

AUDIT COMMITTEE

**PRE-SOLICITATION BRIEFING FOR
Household Hazardous Waste Collection,
Characterization, Packaging, Transportation,
and Disposal**

January 17, 2017

**Josephine Valencia
Assistant Director
Solid Waste Management
Department**

Solicitation Overview



Originating Department: Solid Waste Management



Solicitation Type: Request for Proposals (RFP)



High Profile Designation: Contract Value over \$1 Million



Estimated Value: \$1.5 Million Annually/\$7.5 Million Total



Current Contract Status: Expires September 30, 2017



Proposed Term: 3 years, with 2, 1 year renewal options

Project Overview



- Seeking proposals from qualified firms to perform operation of a Household Hazardous Waste (“HHW”) Program that provides for the collection, categorization, packaging, transportation, and disposal of household hazardous waste.

Project Scope

Service

- Collection, characterization, packaging, transportation, recycling and disposal of household hazardous wastes from the City of San Antonio's Household Hazardous Waste Drop-off Center

Equipment

- Furnish all equipment, material, and labor required to unload, characterize, package, transport, and dispose of the hazardous waste collected at the Household Hazardous Waste Drop-off Centers, including other designated mobile collection events

Provide

- Materials, labor, equipment, supervision, tools, supplies, and other expenses

Solicitation Requirements

Evaluation Criteria

- Experience, Background, Qualifications: 40 Points
- Proposed Plan: 25 Points
- Pricing: 20 Points
- Local Preference Program: 10 Points
- Veteran Owned Small Business Preference Program: 5 Points

Additional Requirements

- SBEDA: 13% SBE Subcontracting Requirement
- Audited Financial Statements: Required
- Proposal Bond & Payment Bond: Required

Goal Setting Committee Members

- Nikki M Ramos, Assistant Director, Parks and Recreation (Chair)
- Troy Elliott, Deputy Chief Financial Officer, Finance Department
- Michael Sindon, Assistant Director, Economic Development Department
- Josephine Valencia, Assistant Director, Solid Waste Management
- Lester Bryan, Citizen
- Chris Scott, Citizen
- Roxanne Trevino Silva, Citizen

Outreach Efforts

NIGP Codes Identified

- 92645 Hazardous Material and Waste Services (Including Emergency Response and Nuclear Wastes)
- 96239 Hauling Services
- 96269 Personnel Services, Temporary

Number of Vendors notified

- Central Vendor Registry: 149
- Veteran Owned Small Business (SBA): 2,385
- Targeted Vendor Outreach: 5

Advertising

- TVSA channel 21
- COSA Bidding Opportunities website
- Express News
- SAePS Portal

Project Evaluation Committee

Voting Members

Peter Zanoni, Deputy City Manager, City Manager's Office	Ka Rhonda Crummie, Solid Waste Administrator, SWMD
David W. McCary, Director, SWMD	Joseph Krupa, Solid Waste Manager, SWMD
Josephine Valencia, Assistant Director, SWMD	Jorge Paramo, Compliance Coordinator, Edwards Aquifer Authority

Project Timeline

Pre-Solicitation

Goal Setting Committee:
January 9, 2017

Audit Committee Pre Solicitation Briefing:
▪ January 17, 2017

Release RFP:
▪ January 23, 2017

Solicitation

Pre-Submittal Conference:
▪ February 3, 2017

Deadline for Questions:
▪ February 7, 2017

RFP Due:
▪ February 27, 2017

Post – Solicitation

Evaluation Complete:
▪ March 31, 2017

Audit Committee Post Solicitation Briefing:
▪ April 18, 2017

Finalization

City Council Consideration:
▪ June 29, 2017

Contract Start Date:
▪ October 1, 2017

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