



Porter County  
**RECYCLING  
& WASTE REDUCTION**

**Request for Quotes – Internal Operations Audit  
July 2022**

The Recycling & Waste Reduction District of Porter County (RWRD) is seeking bids to conduct an internal audit of District operations and services and the potential for expansion of services.

**There will be a pre-bid meeting, Monday, August 8 at 9 am, at the Porter County Administrative Building, 155 Indiana Ave, Ste. 314, Valparaiso, IN.**

The Recycling & Waste Reduction District of Porter County is the local government authority for information regarding recycling, yard waste and household hazardous waste services. We serve area residents, commercial businesses, non-profits, schools and community at large within Porter County. Our group is one of 70 independent operating solid waste management districts within the State of Indiana. The RWRD currently has a \$20 user fee to all Porter County properties that funds recycling and waste reduction services such as household hazardous waste (HHW), smoke detector, battery, electronics, compost, mulch, outreach and education.

The areas to be evaluated/assessed are as follows:

1. CURRENT:

- The Recycling and Waste Reduction District of Porter County offers the following:
  - Household hazardous waste
    - Six mobile collections
  - Compost sites
    - Yard waste drop off
    - Mulch and compost pick up
  - Drop off recycling
    - Electronics, bulbs, tubes, batteries and smoke detectors
    - Household recycling
  - Outreach and education
    - Licensed Indiana teacher with programming aligned with state standards, community outreach



# Porter County RECYCLING & WASTE REDUCTION

## Request for Quotes – Internal Operations Audit July 2022

- The Recycling and Waste Reduction District of Porter County utilizes the following locations:
  - Valparaiso Compost Site
  - Portage Compost Site
  - Boone Grove Compost Site
  - Porter County Administration Building- Suite 314
  - Storage Facility and Household Hazardous Waste Collection Shed
- The District employs 15 people; 6 full time and 9 part time
- Evaluation of fiscal needs and financial capabilities to provide more services.

### 2. FUTURE GROWTH & EXPANSION OF SERVICES

- Is there capacity for the expansion of current services, collections, and storage?
- What number of employees would support expansion of services?
- Is the current office and site space operated by the District large enough to support the expansion of services?
- Does the current user fee cover the cost of services offered and will it sustain any expansion of services?
- Does the District have financial capabilities to provide more services?

### Directions for submitting quotes

- Quotes will specify start date for audit.
- **Quotes are due in a sealed envelope by 10:00 a.m., Monday, August 22, 2022 at the District offices located at 155 Indiana Avenue, Suite 314, Valparaiso, IN 46383.**
- The quotes will be opened at the District office by the Executive Director and the public is able to attend the opening.
- Service providers will be made aware of the results by Monday, August 29, 2022.

### Contact information

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