



City of San Antonio

Agenda Memorandum

File Number:17-4605

Agenda Item Number: 15.

Agenda Date: 9/7/2017

In Control: City Council A Session

DEPARTMENT: Solid Waste Management Department

DEPARTMENT HEAD: David W. McCary

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Household Hazardous Waste Collection, Characterization, Packaging, Transportation, Recycling and Disposal Agreement

SUMMARY:

This Ordinance authorizes the selection of an environmental services firm and the execution of a professional services agreement with Clean Harbors Environmental Services, Inc. to assist the Solid Waste Management Department (SWMD) with the collection, characterization, packaging, transportation and disposal of household hazardous waste. This contract amount shall not exceed \$1,500,000.00 annually for an initial three year term, with options in favor of the City to extend the term of the agreement for two additional one-year performance periods.

BACKGROUND INFORMATION:

Household Hazardous Waste (HHW) includes wastes generated from residential homes that may be toxic, corrosive, hazardous or flammable. Wastes such as cleansers, herbicides/pesticides, used batteries, oil and old paint are collected at the City's permanent drop-off center, located at 7030 Culebra Road. The hours of operation are Tuesday through Friday 8:00 am until 5:00 pm and Saturday from 8:00 am until 12:00 pm, except certain recognized City Holidays. The City also operates a second HHW Drop-off Center located at 1800 Wurzbach Parkway, which is open the first Saturday of every month from 8:00 am to 3:00 pm

In addition to the permanent HHW Drop-off Centers, the City provides three mobile collection events at different locations throughout the city. The events are scheduled on a Saturday from 8:00 am to 1:00 pm.

These events allow citizens a more convenient method for disposal of their HHW.

The Respondent will be responsible for mobilization, staffing, collection, categorization, packaging, transportation, recycling, and disposal of materials from these designated collection points and/or events. Currently, Clean Harbors Environmental Services, Inc. provides Household Hazardous Waste Collection, Characterization, Packaging, Transportation, Recycling and Disposal services to the City under the current contract. This contract expires September 30, 2017.

A Request for Proposals (RFP) was advertised in on January 25, 2017 on the City's website, City's e-Procurement portal, in the San Antonio Express-News, on the TVSA channel, and distributed by email to a list of potential respondents identified by the Solid Waste Management Department. Responses were due on March 22, 2017 and three (3) firms responded to the RFP however, two (2) responses were deemed non-responsive for evaluation as they failed to meet the Small Business Enterprise (SBE) Subcontracting Program requirement of 13%.

A selection committee consisting of representatives from the City Manager's Office, Solid Waste Management Department, and the Edward Aquifer Authority evaluated the one submission. Consensus scoring was based on the published evaluation criteria in the RFP, which included: Experience, Background and Qualifications; Proposed Plan; Price; Small Business Enterprise Subcontracting Program; Local Preference Program (LPP), and the Veteran-Owned Small Business Preference Program (VOSBPP).

Following the initial discussion, the selection committee chose to interview the one Respondent. During the interview process, the firm presented more detailed information to this project. After interviews were completed, the evaluation team selected Clean Harbors Environmental Services, Inc. for contract award recommendation.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee applied the SBE Subcontracting Program of 13%. Clean Harbors is not SBEDA eligible however they did meet the goals placed by the Goal Setting Committee to be awarded this contract.

The Local Preference Program was applied in the evaluation of responses received for this contract; however, the highest ranked firm is not a local business.

There were no proposals submitted from veteran-owned small business Respondents for this contract; therefore, the Veteran-Owned Small Business Preference Program was not applied.

ISSUE:

This ordinance would approve a contract with Clean Harbors Environmental Services, Inc. to ensure safe and environmentally conscious disposal of HHW generated by San Antonio residents. This action is consistent with previous City Council actions in providing resources to properly dispose of HHW.

The initial term of the agreement shall be for a period of three years. Two additional one-year renewals at the City's option will also be authorized by this ordinance, subject to City Council approval and funding availability. There is no minimum contract value of this agreement. The maximum value on this agreement by this ordinance shall be \$1,500,000.00 annually.

This contract was developed utilizing a formal request for proposal process; therefore, as required by the Ethics Ordinance, the Discretionary Contracts Disclosure Form is included herein as an attachment.

ALTERNATIVES:

Delaying or not approving the execution of this agreement would result in discontinuing the HHW program and mobile events once the current contract expires at the end of September. City staff would be required to find an alternate method or perform additional solicitations for contractors in order to perform the work required. In the interim, HHW disposal services would not be provided.

FISCAL IMPACT:

Funds for this agreement are available in the Solid Waste Operating and Maintenance Fund. The Solid Waste Management Department has authorization to encumber funds with a purchase order in accordance with the contract.

RECOMMENDATION:

Staff recommends approval of this ordinance to authorize a Household Hazardous Waste Collection, Characterization, Packaging, Transportation, Recycling and Disposal Agreement with Clean Harbors Environmental Services, Inc. in the amount of \$1,500,000.00 per year. The grand total for the Household Hazardous Waste Collection, Characterization, Packaging, Transportation, Recycling and Disposal Agreement will not exceed \$7,500,000.00 over the lifespan of the agreement if all renewals options are exercised by the City.