



COUNTY OF ERIE

MARK C. POLONCARZ
COUNTY EXECUTIVE

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May 2, 2025

Erie County Legislature
92 Franklin Street, 4th Floor
Buffalo, New York 14202

RE: Department of Social Services - Authorization establish a Contract with Waste Management

Dear Honorable Members:

The Department of Social Services is seeking approval to establish a contract with Waste Management for Cardboard Recycling.

Should your Honorable Body require further information, I encourage you to contact Commissioner Karen Rybicki at the Department of Social Services. Thank you for your consideration of this request.

Sincerely yours,

A handwritten signature in blue ink that reads "Mark Poloncarz".

Mark C. Poloncarz, Esq.
Erie County Executive

MCP/mmk
Enclosure

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Erie County Department of Social Services
Re: Authorization to establish a contract with Waste Management
Date: May 2, 2025

SUMMARY

This proposed resolution authorizes the Department of Social Services to amend the 2025 Adopted Budget and establish a contract with Waste Management to provide cardboard recycling services to Erie County Departments.

FISCAL IMPLICATIONS

Billing for the services is done by the Department of Social Services with all Erie County departments contributing to the costs for their recycling services. The Department of Social Services currently holds a contract with Shred Text to perform the paper shredding/recycling services; the cost will increase as additional county locations are added to the original contract. The contract with Waste Management is an additional service to provide cardboard recycling at a cost of \$10,000 for the remainder of the year.

REASONS FOR RECOMMENDATION

Erie County wants to maximize the recycling of office paper and cardboard generated through County operations at County owned or leased facilities. Erie County Department of Environment and Planning issued a Request for Proposal (RFP) #2024-044VF seeking proposals from qualified office paper and cardboard recycling service providers with the capacity to provide collection and recycling of paper/cardboard for multiple Erie County buildings/facilities.

The primary goal of the RFP was to secure the most qualified and capable vendor(s) to efficiently collect and recycle, and when necessary, securely shred, paper and cardboard materials generated from Erie County operations.

CONSEQUENCES OF NEGATIVE ACTION

These important services could not be provided.

STEPS FOLLOWING APPROVAL

The 2025 adopted budget will be amended and a contract established with Waste Management to provide Cardboard Recycling services to Erie County Departments.

A RESOLUTION SUBMITTED BY:
DEPARTMENT OF SOCIAL SERVICES

Re: Authorization to establish a contract with Waste Management

WHEREAS, Erie County, on average, generates over 4 tons of cardboard and 10 tons of paper every month; and

WHEREAS, the previous county-wide collection and recycling contract has expired; and

WHEREAS, a Request for Proposal (RFP) #2024-044VF was issued seeking proposals from qualified firms interested in providing Erie County with paper and cardboard collection and recycling services; and

WHEREAS, Erie County assembled a Proposal Selection Committee, which has conducted a review and selection process for the proposals that have been received; and

WHEREAS, considering the scope of specified services, and the results from the tallied matrices, it was the unanimous recommendations of the Committee members to award the Paper Collection Shredding/Recycling contract to Shred Text, Inc. and the Cardboard Collection and Recycling contract to Waste Management.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby authorizes the County Executive or the Deputy County Executive to enter into contract with Waste Management to provide Erie County with cardboard collection and recycling in the amount of \$10,000; and be it further

RESOLVED, that authorization is hereby given to amend the existing contract with Shred Text, Inc to expand paper collection and shredding services to additional county locations at an estimated cost of \$40,000; and be it further

RESOLVED, that authorization is hereby given to amend the Department of Social Services 2025 Operating Budget (Fund 110, Funds Center 120) to account for the expansion of paper collection and shredding services and the new cardboard collecting and recycling services as follows:

Department of Social Services
Fund 110, Funds Center 1200000

<u>ACCOUNT</u>	<u>APPROPRIATION</u>	<u>CHANGE</u>
516020	Professional Svcs Contracts & Fees	\$ 50,000

530000	Other Expenses	<u>(\$50,000)</u>
	TOTAL	<u>\$ 0</u>

and be it further

RESOLVED, that certified copies of this resolution shall be forwarded to the Erie County Executive's Office, Comptroller's Office, Department of Social Services, and Division of Budget and Management.



ERIE COUNTY DEPARTMENT OF ENVIRONMENT AND PLANNING
Project Name: Paper and Cardboard Collection and Recycling Services
PROPOSAL REVIEW COMMITTEE RATINGS - SUMMARY

MARK C. POLONARZ, ESQ.
 COUNTY EXECUTIVE
 DANIEL R. CASTLE
 COMMISSIONER
 BONNIE LAWRENCE
 DEPUTY COMMISSIONER

Cardboard

Committee	Proposer		
	Waste Management	ShredText	RJW
Reviewer 1	1	0	0
Reviewer 2	1	0	0
Reviewer 3	1	0	0
Reviewer 4	1	0	0
Total Points	4	0	0
TOTAL PRICE - Downtown	NA	NA	NA
TOTAL PRICE - City	NA	NA	NA
TOTAL PRICE - Suburban	\$10.69 per cy		
FINAL RANKING	1	0	0

Office Paper

Committee	Proposer		
	Waste Management	ShredText	RJW
Reviewer 1	0	1	0
Reviewer 2	0	1	0
Reviewer 3	0	1	0
Reviewer 4	0	1	0
Total Points	0	4	0
TOTAL PRICE - Downtown	NA	\$ 15.00	NA
TOTAL PRICE - City	NA	\$ 15.00	NA
TOTAL PRICE - Suburban	NA	\$ 15.00	NA
FINAL RANKING	0	1	0

Secure Shred

Committee	Proposer		
	Waste Management	ShredText	RJW
Reviewer 1	0	1	0
Reviewer 2	0	1	0
Reviewer 3	0	1	0
Reviewer 4	0	1	0
Total Points	0	4	0
TOTAL PRICE - Downtown	NA	\$ 15.00	NA
TOTAL PRICE - City	NA	\$ 15.00	NA
TOTAL PRICE - Suburban	NA	\$ 15.00	NA
FINAL RANKING	0	1	0

- The raters noted that RJW was not qualified as they did not submit the required signed proposer certification.
- The proposals were evaluated for each of the three waste streams: cardboard, office paper, and secure shred.
- The recommendation of the review committee was to negotiate agreements with Waste Management for the cardboard collection and recycling and with ShredText for office paper and secure-shred collection and recycling.

It is my opinion in recommending Waste Management and ShredText that the Erie County Department of Environment and Planning has complied with all applicable provisions of Section 19.08 of the Erie County Administrative Code. Scoring sheets and other materials related to this matter are available for review at the Department of Environment and Planning offices during regular business hours.

Daniel R. Castle
 DEP Commissioner

Lisa Chimera
 Deputy County Executive