

SBWMA Audits: Appendix B

SBR Quarterly Reports (Article 9.05)			
Report Requirements	Submitted in Reports?	Section Page #	Comments
9.05.G Programs. For each program, provide activity-related and narrative reports on goals, milestones, and accomplishments. Contractor shall describe problems encountered, actions taken and any recommendations to facilitate progress.	Partial	10	Reports previously provided a brief "Operational Summary" (Section 2). That section has been eliminated from the Reports. Attachment 8 provides brief monthly summaries of "MRF Recovery Effectiveness" (pg. 14-17).
9.05.H Summary Assessment. Contractor shall provide a summary assessment of the overall materials handling systems from Contractor's perspective relative to financial and physical status of the Shoreway Center. Contractor shall assess how well the program is operating in terms of efficiency, economy and effectiveness relative to meeting all the goals and objectives of this Agreement. Contractor shall provide recommendations and plans to improve operations, which highlight significant accomplishments and problems. Contractor shall document changes on a monthly basis and include monthly documentation in the quarterly reporting.	Partial		
9.05.I Meet and Confer with Authority. Beginning on the Commencement Date, and on a quarterly basis thereafter, Contractor shall meet with the Authority to describe the services performed at the Shoreway Center and the progress of each active Diversion Program. Contractor shall document the results of the programs on a monthly basis, including the tonnage diverted by material type, the end use or processor of the diverted materials and the cost per ton for transporting and processing each type of material and other such information requested by the Authority necessary to			
9.05.J Addition and Changes to Programs. The Authority shall have the right to terminate a program if in its sole discretion the Contractor is not cost effectively achieving the program's goals and objectives. Prior to such termination, the Authority shall meet and confer with Contractor for a period of up to 90 days to resolve the Authority's concerns. Thereafter, the Authority may utilize a third party to perform these services if the Authority reasonably believes the third party can improve on Contractor's performance and/or cost. Notwithstanding these changes, Contractor shall continue the program during the meet and confer period and, thereafter, until			
SBR Annual Reports (Article 9.06)			
Report Requirements	Submitted in Reports?	Page	Comments
9.06 Annual Report. The Annual Report shall be in the form of the Quarterly Reports and shall provide the same type of information as required pursuant to Section 9.05 summarized for the preceding four quarters. The Annual Report shall also include a complete inventory of equipment used to provide all services, and a list of Contractor's personnel used to operate the Shoreway Center.	Yes	Various	Inbound Summary Report, Outbound Summary Report and Member Agency Tonnage Report, and Mass Balance Summary all provide summary data for the preceding four quarters. "About South Bay Recycling" provides an inventory of equipment. The Personnel section provides an organizational chart, number of staff by Department and information on SBR's management team