

RE-USE CENTER AT LANDFILL

Project Number SW09 - _____

April 7, 2009

Request for Proposal

The City of Rapid City Public Works Department, Solid Waste Division, is requesting proposals to operate a re-use center at the Rapid City Landfill.

Project Justification

Observation of the waste being delivered to the Rapid City Landfill indicates a relatively high content of re-usable major items. The intent is to minimize that which is landfilled and therefore prolong the life of the landfill. The major items being considered in this proposal do not include any perishables, food stuff, or clothing/textiles. Items of interest include household furniture, yard equipment, recreational items, tools, building materials, and similar items.

Project Description

Through the use of an existing building at the Rapid City Landfill, picture at Exhibit A, a voluntary drop off point for customers using the Rapid City Landfill would be provided. The Landfill customer may donate/leave usable items as described above and as approved by the managing operator of the Re-use Center, here after referred to as the **Manager**. There would be absolutely no salvage of items from the landfill disposal area or the Material Recovery Facility tip floor. All donations would be voluntary. The **Manager** determines a re-sale value, places the item on sale at the re-use center or at another location, sells or donates to customers, with proceeds being the **Manager's**, subject to the terms of the agreement.

Building material type items would be considered a priority item, with re-usable building material being diverted to the Habitat for Humanity Program through their Restore Outlet in Rapid City.

The diversion of such items as described are a benefit to the **City** in that less waste is being disposed of at the landfill and the landfill will last longer. A monthly and an annual evaluation of the waste diversion will be conducted by the **Manager** providing to the **City** a report showing and summarizing the volume, by basic item, diverted, resold, and re-used. Details of this report and analysis are to be summarized in this proposal and formally developed in contract negotiations. The program will continue as long as the waste diverted is beneficial to the **City** and the net proceeds of the program are adequate for the **Manager** and to minimize or eliminate any expense to the **City**.

The City will remodel the proposed building to include adequate wiring, insulation and sheet rock, a uni-sex restroom, and other essential building modifications and repairs to meet minimum requirements of occupancy and use for the above mentioned use. Improvements will include minimal paving and limited exterior storage areas. Modification/remodeling of building, in initial contract, will be minimal, so as to support the experimental development of this project. After one year of operations at the time of renewing the contract between the **City** and the **Manager**, appropriate changes can be discussed and be subject to contractual negotiations.

Items suggested to be covered in submitted proposals are listed in Exhibit B, entitled "Joint Operations Agreement".

The **City** would provide the building as described, access to facility only during the Landfill hours of operation, 7:00am to 4:45pm, Monday through Saturday. Hours may be negotiated in contract negotiations. An estimated budget for improvements and operations is included at Exhibit C.

Please submit a business plan and proposal to the City, no later than 5pm, Friday, May 29, 2008 to:

**Solid Waste Division
RFP for Re-use Center
Att: Jerry Wright, Superintendent
300 6th Street
Rapid City, South Dakota 57701**

The City intends to enter into a professional services contract for this project. The contract will be based upon the proposal most beneficial to the **City** and in particular to the diversion of waste from the landfill at minimal but beneficial cost.

Inquiries, please contact:

Jerry Wright, Superintendent
Solid Waste Division
Department of Public Works
Material Recovery Facility
300 6th Street
Rapid City, South Dakota 57701
(605)-355-3496
(605)-355-3092 (fax)
E-mail: jerry.wright@rcgov.org

Physical, non-mail address, is the Landfill and Material Recovery Facility at 5555 Highway 79 South, at the Rapid City Landfill Facility.

EXHIBIT A

BUILDING AND ENVIRONS



EXHIBIT B

Suggested items for operations agreement

1. The re-use center will be operated by the **Manager**.
2. The **Manager** will be the non profit organization(s) involved in the re-use center.
3. The **Manager** may consist of the non profits that currently operate some type of “buy back” or re-use store in the City and include the Salvation Army, Cornerstone Mission, and Habitat for Humanity, and the Boys Club.
4. The operating non-profit re-use center will be managed by a hired full time manager, appropriate staff. The **Manager** will oversee operations, distribution of assets, payment of expenses, distribution of income and all other necessary business functions.
5. The **Manager** will establish a written set of operational procedure, keep appropriate and required records, and report to the City on a monthly and annual basis, to include volume of items re-used and not landfilled and gross receipts from the sale of such items.
6. Revenue from the re-sale of items will pay the annual operating expense.
7. Terms for the use of the building and city property, and to include the City’s involvement will be established by a contract between the City and the **Manager**.
8. It is suggested that the facility will operate 6 days per week, Monday through Saturday, closed on Sunday, 10 hours per day, same schedule as the Rapid City Landfill.
9. The primary mission of this facility is to divert usable items from being disposed of at the Landfill, and placed into use by customers of the re-use center.

10. All usable building materials will be diverted to the Habitat for Humanity, Restore Outlet, with records kept to determine the material provided by this program to the Habitat for Humanity program(s).

EXHIBIT C

Building Improvements by City

Framing, insulation, and sheet rock	\$15,000
Lighting fixtures, panel, and electrician	\$ 9,000
Plumbing and utility hook up	\$ 8,000
Oil heater, equipment and install	\$ 6,000
Site Work	
Grading	\$ 3,000
Paving	\$ 6,000
Concrete	\$ 5,000
Miscellaneous	\$ 5,000
Subtotal	\$57,000
10% Contingency	\$ 5,700
<u>Total Estimated Capital Outlay</u>	<u>\$62,700</u>

Annual Budget

Project Manager @ \$35,000/year+30%	\$ 46,000
Part time employee ½ time @ \$13,000/year+30%	\$ 17,000
Workshop or SDDOC labor	\$ 12,000
Insurance	\$ 5,000
Repair and Maintenance	\$ 5,000
Supplies and material	\$ 10,000
Utilities	
Phone	\$ 600
Natural Gas	\$ 0
Electricity	\$ 1,400
Propane	\$ 500
<i>Capital Outlay Amortization</i>	
<i><u>\$62,700, 6%, 10 years - by City</u></i>	<i><u>\$ 8,000</u></i>
Sub-Total	\$105,500
Contingency of 10%	\$ 10,000
Total Annual Budget	\$115,500