



## MEMORANDUM

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April 6, 2010

**TO:** Board of Mayor and Aldermen

**FROM:** David Parker, City Engineer/CIP Executive  
Mark Hilty, Water Management Director  
Eric Stuckey, City Administrator

**SUBJECT:** **Consideration of contract extension with Monitoring & Management Services, LLC (MMS) for FOG Inspection and Consulting Services (Second of two, one year extensions)**

### Purpose

The purpose of this memorandum is to provide to the Board of Mayor and Aldermen a recommendation regarding extension of a contract with Monitoring & Management Services, LLC for FOG Inspection and Consulting Services.

### Background

In November 2006 the City of Franklin F.O.G. Program was started. Monitoring Management Services, LLC was contracted to conduct inspections of all food service establishments within our city to identify grease control equipment installed at each facility, identify F.O.G. impacts to the sewer system, and to prevent sanitary sewer overflows. In coordination with City Staff, MMS was also tasked with issuing non-compliance notifications to the food service establishments that had significant deficiencies identified or caused blockages or impacts to the city sewer system. From the 2006 start date to present, significant improvements have been made. Here are some current program statistics:

#### *First program year: 2006-2007*

- Number of non-compliance notifications issued was 73.
- Number of food service establishments inspected was 277.
- Number of food service establishments with no grease control equipment was 25 (10%).

#### *Second program year 2008:*

- Number of non-compliance notifications issued was 24.
- Number of food service establishments inspected was 276.
- Number of food service establishments with no grease control equipment was 12 (48 % decrease from 2006-2007.)

#### *Third program year 2009:*

- Number of non-compliance notifications issued was 30.
- Number of food service establishments inspected was 266.
- Number of food service establishments with no grease control equipment was 8 (overall 68% decrease since the program started in 2006.



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### **Financial Impact**

The financial impact is \$25,140. These services are budgeted in the Water Reclamation Facility operations budget under consulting services for \$26,000.

### **Options**

The options include performing the work by staff, however the WMD is not staffed to do so at this time, solicit the services again, or extend the existing contract with Monitoring & Management Services, LLC.

### **Recommendation**

Based on the success of the program with Monitoring & Management Services, LLC, the Water Management Department would like to exercise the option of extending the contract for one year (there are provisions to extend the contract for two, one year terms).

# **Monitoring & Management Services, LLC**

## **Proposal for Food Service Establishment Inspections and Fats, Oils and Grease (FOG) Program Support for City of Franklin, TN**

*\*Year 2 extension of 2008 Contract*

**Period to be covered: May 1, 2010-April 30, 2011**

This proposal covers the following activities:

- Annual Inspection of City of Franklin Food Service Establishments (FSE)
  - Noncompliance Notifications issued as appropriate
  - Identification of FOG problem areas in sewer system
- SOFT Database update of inspection results
- Special reports as necessary to document FSE and/or sewer system problems
- Follow-up inspections, FOG program consultation as necessary
- Fee Schedule presented as estimated annual cost and Not-To-Exceed Cost
- Billing/Invoicing
- 2008 year contract considerations with option for City to have two 1-year extensions

**Submitted by:**

**Monitoring & Management Services, LLC**

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March 19, 2010

## Work Description and 2010 Fee Schedule

1. **Food Service Establishment Inspections @ \$70 per FSE inspection.**

This includes update of SOFT database, standard grease interceptor and grease trap handouts for distribution during inspections.

*\* 265 food service establishments is an estimate based on current FSE number and growth factor. If the number of establishments is less than 265, then the number of inspections completed will be multiplied by \$70. If the number of establishments is more than 265, MMS will charge the City at a rate of \$70 per inspection*

Estimated Annual Cost of FSE inspections: **\$18,550.00**

2. **Noncompliance Notification (NCN) follow-up inspections, Consultation as necessary, industrial pretreatment assistance, special reports, training classes, Presentations, education materials**

As necessary, MMS will conduct follow-up inspections at FSEs that have not responded to NCNs, or not provided complete information in the responses. The estimated cost will be based on 20 FSEs x \$45 per onsite response. Also, MMS provides special reports, pretreatment program assistance, consultation for the City. MMS will provide the City of Franklin with an hourly rate of \$60 per hour. The estimated cost will be based on 40 hours per year. New brochure and other educational materials cost of \$600 per year are included. Estimated Annual Cost:

**\$ 3,900.00**

**Estimated Annual Cost: \$22,450.00**

**Not-To-Exceed Annual Cost\*: \$25,140.00**

\*Not-To-Exceed Annual Cost is based on possible food service establishment growth and additional field followup actions.

### Billing/Invoicing

Monitoring & Mgt. Services (MMS) will invoice the City of Franklin on a monthly basis for all FOG program activities completed within a calendar month. MMS will document the work completed for the month and submit documentation to the Franklin Wastewater Treatment Plant Manager and Industrial Pretreatment Coordinator. MMS invoices will be submitted via email by the 7<sup>th</sup> day of the following month, with payment from the City of Franklin to be received by MMS within 30 days of invoice receipt. Each MMS invoice will have the monthly cost and a cumulative cost to provide year-to-date program cost tracking.

### Contract Considerations in the 2008 Scope of Services/Contract

- 1. MMS proposes that the City of Franklin 2008 contract with MMS include an option to allow for two 1-year extensions of the contract. This is recommended to allow for the continued compliance of food service establishments, and meeting state and federal requirements for Capacity, Management, Operations, and Maintenance (CMOM) program.*
- 2. If the City of Franklin allows the two 1-year extensions to the 2008 contract, MMS may increase the food service establishment inspection cost for the 2009 (\*) inspections by 5% (\$3.50 per FSE inspection) to cover cost increases. The same 5% increase option for FSE inspections would apply to 2010 inspections.*

**\*The 2010 MMS contract does not have any increase in price from the 2008 contract.**