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DEPARTMENT OF
PUBLIC WORKS

OFFICE OF THE DIRECTOR

CITY OF SACRAMENTO
CALIFORNIA

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April 26, 1988

Budget and Finance Committee/
Transportation and Community Development Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: Scope of Services for the Study of City Commercial Waste
Collection Services

SUMMARY

This report recommends that the Budget and Finance Committee and the Transportation and Community Development Committee jointly approve the attached Scope of Services that would direct a study of the City's Commercial Waste Collection System.

BACKGROUND

On March 15, 1988, staff recommended to the joint Committees that "an outside consultant be hired to study the collection and disposal of commercial waste including our methods of service delivery, the quality of services and rates."

Approval of the Scope of Services would permit staff to release a Request-for-Proposal (RFP) in mid-May and subsequently delineate a selection committee to select a consultant as scheduled in mid-June.

The consultant selection committee will be comprised of the commercial service users (e.g., a fast-food representative or an apartment manager's representative and/or grocery representative) and City staff.

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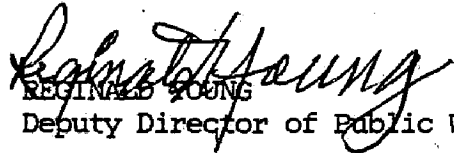
FINANCIAL

The cost of the outside consultant to study the collection and disposal of commercial waste service delivery, quality and rates should be no more than \$20,000 to \$30,000. This study will be paid for by available monies in the current Solid Waste operating budget.

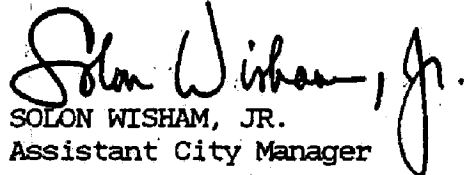
RECOMMENDATION

It is recommended that the joint Budget and Finance/Transportation and Community Development Committee approve the attached Scope of Services for a Commercial Waste Collection Services Study.

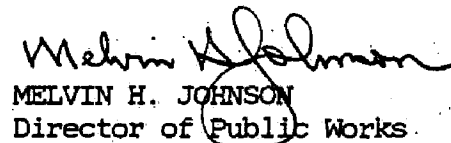
Respectfully submitted,


REGINALD YOUNG
Deputy Director of Public Works

RECOMMENDATION APPROVED:


SOLON WISHAM, JR.
Assistant City Manager

APPROVED:


MELVIN H. JOHNSON
Director of Public Works

April 26, 1988
All Districts

Attachment

ATTACHMENT

PROPOSED SCOPE OF SERVICES FOR
A SACRAMENTO COMMERCIAL SOLID WASTE COLLECTION-DISPOSAL
SERVICE DELIVERY STUDY

The Consultant shall review and analyze all City commercial solid waste collection and disposal operations and, where possible, Consultant shall document cost-effective collection and disposal changes. This review and analyses shall include, but not necessarily be limited to:

1. Consultant 's staff shall observe the field work methods of each of the City's fifteen (15) commercial waste collection routes' work at least once in a four (4) week period. The single-day observation of the route shall be for a minimum of four (4) hours on the day observed.
2. Consultant's staff shall review existing operational procedures and documents, staff assignments and responsibilities.
3. Consultant's staff shall meet with and obtain service requirements and quality of service input from representatives of the customer community.
4. Consultant's staff shall meet with Public Works and Solid Waste staff to insure their verifiable knowledge of the data in Items 1 thru 3 above.
 - o Data from the above tasks shall be utilized to document the current operation of the current Sacramento Commercial Solid Waste collection system.
5. Consultant shall participate in progress meetings which will be held every two weeks with City staff.
6. Consultant shall determine the extent to which work scheduling processes, field work methods, equipment and supervisory approaches ensure maximum productivity by commercial sanitation crews. Consultant shall evaluate personnel training, equipment selection, route design, and quality of services to make recommendation where possible for cost-effective improvements.
7. Consultant shall determine the extent to which the current productivity of the City's commercial sanitation workers is consistent with industry standards as documented in other Northern California cities.
8. Consultant shall determine the potential for cost-effective recycling and/or resource recovery from the City's commercial solid waste streams.

9. Consultant shall analyze the relationship of the commercial rates one to another to determine the appropriateness of those relationships and shall recommend specific intra-rate adjustments if appropriate.

Consultant recommendations as to how to improve and make more cost-effective commercial solid waste collection and disposal operations shall be documented in a technical report in a manner such that Public Works staff can take action to implement them.