.14
	6.44					22.35
	7.00					22.85

2023 Monthly Plastics Hauls By Location:

	Main Recycling Center	Ellettsville Recycling Center	Northeast Recycling Center	Westside Recycling Center	Southside Recycling Center	TOTAL PLASTIC HAULS
Jan	4	4	1	2	3	14
Feb	4	4	2	2	2	14
Mar	5	5	2	2	2	16
Apr	4	4	2	3	2	15
May	3	4	3	3	3	16
Jun	5	5	3	2	3	18
Jul	4	4	2	2	2	14
Aug	4	5	2	3	3	17
Sept	5	4	2	2	2	15
Oct	4	4	3	2	3	16
Nov	4	4	2	2	2	14
Dec	2	2	2	2	2	10
TOTAL	48	49	26	27	29	179

2.3. Mixed Paper

During the calendar year 2023, newspaper was collected separately from other mixed paper commodities. At the Ellettsville, Northeast, Westside, and Southside recycling centers, newspaper was collected separately in thirty cubic yard (30yd³) roll-off containers, and non-newspaper mixed fiber commodities were co-mingled in thirty cubic yard (30yd³) roll-off containers. Currently, newspaper and all other mixed paper commodities are co-mingled in thirty cubic yard (30yd³) roll-off containers.

At the Main Recycling Center, newspaper was collected separately and compacted in a forty cubic yard (40yd³) roll-off container. Other mixed paper commodities were sorted into separate vendor defined categories and collected in gaylord boxes of varying sizes. The gaylord boxes were transported via fifty-three foot (53ft) semi-trailer. Currently, newspaper and all other mixed paper commodities are co-mingled and compacted in a forty cubic yard (40yd³) roll-off container.

Below is data from 2023 for the tonnage and associated hauls of mixed paper commodities collected as described above.

2023 Newspaper Tonnage By Location (Ellettsville, Northeast, Westside, Southside):

	Ellettsville Recycling Center	Northeast Recycling Center	Westside Recycling Center	Southside Recycling Center	TOTAL NEWSPAPER HAULS
Jan	0.88	1.03	0.00	1.45	3.36
Feb	1.67	1.00	1.96	0.00	4.63
Mar	0.84	1.00	0.00	1.35	3.19
Apr	1.55	2.38	2.12	0.00	6.05
May	1.54	0.94	0.00	1.97	4.45
Jun	1.10	1.03	2.19	0.00	4.32
Jul	1.91	1.26	0.00	1.29	4.46
Aug	1.46	2.18	0.00	1.28	4.92
Sept	1.03	0.97	1.95	0.00	3.95
Oct	1.21	1.00	0.00	1.02	3.23
Nov	0.89	2.03	1.85	1.05	5.82
Dec	1.18	1.26	0.00	0.00	2.44
TOTAL	15.26	16.08	10.07	9.41	50.82

2023 Newspaper Hauls By Location (Ellettsville, Northeast, Westside, Southside):

	Ellettsville Recycling Center	Northeast Recycling Center	Westside Recycling Center	Southside Recycling Center	TOTAL NEWSPAPER HAULS
Jan	1	1	0	1	3
Feb	2	1	1	0	4
Mar	1	1	0	1	3
Apr	1	2	1	0	4
May	1	1	0	1	3
Jun	1	1	1	0	3
Jul	2	1			4
	1				4
	1				3
	1				3
	1				5
	1				2

2023 Mixed Paper Tonnage By Location (Ellettsville, Northeast, Westside, Southside):

	Ellettsville Recycling Center	Northeast Recycling Center	Westside Recycling Center	Southside Recycling Center	TOTAL MIXED PAPER TONNAGE
Jan	5.72	2.18	0.00	3.89	11.79
Feb	3.16	4.40	2.14	0.00	9.70
Mar	4.19	1.70	3.12	4.09	13.10
Apr	3.41	3.96	0.00	0.00	7.37
May	3.47	1.71	2.22	3.06	10.46
Jun	6.92	4.01	3.02	0.00	13.95
Jul	3.32	1.35	0.00	3.44	8.11
Aug	2.81	3.81	2.70	0.00	9.32
Sept	2.92	3.10	2.54	0.00	8.56
Oct	5.36	1.74	0.00	3.89	10.99
Nov	2.90	4.23	3.48	0.00	10.61
Dec	2.67	1.69	0.00	3.58	7.94
TOTAL	46.85	33.88	19.22	21.95	121.9

2023 Mixed Paper Hauls By Location (Ellettsville, Northeast, Westside, Southside):

	Ellettsville Recycling Center	Northeast Recycling Center	Westside Recycling Center	Southside Recycling Center	TOTAL MIXED PAPER HAULS
Jan	2	1	0	1	4
Feb	1	2	1	0	4
Mar	2	1	1	1	5
Apr	1	2	0	0	3
May	1	1	1	1	4
Jun	2	2	1	0	5
Jul	1	1			3
	0				3
	1				4
	2				4
	1				4
	1				3

Main Recycling Center:

2023 Newspaper:

	Tonnage	Hauls
Jan	0.00	0
Feb	8.10	1
Mar	0.00	0
Apr	0.00	0
May	0.00	0
Jun	9.76	1
Jul	0.00	0
Aug	0.00	0
Sept	0.00	0
Oct	6.71	1
Nov	0.00	0
Dec	10.18	1
TOTAL	34.75	4

2023 Mixed Paper:

	Tonnage	Trailer Loads
Jan	8.98	
Feb	0.00	
Mar	10.80	
Apr	10.94	
May	11.57	
Jun	0.00	
Jul	11.12	
Aug	10.10	
Sept	0.00	
Oct	11.66	
Nov	0.00	
Dec	9.83	
TOTAL		

2.4. Glass

2023 Monthly Glass Tonnage By Location:

	Main Recycling Center	Ellettsville Recycling Center	Northeast Recycling Center	Westside Recycling Center	Southside Recycling Center	TOTAL GLASS TONS
Jan	11.68	14.87	9.81	5.36	5.55	47.27
Feb	13.31	0.00	4.59	5.27	5.60	28.77
Mar	12.87	13.23	7.85	3.94	5.65	43.54
Apr	13.17	5.98	8.28	4.05	0.00	31.48
May	11.55	5.34	7.33	5.94	4.83	34.99
Jun	14.01	7.50	3.98	0.00	5.38	30.87
Jul	12.64	7.02	4.48	0.00	3.94	28.08
Aug	12.53	13.35	9.11	10.32	6.86	52.17
Sept	6.15	6.57	4.46	0.00	4.55	21.73
Oct	7.23	0.00	3.50	4.79	0.00	15.52
Nov	13.91	6.86	6.00	5.36	5.28	37.41
Dec	15.05	6.64	4.91	1.00		32.62

2023 Monthly Glass Hauls By Location:

	Main Recycling Center	Ellettsville Recycling Center	Northeast Recycling Center	Westside Recycling Center	Southside Recycling Center	TOTAL GLASS HAULS
Jan	2	2	2	1	1	8
Feb	2	0	1	1	1	5
Mar	2	1	2	1	1	7
Apr	2	1	2	1	0	6
May	2	1	2	1	1	7
Jun	2	1	1	0	1	5
Jul	2	1	1	0	1	5
Aug	2	2	2	2	1	9
Sept	1	1	1	0	1	4
Oct	1	0	1	1	0	3
Nov	2	1	1	1	1	6
Dec	2	1	1	0	1	5
TOTAL	22	12	17	9	10	70

2.5. Metals

2023 Monthly Metals Hauls by Location:

	Main Recycling Center	Ellettsville Recycling Center	Northeast Recycling Center	Westside Recycling Center	Southside Recycling Center	TOTAL BULKY ITEM HAULS
Jan	5	5	4	6	4	24
Feb	4	4	5	4	4	21
Mar	5	5	6	5	5	26
Apr	5	7	7	4	6	29
May	6	7	5	5	7	30
Jun	7	8	8	5	6	34
Jul	5	5	1	5	5	21
Aug	5	6	7	6	7	31
Sept	6	6	4	4	6	26
Oct	4	5	5	6	6	26
Nov	5	6	5	3	5	24
Dec	3	3	5	5	4	20
TOTAL	60	67	62	58	65	312

2.6. MSW – Orange Bags

2023 Monthly Orange Bag Tonnage By Location:

* Includes Main Recycling Center self-generated MSW

	Main Recycling Center	Ellettsville Recycling Center	Northeast Recycling Center	Westside Recycling Center	Southside Recycling Center	TOTAL ORANGE BAG TONNAGE
Jan	1.59	47.55	36.59	31.47	42.74	159.94
Feb	0.00	37.41	26.54	27.31	31.83	123.09
Mar	2.18	41.16	28.88	28.83	37.13	138.18
Apr	2.35	40.21	29.22	26.53	34.64	132.95
May	2.68	47.97	35.50	34.83	44.61	165.59
Jun	0.00	48.06	33.91	34.09	36.89	152.95
Jul	2.23	46.65	39.72	38.29	40.42	167.31
Aug	0.00	51.55	40.91	31.61	38.25	162.32
Sept	3.07	33.28	30.11	27.66	33.68	127.80
Oct	0.00	40.00	36.42	31.57	37.21	145.20
Nov	2.53	55.86	31.66	29.25	39.07	158.37
Dec	0.00	41.97	30.23	26.53	32.76	131.49
TOTAL	16.63	531.67	399.69	367.97	449.23	1765.19

2023 Monthly Orange Bag Hauls By Location:

* Includes Main Recycling Center self-generated MSW

	Main Recycling Center	Ellettsville Recycling Center	Northeast Recycling Center	Westside Recycling Center	Southside Recycling Center	TOTAL ORANGE BAG HAULS
Jan	1	9	8	9	9	36
Feb	0	9	8	8	8	33
Mar	1	10	9	9	9	38
Apr	1					33
	1					38
	0					35
	1					35
	0					38
	1					33
	0					36
	1					35
	0					32

2.7. MSW – Bulky Items

2023 Monthly Bulky Item Tonnage By Location:

	Ellettsville Recycling Center	Northeast Recycling Center	Westside Recycling Center	Southside Recycling Center	TOTAL BULKY ITEM TONNAGE
Jan	11.03	5.84	4.00	3.74	24.61
Feb	7.49	1.22	3.81	5.33	17.85
Mar	5.03	6.17	5.44	4.65	21.29
Apr	18.01	5.66	7.39	6.28	37.34
May	14.35	3.51	7.43	5.21	30.50
Jun	14.91	9.89	5.72	6.70	37.22
Jul	13.22	10.81	7.13	11.45	42.61
Aug	12.25	1.30	6.43	5.29	25.27
Sept	17.61	7.84	4.98	5.18	35.61
Oct	10.62	7.93	4.27	4.52	27.34
Nov	5.38	2.30	4.21	4.82	16.71
Dec	9.29	3.80	3.95	3.06	20.10
TOTAL	139.19	66.27	64.76	66.23	336.45

2023 Monthly Bulky Item Hauls By Location:

	Ellettsville Recycling Center	Northeast Recycling Center	Westside Recycling Center	Southside Recycling Center	TOTAL BULKY ITEM HAULS
Jan	8	6	5	4	23
Feb	10	1	5	6	22
Mar	9	6	5	6	26
Apr	9	6	6	7	28
May	11	3	6	7	27
Jun	12	10	9	6	37
Jul	12	9			35
	11				24
	8				28
	10				28
	9				22
	4				10

3. Instructions To Proposers

3.1. Submission of Proposals

Sealed Proposals must be delivered to the District at the mailing address shown below. It is the Proposer's responsibility to ensure delivery of the proposal documents to the District before the submittal deadline. To confirm receipt of your submittal, please contact Tom McGlasson Jr at tmcglass@mcswmd.org.

- 3.1.1. Submitted proposals shall include all of the properly executed and completed forms shown below, which are included in this proposal packet:
 - 3.1.1.1. Proposer Identification and Form of Business Entity (**Exhibit A**)
 - 3.1.1.2. Non-Collusion Affidavit (**Exhibit B**)
 - 3.1.1.3. E-Verify Employment Affidavit (**Exhibit C**)
 - 3.1.1.4. Equal Employment Opportunity / ADA Statement (**Exhibit D**)
- 3.1.2. Proposals **must** be ordered as follows:
 1. Proposer Identification and Form of Business Entity (Exhibit A)
 2. Statement of related experience (Section 6.1)
 - a. This statement must include the following:
 - i. Permit and license compliance demonstration (Section 4.1)
 - ii. Affirmation of the necessary personnel, vehicles, equipment, and inventory necessary to adequately perform the work included in the proposal (Section 4.4)
 3. Statement of recycling processing policies and procedures (Section 6.3)
 4. Statement of sustainability initiatives – Optional (Section 6.5)
 5. References (Section 6.2)
 6. List of receiving facilities (Sections 4.4, 5.3, 6.3, and 6.4)
 7. Scope of Work
 - a. Recycling Processing (Section 5.1)
 - b. MSW Disposal (Section 5.2)
 - c. Material Hauling (Section 5.3)
 - d. Roll Off Box Rental (Section 5.4)
 - e. Roll Off Box Storage (Section 5.5)
 8. Written reporting plan (Section 6.6)
 9. Non-Collusion Affidavit (Exhibit B)
 10. E-Verify Employment Affidavit (Exhibit C)
 11. Equal Employment Opportunity / ADA Statement (Exhibit D)
 12. Surety

Proposal submittals will be due to the address listed below no later than **4:00 p.m. (local time) on xxxday, MMM DD, YYYY**. All duly received proposals will be opened and read aloud in the order received at the Waste Reduction District of Monroe County Board of Directors (Board) meeting beginning at 4:00 p.m. (local time) on **Thursday MMM DD, YYYY**.

Submit Proposals To:

Mailing Address: Waste Reduction District of Monroe County
 Attn: Tom McGlasson Jr., Executive Director
 Recycling Processing, MSW Disposal, and Material Hauling
 3400 S. Walnut St.
 Bloomington, IN 47401

Note: Any deviation from these requirements may result in your proposal being considered non-responsive.

3.2. Delivery of Proposal

Each sealed Proposal must be received by 4:00 p.m. (local time) on **xxxday, MMM DD, YYYY**. Sealed proposals shall be identified with the title Recycling Processing, MSW Disposal, and Material Hauling Services and the Proposer's name. No electronic or facsimile proposals will be accepted.

The District's preferred delivery method is either the U.S. Postal Service or a private courier service such as Fed-Ex or United Parcel Service. However, if a bid is hand-delivered, it must be delivered to the District's Administration Office located at 3400 S. Walnut Street, Bloomington, IN 47401 between 8:00 a.m. and 4:00 p.m. (local time). Proposer shall be responsible for ensuring that hand-delivered proposals are submitted to a District staff member. The District shall not be responsible for submittals left unattended at the front desk, or given to an individual not employed with the District. All late proposals will be returned unopened.

3.3. Inquiries

The Proposer must examine the Request For Proposal (RFP) and seek clarification **in writing** via email if the Proposer does not understand any information or instructions.

Questions regarding the RFP must be submitted **via email** with the subject line: "RFP Inquiry". Inquiries must be submitted via email no later than 4:00 p.m. (local time), **xxxday, MMM DD, YYYY**. The District assumes no liability for assuring accurate, complete, or on-time email transmissions and receipts.

1. Reference to page number and section within this RFP relevant to the question(s) presented for clarification.
2. The District will respond to all inquiries within two (2) business days of the inquiry submittal deadline through an addendum, which will be available on the District website at: <https://wastereductiondistrict.com/public-records>.
3. Any ambiguities or inconsistencies shall be brought to the District's attention through **written communication via email** by **4:00 p.m. (local time), xxxday, MMM DD, YYYY**.

Submit inquiries to:

Tom McGlasson Jr., Executive Director
Waste Reduction District of Monroe County
tmcglass@mcswmd.org

3.4. Addenda

If revisions become necessary, the District will provide written addenda, which will be posted on the website shown below. Any addenda issued by the District must be signed and submitted with the proposal. It is the responsibility of the Proposer to check to see whether any addenda have been issued. Failure to do so could result in an unresponsive proposal. Addenda shall be posted within two (2) business days of the inquiry submission deadline to the District's website at: <https://wastereductiondistrict.com/public-records>.

3.5. Acceptance or Rejection

Submission of any proposal indicates acceptance of the conditions and requirements contained in the RFP unless clearly and specifically noted otherwise in the submittal documents.

The District Board of Directors reserves the right to reject any or all proposals, in whole or in part, to waive any or all formalities, and to disregard all non-conforming, non-responsive, or conditional proposals.

3.6. Award

Once proposals are opened and evaluated, the District, through its Board of Directors, may award a contract to the vendor(s) who submits the proposal(s) judged by the District to be the lowest responsible and responsive proposal(s) that meets the specifications contained in this RFP. The award may be made at the next Board of Directors meeting, or a subsequent meeting. The Board of Directors meets on the second Thursday of each month at 4:00 p.m. in the Nat U. Hill Meeting Room on the third floor of the Monroe County Courthouse, 100 W. Kirkwood Ave., Bloomington, Indiana. Any meeting schedule changes will be noticed in accordance with IC 5-14-1.5-5, and updated on the District website at: <https://wastereductiondistrict.com/calendar>.

The District Board of Directors reserves the right to conduct discussions with responsible Proposer(s) and negotiate final contract conditions with the Proposer(s) who, in the sole discretion of the Board, has/have been determined to be the best able to perform the requested services in a manner most beneficial to the citizens of Monroe County, Indiana.

Any contract entered into shall be construed in accordance with and governed by the laws of the State of Indiana.

3.7. Compliance

All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over this project or procurement shall apply to the project or purchase throughout. The Proposer warrants that its performance under this Contract or Award will

at all times comply with all local, state, and federal laws, codes, ordinances, rules, and regulations.

4. General Requirements

4.1. Permits and Licenses

Proposers shall demonstrate compliance with all applicable local, state and federal permitting and licensing requirements with regard to facilities and vehicles to be utilized in the performance of the work included in the proposal.

4.2. Qualifications

The Proposer shall be fully knowledgeable of all commodities to be recycled, MSW disposal, & transportation under this proposal through education and/or experience and other conditions and circumstances relating to the execution of the requested services. The Proposer shall also thoroughly examine and be familiar with the Instructions, General Requirements, Scope of Work, and Specifications herein.

4.3. Personnel and Equipment

The Proposer shall affirm that they have the necessary personnel, vehicles, equipment, and inventory necessary to adequately perform the work included in the proposal.

4.4. Facilities

The Proposer shall provide a list of all facilities anticipated to receive any materials included in the proposal, and where necessary, provide permit and/or registration numbers issued by the Indiana Department of Environmental Management (IDEM), or corresponding state regulatory agency if the facility is located outside the State of Indiana.

4.5. Surety

A Surety Bond duly executed by authorized officials of a surety authorized to do business in the State of Indiana or a certified check in an amount of \$10,000, must accompany each proposal.

4.6. Proposal Term of Validity

In order to allow for an adequate period of evaluation, Proposers may not withdraw their proposal within ninety (90) calendar days of the opening date. Withdrawal within that time frame or after its acceptance by the District shall constitute grounds allowing for the forfeiture of the Surety to the District among other remedies available to it.

5. Scope of Work

5.1. Recycling Processing

Proposers shall provide the price they will pay, or charge they will assess, to the District for each separated recyclable commodity category identified in sections 2.1 through 2.4. Purchase price and/or assessed charge must be presented per pound and/or per ton.

Proposers must identify any differences in the specific commodities included in each category in the proposal from how they are defined in this RFP.

Proposers are encouraged to provide additional pricing information for further separated commodities (i.e. Plastics #1; Newspaper; Glass separated by color; etc.), if such additional separation impacts the price paid, or assessed, to the District.

5.2. MSW Disposal

Proposers shall provide a cost per ton to dispose of MSW from the District's five (5) facilities, identified in Section 1, at a permitted solid waste disposal facility and/or processing facility.

5.3. Material Hauling

Proposers shall provide a cost per roll off truck to haul from each location identified in Section 1, the recyclable commodities and MSW specified in this RFP to an appropriate facility for processing and/or disposal, to include returning the same, or similar roll off box, to the District facility of origin. Proposers shall identify the receiving facility(ies) for each recyclable commodity and MSW.

Additionally, Proposers shall provide a cost to deliver an empty roll off box to each location identified in Section 1, and a cost to retrieve said box (full or empty) and not return it to the site of origin.

Proposers must provide the days and hours of operation for hauling services and state the maximum amount of time, in hours, that would elapse between being notified of the need to have a roll off box hauled and the roll off box being collected from any District location.

5.4. Roll Off Box Rental

The District owns an inventory of roll off boxes for the collection of recycling commodities and MSW at its facilities. However, from time to time, the District has a need to rent roll off boxes if its boxes are out of service for any reason. Proposers shall indicate if they have roll off boxes available for the District to rent as needed, and provide a cost to be assessed to the District for the rental of the following types of roll off boxes:

- 40yd³ compactor roll off boxes
- 40 yd³ open top roll off boxes
- 30 yd³ open top roll off boxes
- 20 yd³ open top roll off boxes

5.5. Roll Off Box Storage

The District prefers that its inventory of roll off boxes be stored at the location of the proposer selected to perform material hauling services. Proposers must confirm their ability to store said roll off boxes and specify any costs or conditions to be imposed upon the District to do so.

5.6. Conditions

The District recognizes that not all potential proposers have the same capabilities and ability to include all components of this RFP in a proposal submitted to the District. If any proposed pricing and/or services are dependent and/or contingent upon the inclusion of any other recycling processing, and/or MSW disposal, and or Material Hauling services, this must be explicitly stated in the proposal.

Additionally, if any pricing is dependent and/or contingent upon other components of the proposal, the proposer must provide alternative pricing that is not dependent and/or contingent on the other components.

6. Specifications

6.1. Related Experience

Proposers shall provide a statement regarding the Proposer's experience and capability for each component of this RFP included in the submitted proposal. This must include a complete listing of facilities, with contact information, which the proposer has delivered any of the recycling commodities or MSW included in this RFP during the previous five (5) years.

6.2. References

Proposers shall provide a list of at least five (5) references from entities for which the proposer currently provides the same or similar services.

6.3. Recycling Processing Requirements

The District expects all recyclable commodities collected at its locations identified in Section 1 to be recycled. Landfilling, incineration, and "waste-to-energy" are not acceptable forms of recycling. Proposers shall provide a statement regarding its general policies and procedures for processing recyclable commodities, which must include its definition of "contamination" and the acceptable contamination rate for loads of recyclable commodities delivered to the receiving facility. If the acceptable contamination rate is different for different commodities, this must be explained in the statement.

Proposers shall provide a list of recycling facilities which might be anticipated to receive recycling commodities originating from District locations.

6.4. MSW Disposal Requirements

All MSW collected at the District locations identified in Section 1, must be transported to a permitted solid waste disposal or processing facility. Proposers shall list all facilities which may receive MSW from District locations. For any listed transfer facilities, the proposer shall also list the final disposal facility(ies) which receive MSW from the transfer facility. For each facility listed, the Proposer must include the facility's physical address (P.O. Box numbers will not be accepted) and permit number.

6.5. Sustainability Initiates (Optional)

Proposers are encouraged to provide a statement of sustainability initiatives and/or climate change mitigation practices implemented by the organization.

6.6. Reporting Requirements

Proposers shall provide a written plan to provide monthly reports to the District Operations Director for each District location identified in Section 1. Monthly reports will be required to provide separate tonnage and hauling totals for each District location, for each recycling commodity, Orange Bag MSW, and Bulky Item MSW.

Additionally, any other service items which will result in money to be paid to, or by, the District will need to be itemized by location and included in the monthly reports.

6.7. Contract Length

The District is seeking a three (3) year contract with successive annual renewal options.

6.8. Insurance Requirements

Any Proposer(s) awarded a contract under this RFP shall purchase and maintain commercial general liability and other insurance as is appropriate for the Work being performed and furnished and as will protect Proposer, their employees, officers, or agents from: (i) claims under worker's or workmen's compensation, disability benefits and other similar employee benefit acts; (ii) claims for damages because of bodily injury, occupational sickness or disease, or death of Proposer's employees; (iii) claims for damages because of bodily injury, sickness or disease, or death of any person other than Proposer's employees; (iv) claims for damages insured by personal injury liability coverage which are sustained by any person as a result of an offense directly or indirectly related to the employment of such person by Proposer, or by any other person for any other reason; (v) claims for damages, other than to the Work itself, because of physical injury to or destruction of tangible property wherever located, including loss of use resulting therefrom; (vi) claims arising out of operation of Laws or Regulations for damages because of bodily injury or death of any person or for damage to property; and (vii) claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle, which may arise out of or result from Proposer's other obligations under the Contract Documents, whether it is to be performed or furnished by Proposer, by any Subcontractor, by anyone directly or indirectly employed by any of them to perform or furnish any of the Work, or by anyone for whose acts any of them may be liable.

The insurance required by this section shall be written for not less than the limits of liability and coverages as provided herein or as required by Law, whichever is greater. The Commercial General Liability Insurance shall include coverage of: (i) Premises and operations; (ii) Contractual liability as applicable to any indemnification hold harmless agreements in the Contract; (iii) Products and Completed Operations; (iv) Broadform Property Damage - including completed operations; (v) Fellow Employee claims under Personal Injury; and (vi) Independent contractors.

The Proposer’s insurance shall be written for not less than the following limits of liability:

- 1. Workers Compensation & Disability: Statutory Limits
- 2. Employer’s Liability
 - a. Bodily Injury by Accident (each accident): \$100,000
 - b. Bodily Injury by Disease (policy limit): \$500,000
 - c. Bodily Injury by Disease (each employee): \$100,000
- 3. Commercial General Liability (Occurrence Basis) Bodily injury, personal injury, property damage, contractual liability, products-completed operations. NOTE: GENERAL AGGREGATE TO APPLY PER LOCATION/PROJECT
 - a. General Aggregate Limit (other than Products/Completed Operations): \$1,000,000
 - b. Products/Completed Operations: \$1,000,000
 - c. Personal & Advertising Injury Limit: \$1,000,000
 - i. Each Occurance Limit: \$1,000,000
 - ii. Fire Damage (any one fire) \$50,000
 - iii. Medical Expense Limit (any one person): \$5,000
- 4. Comprehensive Auto Liability (single limit)
(owned, hired and non-owned)
 - Bodily injury and property damage (each accident) \$1,000,000
- 5. Umbrella Excess Liability (each occurrence and aggregate) \$1,000,000
 - a. Deductible on the Umbrella Liability shall not be more than \$10,000

Proposer shall be responsible for paying all deductible amounts.

Proposer shall, prior to the effective date of any contract awarded under this RFP, provide the District with Certificates of Coverage in the amount specified, naming District as an additional insured. Coverage may not be cancelled without first providing District with thirty (30) days written notice of cancellation.

7. Evaluation of Proposals

Proposers must present their best offers with their proposals.

Proposals must include sufficiently detailed information, in accordance with (IC 5-22-9-1 et seq. and IC 13-21-6 et seq.) to permit a fair and equitable evaluation by the Board of Directors of the proposal, in comparison to other proposals, with respect to net cost, technical aspects, environmental protection, qualifications and financial condition of the Proposer evidencing it is responsible, and such other information which may have a material bearing on the Board’s ability to evaluate the proposal.

All proposals will be given a thorough review. Immediately following the opening of proposals, a period for the evaluation of proposals and responsible references will occur. Proposals must remain open for 90 days from the due date to facilitate the evaluation of the proposals. One or more of the Proposers who are judged to be qualified may be invited for selection interviews. Proposers may be required to make presentations to the Board of Directors.

Selection of the Proposers will be based upon, but not limited to, the following considerations and criteria:

- Overall responsiveness and completeness of the proposal documents;
- Proposer's willingness and ability to meet the service needs of the District; provide high quality and innovative recycling and waste management services; and to abide by the condition and requirements of the contract(s);
- Proposer's financial status and ability to finance the operation;
- Proposer's demonstrated experience with similar operations and references;
- Proposer's ability to provide, maintain, and operate required equipment;
- Proposal cost in relation to services proposed;
- Any other considerations and information deemed pertinent by the Board and/or review committee for safeguarding the interest of the District.

The above referenced considerations & criteria will be taken collectively in selecting the Proposer.

Once a finalist(s) is selected, the Board intends to negotiate a contract(s) with the Proposer(s) providing the selected services.

8. Public Disclosure of Proposals

All proposals received in response to this RFP shall become property of the Waste Reduction District of Monroe County. All proposals shall be considered deliberative when received and as such not a matter of public record until such time as the contract(s) is/are signed. All proposals will then be public record with the exception of those parts of each proposal which are appropriately defined and specified by the Proposer as business or trade secrets provided that said parts are submitted in an envelope and clearly marked as "Trade Secret", "Confidential" or "Proprietary". The Board shall not otherwise be liable or responsible for anything that may result from the disclosure of any RFP or any part thereof. Submission of a proposal acknowledges agreement with this provision and affirms the understanding that all items submitted in response to the RFP, or related thereto, are public records, except when properly defined and marked "Trade Secret", "Confidential", or "Proprietary". The Proposer solely shall be responsible for defending any challenge to the "Trade Secret", "Confidential", "Proprietary", or similarly labeled material.

Proposer Identification and Form of Business Entity

Name of Proposer: _____

Mailing Address: _____

City, State, & Zip: _____

Business Address:
(if different)
City, State, & Zip: _____

Telephone Number: _____

Fax Number: _____

Project Manager: _____

Title: _____

Email: _____

Form of Business Entity

Provide the form of the business entity of the Proposer (such as sole proprietorship, partnership, joint venture, and corporation), attach appropriate documentation, and, if a corporation, a current certificate of good standing. An out of State Corporation must be authorized to do business in Indiana.

Form of Business Entity: _____

Documents Attached:

1. _____
2. _____
3. _____
4. _____

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he or she has not, nor has any other member, representative, or agent of the firm, company corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He / She further says that no person or persons, firms or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I hereby affirm under the penalties of perjury that the foregoing facts and information are true and correct to the best of my knowledge and belief.

Dated at _____ this _____ day of _____,

(Name of Organization)

By _____

(Title of Person Signing)

ACKNOWLEDGEMENT

STATE OF _____)

) SS:

COUNTY OF _____)

_____ being duly sworn, deposes and says that he/she is

_____ of the above _____

(Title)

(Name of Organization)

and that the statements contained in the foregoing bid, certification and affidavit are true and correct.

Subscribed and sworn before me this ___ day of _____,

Notary Public

My Commission Expires: _____

County of Residence: _____

"AFFIDAVIT"

STATE OF _____)
) SS:
COUNTY OF _____)

E-VERIFY AFFIDAVIT

The undersigned, being duly sworn, hereby affirms and says that:

1. The undersigned is the _____ of _____.
2. The company named herein the employs the undersigned:
 - a. Has contracted with, or is seeking to contract with, the Waste Reduction District of Monroe County to provide services; **OR**
 - b. Is a Bidder/Proposer on a contract to provide services to the Waste Reduction District of Monroe County.
3. The undersigned hereby states that, to the best of his/her knowledge and belief, the company named herein does not knowingly employ an "unauthorized alien" as defined at 8 United States Code 1324a(h)(3).
4. The undersigned hereby states that, to the best of his/her knowledge and belief, the company named herein is enrolled in and participates in the E-verify program.

Signature

Printed Name

STATE OF _____)
) SS:
COUNTY OF _____)

Before me, a Notary Public in and for the County and State personally appeared

_____ and acknowledged the execution of the foregoing this

_____ day of _____, 20____.

Notary Public's Signature

Printed Name of Notary Public

My Commission Expires: _____

County of Residence: _____

EQUAL EMPLOYMENT OPPORTUNITY/ADA STATEMENT

During the performance of the contract, the Proposer agrees as follows:

1. The Proposer will not discriminate against any employee or applicant for employment because of race, color, religion, gender, sexual orientation, national origin, political affiliation or belief, age or disability. The Proposer will take affirmative action to insure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age or disability. Such action shall include but not be limit to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for the training, including apprenticeship. The Proposer agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provision of the nondiscrimination clause.
2. The Proposer agrees that all services, facilities, activities and programs provided as part of this contract will meet the requirements of the American's with Disabilities Act and the rules and regulations promulgated thereunder.
3. The Proposer will, in all solicitations or advertisements for employees placed by or on behalf of the Proposer, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age or disability.
4. The Proposer will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided, advising the labor union workers' representative of the Proposer's commitments under the Equal Employment Opportunity Section of this contract, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
5. In the event of the Proposer's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Proposer may be declared ineligible for further Proposers.

AUTHORIZED SIGNATURE

PRINTED NAME

TITLE

COMPANY NAME

DATE

GardenQuest Bokashi Composting Monroe County Festival Proposal

Why:

- To pilot a composting methodology on a small scale to help the City of Bloomington and Monroe County look for solutions to throwing food waste into Republic's landfill.
- To teach a composting methodology that quickly and safely breaks down food waste into usable products (soil and a shelf stable fertilizer).
- Festivals produce a lot of waste that is easy to sort and collect. Festivals have ample volunteers.
- Festivals provide the opportunity for simple, quick education of people while not changing the course of what they are already doing at the festival: Eating and throwing waste away.

What is it:

- Japanese Bokashi: A composting method by which ALL food waste goes through a simple fermentation process in 5 gallon buckets to expedite the production of compost.

How:

- The Monroe County Waste Reduction District (MCWRD) purchases 50 bokashi buckets and bacteria culture for the pilot program. *If all 50 buckets are filled, the pilot program will divert 950 -1250 pounds of food waste from the landfill.*
- MCWRD stores the buckets when not in use (at the S. Walnut Street location?)
- MCWRD along with a BCOS grant fund GardenQuest to:
 - Construct the 50 buckets.
 - Transport the buckets to and from MCWRD for festivals.
 - Train the festival volunteers.

- Rent equipment or hire a business to dig multiple bokashi pits for the decomposition of the fermented festival food waste.
- Manage the processing and burial of the fermented food waste either at the GardenQ farm and/or at a public garden/orchard space in the city/county.
- Train all students and community members who are involved in the project from start to finish.
- Clean and sanitize the buckets prior to storage.

Cost Breakdown:

- 50 buckets = \$2,800
\$56/bucket from bokashicycle.com
- 25 lbs. bokashi culture (per festival cost) = \$99
bokashicycle.com
- 50 Bucket construction with 20 min leakage testing = \$1250
\$25/bucket (1hr average/bucket for construction/leak testing)
- Transportation including setup & removal (festivals cost) = \$1500
Setup \$450
Removal: 4-5 round trips at 1.5 - 2hrs per trip for full buckets \$1000
- Volunteer/Student recruitment, communication, development of training materials, onsite training & festival management (cost to festival) = \$1500
(25-50 volunteers trained, \$30-60/person)
- Management of Bokashi Process (cost to festival) = \$2500
Week 1: Draining Bokashi Tea into containers
(15min/bucket=12.5hrs)
Week 2: Checking ph, layering bokashi 'cake' into pits, cleaning buckets & solarizing for storage (45min/bucket= 37.5hrs)
- Construction of 4 pits, hauling clay away, soil for layering = \$2,000
(\$275 for 4 cubic yds soil) (\$225 clay removal) (\$375/pit for equipment rental or hiring landscaping company)

- Marketing & educational materials= \$1000
(25 signs @ \$25) (design work 20hrs @ 18.75/hr)
- Additional supplies: \$500 - pH testing solution, funnels, 1 gallon containers for tea, extra rubber seals for Gama lids, vinegar, tablespoons, containers for bokashi bran

Funding:

- \$5,000 from the Waste Reduction District of Monroe County
- \$5,000 from Bloomington Commission on Sustainability (working group grant: Waste Reduction working group)
- In-kind donation from Sunbelt Rentals for equipment & volunteers
- In-kind donation of GardenQuests time, volunteer training/managment, Bokashi process management, Pit construction, transportation/setup/removal of buckets and more.

TOTAL \$13,149

BCOS Working Group Grant Application

Date: August 29, 2024

Name: Matt Austin on behalf of the BCOS Waste Reduction Working Group

Title: Bokashi Pilot Project

Description of the project:

Bokashi Composting is a process that converts organic matter, such as food waste, into a nutrient-dense soil amendment & liquid fertilizer that can be used as a foliar spray or root drench. Bokashi is a fermentation process which has several benefits over traditional composting, such as greater nutrient retention, reduced greenhouse gas emission, and significantly reduced maturation time.

This pilot project will educate the public about how to integrate Bokashi at home and to demonstrate its relative simplicity to the Bloomington community by using it to reduce food waste at festivals, particularly the Lotus World Music & Arts Festival (“Lotus Festival”).

In addition to building community and reducing local festival food waste, the educational component of this project will provide residents of Bloomington & Monroe County with a new option for dealing with at-home food waste that has been missing since the EarthKeepers food waste collection service closed in 2023.

This project will seek to leverage partnerships with several local organizations. GardenQuest will provide training and on-going support. The Lotus Festival could provide marketing. Grants from the Waste Reduction District of Monroe County (WRDMC) and Bloomington Commission on Sustainability (BCOS) could provide funding. Sunbelt Rentals could provide necessary equipment, and several partners could provide the land needed to perform and benefit from the Bokashi process, such as the Community Orchard, the Community Gardens, GardenQuest, and local residents and businesses.

Purpose:

Ever since EarthKeepers closed in 2023, residents of Bloomington have been searching for an answer to the question of what we can do with our food waste now.

The purpose of this project is to answer that question by promoting, marketing, teaching, and supporting Bokashi Composting to residents of Bloomington all while

running a food waste pilot at a local festival. The longer-term vision of this effort is for Lotus & other local festivals to incorporate this into their event every year.

Using a festival like Lotus is a great opportunity for outreach and to promote this at-home food waste solution to a much larger group of individuals. This is a food waste pilot that can build community through partnerships with government agencies, non-governmental entities, residents, businesses, and educational organizations.

Through this project, trained Lotus volunteers would assist festival goers in scraping/dumping their food waste into Bokashi buckets. They would then sprinkle some inoculated wheat bran into the bucket. It is very simple process especially since meat, bones, dairy can be included (unlike traditional composting methods). Once a bucket is full, the lid is screwed on tight and it is kept closed for a period of two weeks. After 7 days a liquid fertilizer is extracted from the bucket through the spigot. After 14 days the leftover fermented food waste (also known as Bokashi Cake or just “cake”) is ready to be buried, trenched, or layered into garden beds throughout the community. The Community Gardens would be a fantastic partner and recipient of the cake. Amending the beds just before winter allows there to be very fertile gardening beds in the spring.

If there are not enough garden beds, then you dig 12–18+ inch deep pits where we layer the cake with soil. The Community Orchard is considering this opportunity. The end product is a nutrient-dense soil that can be harvestable and useable in 3-4 months. Keep in mind that since the food waste is fermented/pickled, animals are disinterested in it.

Ideally, all or most of the food waste from Lotus would go back into the community, creating fertile growing spaces for food with an incredible liquid fertilizer boost.

This project aligns with the mission and goals of BCOS in several ways:

1. Gathering and disseminating information and promoting practical initiatives to reduce at-home food waste through Bokashi composting.
2. Supporting the BCOS mission to “promote sustainable socio-environmental-economic well-being of Bloomington and all its inhabitants” (Bloomington Municipal Code § 2.12.100(1))
3. Effectuating BCOS’s duties “to coordinate ongoing and to propose and promote new sustainability initiatives among residents, businesses, governmental, nongovernmental agencies and educational organizations through education and outreach programs” (Bloomington Municipal Code § 2.12.100(8)(A)) and “to research and apply for grants or other funds or gifts from public or private agencies for the purpose of carrying out any of the provisions or purposes of this section” (Bloomington Municipal Code § 2.12.100(8)(G))
4. Residents use of a homemade liquid fertilizer (Bokashi Tea) and soil amendment (Bokashi Cake) to grow nutrient dense food aids in the community’s sustainability and resilience to climate change.

Project Goals:

1. Divert approximately 1,000 lbs of food waste at the Lotus Festival into Bokashi buckets instead of the trash.
2. Demonstrate Bokashi Composting as a viable solution to at home food waste to the Bloomington community.
3. Create a template for other communities to follow for management of food waste in neighborhoods and at festivals.
4. Create marketing & educational material that can be reused at future events.
5. Recruit & enroll 10–20 new neighborhood compost captains

Objectives:

1. Coordinate w/ Lotus & volunteers to schedule a training.
2. Present the pilot to the Executive Committee for the Waste Reduction District of Monroe County and request \$5,000 of financial support.
3. Contact Sunbelt Bloomington to request their assistance and reserve the necessary equipment for 2.5 weeks after Lotus.
4. Continue to work with the Board of the Community Orchard to gain support from the City to use the site for Bokashi pits.
5. Conduct an initial Bokashi 'Cake pilot' with the Community Garden with the intention of amending every plot/bed with 'Cake' from Lotus starting next year.
6. Complete Bokashi training w/ 6 FFA students for the Orange County Harvest Festival. Collect food waste at the festival.
7. Once funded, purchase 50 Bokashi buckets, construct them, & water test them (~25 hours of labor)
8. Speak with the Garden Implementation Task Force about partnership opportunities
9. Create marketing & educational material that can be reused at future events.

Expected Outcomes:

1. At least 20 volunteers trained on Bokashi Composting.
2. 30–50 Bokashi buckets filled w/ food waste, preventing 500–1,000 lbs of food waste from entering the landfill.
3. Increased awareness of Bokashi composting and adoption of it at home by Bloomington Residents including 10–20 new Compost Captains
4. 10–25 gallons of liquid fertilizer produced
5. 400–800 lbs of Bokashi 'Cake' used as a soil amendment

Activities taken to achieve this:

1. Presented proposal on Aug 15th at the Citizens Advisory Committee (CAC) which works with the Waste Reduction District of Monroe County (WRDMC) and obtained a vote of support.
2. Presenting proposal on Sept 4th to the Executive Committee of WRDMC requesting financial support for this pilot at the same level as BCOS of \$5,000
3. Applying for BCOS grant for \$5,000 and presenting it September 10th
4. Work with Community Orchard to gain support of City to use specified areas for Bokashi Pits

5. Work with the Community Garden coordinator for initial single bed Bokashi Cake pilot
6. Identify residents and community businesses interested in hosting Bokashi pits and/or interested in becoming Compost Captains
7. Contact Lotus and coordinate with volunteers for training.
8. Contact Sunbelt Rentals about equipment
9. Purchase 50 Bokashi buckets, construct and water test them.

Amount requested:

\$5,000 (attached is a budget proposal)

Item	Description	Amount
Marketing & Educational Materials	For use at festivals and with Compost Captains	\$ 1,000.00
Bokashi Supplies	Includes: Vinegar & cleaning supplies, pH-testing solution, containers for Bokashi bran given to Compost Captains, containers for Bokashi "Tea", etc.	\$ 500.00
Bokashi Bucket Management	Post-festival management. Includes 50+ hours of labor to drain "tea" from buckets, checking the Ph, layering Bokashi cake into pits, cleaning buckets and solarizing them prior to storage.	\$ 2,500.00
Bokashi Pit Construction	This represents half of the total construction cost.	\$ 1,000.00
		\$ 5,000.00

Funding is also being sought through the Waste Reduction District of Monroe County (WRDMC). We also might see if funds through the Garden Implementation Task Force are applicable to this project.

Equipment rentals for digging Bokashi Pits might be donated by Sunbelt Rentals.

All unfunded time spent on the project by GardenQuest will be an in-kind donation to Lotus Festival. Lotus could provide marketing in exchange, and we would hope to include BCOS, WRDMC, & the CAC in that marketing.

Vendors:

- GardenQuest is managing the festival pilot program & Compost Captains neighborhood program.
- Bokashi buckets & wheat bran are purchased through BokashiCycle.com.
- Other supplies will be procured from local hardware stores and other local businesses.
- Sunbelt Rentals