

ADMINISTRATIVE SERVICES AGREEMENT

THIS ADMINISTRATIVE SERVICES AGREEMENT (hereinafter "Agreement"), made and entered into by and between the Mid-Missouri Solid Waste Management District, a public body organized and existing under and by virtue of the laws of the State of Missouri (hereinafter "District") and the City of Columbia, Missouri, a municipal corporation (hereinafter "City").

WHEREAS, the District is in need of administration and grant coordination services to be funded through grant funds received from the Missouri Department of Natural Resources Solid Waste Management Programs as stated in the Request for Proposal (hereinafter "RFP") attached hereto as Exhibit A; and

WHEREAS, the City has offered to provide the services described in their proposal attached hereto as Exhibit B, in consideration of the payment terms described herein; and

WHEREAS, the District desires to engage the City to perform such services;

NOW, THEREFORE, in consideration of the mutual covenants and considerations herein contained, IT IS HEREBY AGREED by the parties hereto as follows:

1. The City shall provide the equivalent of a full time staff person to provide administration, plan implementation, and grant coordination services to the District (hereinafter "District Administrator"). The District Administrator shall report to the District Executive Board on all aspects of District activities. The District shall reimburse the City 100% of the District Administrator's salary, salary adjustments, and fringe benefits. The District Executive Board shall be responsible for yearly performance evaluations of the District Administrator.

2. The City shall provide the equivalent of a full time staff person to provide administrative services to the District (hereinafter "Administrative Technician"). The Administrative Technician shall report to the District Administrator. The District shall reimburse the City 50% of the Administrative Technician's salary and salary adjustments, and 35% of fringe benefits.

3. As described in Section E of Exhibit B, the City shall provide, at no charge to the District, office space, equipment, utilities, and maintenance; IT services, computers, printers, copiers, and maintenance; car mileage difference between State mileage rate and City mileage rate, self insurance, purchasing consulting, legal consulting, Employee Health services, clerical support, custodial services, and administrative supervision and accounting.

4. The services provided by the City shall be equal to or in excess of that required as a local match for Missouri Department of Natural Resources (hereinafter "MDNR") Administrative Grants.

5. The City shall provide documentation on the services provided sufficient for MDNR monitoring requirements.

6. The District shall reimburse the City for all direct costs including salary and associated personnel expense, travel expenses for conferences or trainings, car mileage based on state mileage rate, long distance telephone charges, and miscellaneous out of pocket expenses as described in Exhibit B.

7. Either party may terminate this Agreement by giving the other at least ninety (90) days written notice.

8. The term of this Agreement shall be for a period of one (1) year from July 1, 2024 through June 30, 2025 subject to appropriation of funds, unless terminated pursuant to this Agreement.

9. After the initial one (1) year period, the City and the District may renew this Agreement in one year agreements for up to five (5) consecutive 12-month periods through the following outlined procedure:

- a. The District shall notify the City in writing, by certified mail, return receipt requested, of its intent to renew the Agreement.
- b. Said written notification will be tendered to the City within 120 days prior to the expiration of the Agreement.
- c. Should the City wish to reject the District's proposal to renew the Agreement, the City Manager, acting on behalf of the City, shall notify the District in writing, by certified mail, return receipt requested, within 30 days of receipt of the District's letter of intent to renew.
- d. Should the City not notify the District that the proposal to renew the Agreement is rejected in the above stated time frame, then the Agreement shall continue in full force and effect for a period of one (1) year from the end of the current Agreement unless terminated by the terms of this Agreement.

10. This Agreement, along with Exhibits A and B, represents the entire and integrated Agreement between the City and the District. This Agreement shall be binding only after it has been duly executed and approved by the City and the District.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the District and City have executed this Agreement on the latest day and year written below.

MID-MISSOURI SOLID WASTE DISTRICT

Lelande Rehard

By: _____
Lelande Rehard

Title: MMSWMD Executive Board Chair

Date: 2024-04-02

ATTEST *Elise Buchheit*
By: _____

Title: 2024-04-02

CITY OF COLUMBIA, MISSOURI

By: _____
De'Carlton Seewood, City Manager

Date: _____

ATTEST:

By: _____
Sheela Amin, City Clerk

APPROVED AS TO FORM:

By: _____
Nancy Thompson, City Counselor/ek

CERTIFICATION: I hereby certify that this Agreement is within the purpose of the appropriations to which it is to be charged, and acknowledge that portions such amounts will be reimbursed to the City by the District as provided in this Agreement.

By: _____
Matthew Lue, Director of Finance



Mid-Missouri Solid Waste Management District

SOLICITATION NUMBER: Request for Proposal (RFP) 1/2024

BUYER: Lelande Rehard, Executive Board Chair, Mid-Missouri Solid Waste Management District

PHONE NUMBER: 573-817-6422

E-MAIL: mmswmd@como.gov

TITLE: Professional Administrative Services

ISSUE DATE: 1/2/2024

RETURN PROPOSALS NO LATER THAN: 2/3/2024 AT 5PM CENTRAL TIME (END DATE)

OFFERORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY BY EMAILING MMSWMD@COMO.GOV, BUT MAY RESPOND BY HARD COPY (See Mailing Instructions Below)

MAILING INSTRUCTIONS: Print or type Solicitation Number and Offeror Name on the envelope or package. Delivered sealed proposals must be in the MMSWMD office (701 E. Broadway, 3rd Floor) by the return proposal date and time.

RETURN PROPOSAL TO: MID-MISSOURI SOLID WASTE MANAGEMENT DISTRICT
C/O ELISE BUCHHEIT
PO BOX 6015
COLUMBIA MO 65205

CONTRACT PERIOD: MMSWMD intends to offer an annual contract renewable for up to five consecutive 12-month periods, beginning July 1, 2024.

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein. The offeror further agrees that the language of this RFP shall govern in the event of a conflict with their proposal. The offeror further agrees that when a contract is signed by an authorized official of the Mid-Missouri Solid Waste Management District, a binding contract shall exist between the offeror and the Mid-Missouri Solid Waste Management District.

SIGNATURE REQUIRED

Offeror Name: City of Columbia, Missouri	
Mailing Address: 701 E Broadway	
City, State, Zip: Columbia, MO, 65201	
Contact Person: Eric Hempel	Email Address: eric.hempel@CoMO.gov
Phone Number: 573-817-5025	Fax Number (Optional):
Tax Filing Type: Non-filer	
Authorized Signature: 	Date: 1/31/2024
Printed Name: Cale Turner	Title: Purchasing Agent

PROFESSIONAL ADMINISTRATION SERVICES

The Mid-Missouri Solid Waste Management District (MMSWMD) is seeking proposals for Administrative and Grant Coordination Services to be funded through a disbursement of landfill tipping fees from the Missouri Department of Natural Resource according to the statutory allocation formula (RSMo. 260.335.2(2)). MMSWMD serves the counties of Audrain, Boone, Callaway, Cole, Cooper, Howard, Moniteau and Osage with a mission to reduce landfill waste and improve waste diversion methods in the region.

MMSWMD intends to offer an annual contract renewable for up to five consecutive 12-month periods, beginning July 1, 2024.

Administrative and Grant Coordination Services shall include, but are not limited to:

1. Record keeping according to District policy and Missouri open records laws;
2. Accounting and bookkeeping;
3. Preparing grant calls and grant application submittal;
4. Maintaining files for all grantees and an inventory of District assets;
5. Meeting scheduling and facilitation;
6. Maintaining compliance with Missouri Department of Natural Resources reporting requirements;
7. Conducting bi-annual assessment of recycling services and activities; and
8. Other activities as directed by the MMSWMD Executive Board and Advisory Committees

The Administrative and Grant Coordination Services shall comply with financial management standards, procurement laws and regulations, labor standards, equal opportunity/civil rights, citizen participation, property acquisition/relocation laws, and close-out laws.

Information provided to the Solid Waste Management District shall include:

- A. The specialized experience and technical competence of the applicant with respect to grant preparation and administration and related work
- B. The past record of performance of the applicant with respect to such factors as to the accessibility of clients, quality of work and ability to meet schedules
- C. The applicant proximity to and familiarity with the area where the projects are located
- D. Capability of carrying out all aspects of professional and administration activities
- E. Cost of services
 - a. Include services the applicant is willing to provide as in-kind or cash match, i.e. office space, utilities, IT services, maintenance, etc.
- F. References from previous clients of related work with the applicant within the last five (5) years

Schedule of Events

The District anticipates the following schedule of events to accomplish this project:

January 2, 2024	Issue RFP
February 3, 2024	Deadline to receive sealed bids
February 14, 2024	MMSWMD Executive Board selects best proposal and awards contract
July 1, 2024	Start date for Contract

The Mid-Missouri Solid Waste Management District invites the submission of proposals from minority and female-owned firms.

The MMSWMD Executive Board intends to select the lowest and best proposal from the entity that addresses the requirements listed above, provides office space with appurtenances and meeting room, and ensures continuity of the goals and directives of the District, solid waste management district laws, and the Missouri Department of Natural Resources Solid Waste Management Program.

For more information, contact the MMSWMD Executive Board Chairman at mmswmd@com0.gov

**PROPOSAL
FOR
PROFESSIONAL ADMINISTRATION SERVICES
FOR THE
MID-MISSOURI SOLID WASTE MANAGEMENT
DISTRICT**



Submitted by:
The City of Columbia
Office of Sustainability

Contact Person: Eric Hempel, Sustainability Manager

January 26, 2024

PROPOSAL
FOR
PROFESSIONAL ADMINISTRATION SERVICES
FOR THE
MID-MISSOURI SOLID WASTE MANAGEMENT DISTRICT

The City of Columbia Office of Sustainability submits this bid for consideration to continue to manage the administrative services for the Mid-Missouri Solid Waste Management District (MMWSMD).

- A. Experience and Technical Competence.
The City of Columbia (City) created a position in 1992 to administer the MMSWMD grants and educational efforts. This position reports to the manager of the City of Columbia's Office of Sustainability (OS). The City and OS are committed to continuing this relationship with the MMSWMD. Elise Buchheit currently performs the duties of the MMSWMD District Administrator (Administrator). Ms. Buchheit assumed the duties of the Administrator three (3) years ago. The City added a full time Administrative Technician to further support the efforts of the MMSWMD, see attachment A for the position description. Ramon Garza currently performs the duties of this role.

More information about the employee health and dental benefits provided by the City is available at: <https://www.como.gov/human-resources/benefits/>.

- B. Accessibility of clients, quality of work, ability to meet schedules.
The City of Columbia is a high performance, full-service city that sets the benchmark for regional and national customer service ratings (ETC Institute, Community Survey). OS collaborates with City departments and across the community to implement and promote awareness of better services related to sustainability and climate resilience. The alignment of the work and missions of MMSWMD, the City and OS provide many opportunities for mutually beneficial collaboration on education, awareness and projects. As an office, OS has demonstrated success in educating the public, working with outside partners, completing projects, implementing community- and city-wide plans.
- C. Proximity to the area.
The City of Columbia OS is located in Columbia, Missouri which is in the northern part of Boone County within the MMSWMD.
- D. Capability of carrying out professional and administrative activities.

The OS employs the Administrator for the MMSWMD, and provides back up for this position when necessary. OS has other administrative and management staff available to assist with the duties of the Administrator and Technician. The Administrator also has access to the City's, Legal, Purchasing, IT, Communication, Design, Volunteer Coordination and event planning services to further the efforts of the District.

E. Cost of Services

Annual cost are provided below as estimates. Personnel estimates are based on FY24 budgeted amounts. Office service estimates are average fees charged to the District during FY2020 – FY2024. Actual annual costs are likely to increase over the life of the contract period. See Attachment B for detail.

OS to provide the following services as match to the District.

SERVICE	ANNUAL COST ESTIMATE
Administrative Technician, 50% salary and 65% fringe benefits, wireless	\$23,324 salary, \$14,089 fringe benefits
Office space and support services	\$32,191
Communication/Graphic Design Support, Volunteer Coordination, Event Planning	**
Automobile – Mileage reimbursement	Difference between State of Missouri mileage rate and City mileage rate

** The cost of this service is not specified. Provision of this service is anticipated and therefore included as match.

The District reimburses the City for the following services.

SERVICE	ANNUAL COST ESTIMATE
District Administrator, 100% salary and fringe benefits and 100% of any salary adjustments approved by District Council/Executive Board	\$63,797 salary, \$24,792 fringe benefits
Administrative Technician, 50% salary and 35% fringe benefits, and 50% of any salary adjustments approved by the District Council/ Executive Board	\$23,324 salary, \$7,589 fringe benefits
Travel: Conferences/Trainings	100% reimbursable by MMSWMD
Automobile – Mileage cost	100% of State Mileage Reimbursement Rate
Other – Office supplies, other supplies, legal fees, telephone, printing, postage,	100% reimbursable by MMSWMD

miscellaneous, food, bank charges, advertising, website, records storage, dues and subscriptions.	
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- F. Reference from previous clients.
The City of Columbia's most recent A-133 Single audit report can be found here: <https://www.como.gov/wp-content/uploads/2023/03/Compliance-Report-FY22-City-of-Columbia-MO.pdf>

JOB DESCRIPTION

Job Title Senior Administrative Support Assistant
Job Code 1006
Job Group Clerical
Department Varies
Division Varies

Reports To Varies
Positions Supervised None

FLSA Status Non-Exempt
EEO Class 6 – Administrative Support

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Summary

Provide administrative support to assigned City department, including clerical, receptionist, customer service, and financial administration duties.

Essential Job Functions

- Act as receptionist to assigned department, answering inquiries over the phone and in-person and directing customers.
- Provide financial administrative support for the department by processing requisitions, producing regular reports, entering data and completing and updating related documents.
- Perform clerical tasks such as scheduling meetings and inspections, taking minutes, and corresponding with internal and external customers.
- Utilize department specific software and devices to perform assigned work.
- Provide customer notifications as required.
- Designated essential position in Water Distribution.

Ancillary Job Functions

- Track, receive and order supplies as well as maintain office cleanliness.
- Check and update office publications and other literature as needed to ensure accuracy and clarity.
- May serve as human resources liaison for assigned department.
- May provide training and guidance to less experienced employees.
- Perform related duties as assigned.

Education and Experience – An equivalent combination of education, training and experience will be considered.

- High school diploma or equivalent; post-secondary coursework in business administration or similar field preferred.
- Three years of clerical experience.
- Must possess and maintain a valid driver's license for positions assigned to Water Distribution.

Knowledge, Skills and Abilities which may be representative, but not all-inclusive of those commonly associated with this position.

- Knowledge of Microsoft Office programs (Word, Excel, PowerPoint) and basic office equipment/machines.
- Proficient with computers and ability to use department specific software/programs.
- Ability to work cooperatively with other employees and all customer contacts.
- Effective oral and written communication skills.
- Ability to draft department publications and correspondence.
- Strong interpersonal skills in order to provide excellent customer service.
- Ability to perform basic math calculations for the purpose of processing payments, reconciling statements, ordering supplies, etc.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.
- Ability to prepare and keep accurate records and reports.
- Ability to work under general supervision and make responsible decisions.
- Ability to use good judgment and think quickly and rationally in difficult or stressful situations.
- Ability to work in a team environment.
- Ability to obtain and maintain department specific required licenses/certifications.
- Ability to work extra hours as required.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office conditions. Exposed to moderate noise levels.

Physical Abilities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Able to sit for extended periods of time.

- Required to reach and hold on to items at chest level or reach above the shoulder.
- Required to use close vision and be able to focus.
- Regularly required to talk and hear; frequently required to sit, stand and bend at the knee and waist, and walk.
- Must be able to feel attributes of objects, reach with hands/arms, stoop, kneel and climb/balance to reach files.
- Must be able to have repetitive wrist, hand and/or finger movement to type and work on computer.
- Must have finger dexterity and hand-eye coordination to work on computer, telephone, and related office equipment.
- Must be able to lift up to 15 pounds.
- Regular attendance is a necessary and essential function.

NON-PERSONNEL SERVICE COST DETAIL

Description	4 year average	District Pays	City Pays
BUILDING MAINTENANCE	\$7,380	\$0	\$7,380
BUILDING UTILITY CHARGES	\$4,986	\$0	\$4,986
CITY UNIVERSITY	\$354	\$0	\$354
COMPUTER REPLACEMENT COST	\$1,384	\$0	\$1,384
COMPUTER/ELECTRONIC ITEMS	\$319	\$319	\$0
EMP HEALTH/WELLNESS FEE	\$541	\$0	\$541
FOOD & DRINK	\$611	\$611	\$0
GENERAL ADMINISTRATIVE FEE	\$4,303	\$0	\$4,303
GIS FEE	\$516	\$0	\$516
I.S. PC & PRINTER MAINT.	\$4	\$0	\$4
INSURANCE ADMINISTRATION	\$601	\$0	\$601
IT SUPPORT & MAINTENANCE	\$6,125	\$0	\$6,125
JANITORIAL SERVICE	\$5,773	\$0	\$5,773
MILEAGE REIMBURSEMENT	\$143	\$143	\$0
MISCELLANEOUS	\$103	\$103	\$0
MISCELLANEOUS	\$430	\$430	\$0
OFFICE SUPPLIES	\$2	\$2	\$0
POSTAGE	\$42	\$42	\$0
PRINTING	\$19	\$19	\$0
PUBLIC COMMUNICATIONS FEE	\$44	\$0	\$44
PUBLISHING & ADVERTISING	\$362	\$362	\$0
SELF INSURANCE CHRGs	\$181	\$0	\$181
TELEPHONE	\$639	\$639	\$0
TRAVEL TRAINING	\$1,029	\$1,029	\$0
TOTAL	\$35,890	\$3,699	\$32,191

PERSONNEL COST DETAIL - ADMINISTRATIVE TECHNICIAN

Description	Amount	District Pays	City Pays
Salary	\$46,654	\$23,327	\$23,327
FICA	\$2,927	\$1,024	\$1,903
FICA	\$684	\$239	\$445
Medical/Dent	\$6,510	\$2,279	\$4,232
Medical/Dent	\$403	\$141	\$262
Medical/Dent	\$1,500	\$525	\$975
Retirement	\$6,994	\$2,448	\$4,546
Retirement	\$933	\$327	\$606
Life/Disability Ins	\$42	\$15	\$27
Life/Disability Ins	\$147	\$51	\$96
Misc	\$37	\$13	\$24
Misc	\$110	\$39	\$72
Parking	\$789	\$276	\$513
Wireless	\$600		\$600
TOTAL	\$68,330	\$30,704	\$37,626

PERSONNEL COST DETAIL - DISTRICT ADMINISTRATOR

Description	Amount	District Pays	City Pays
Salary	\$63,794	\$63,794	\$0
FICA	\$3,645	\$3,645	\$0
FICA	\$853	\$853	\$0
Medical/Dental	\$6,510	\$6,510	\$0
Medical/Dental	\$403	\$403	\$0
Medical/Dental	\$1,500	\$1,500	\$0
Retirement	\$9,441	\$9,441	\$0
Retirement	\$1,276	\$1,276	\$0
Life/Disab Ins	\$42	\$42	\$0
Life/Disab Ins	\$199	\$199	\$0
Misc	\$37	\$37	\$0
Misc	\$110	\$110	\$0
Parking	\$789	\$789	\$0
TOTAL	\$88,599	\$88,599	\$0