



City of San Antonio

Agenda Memorandum

File Number:17-4626

Agenda Item Number: 16.

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:

Electronic Waste Recycling Contract

SUMMARY:

This Ordinance authorizes the selection of a recycling services firm and the execution of a professional services agreement with Goodwill Industries of San Antonio to assist the Solid Waste Management Department (SWMD) with the recycling of electronic equipment. This contract amount shall not exceed \$80,000.00 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:

SWMD strives to provide recycling of electronic equipment collected at various locations citywide utilizing a provider that has the technology, equipment, facilities, and experience necessary to comply with safety and environmental requirements in an efficient manner. In an effort to facilitate the collection and process of recyclable electronic equipment, the City advertised a Request for Proposals (RFP) to seek interested parties in providing a Recycling of Electronic Equipment services.

The RFP was issued on March 13, 2017 and closed on April 21, 2017. The RFP was advertised in the San Antonio Express-News on March 13, 2017. The City received two (2) responses for evaluation. The evaluation team consisted of representatives from the Solid Waste Management Department. On June 19, 2017, the Evaluation Committee reconvened to finalize discussion of the proposals experience, background and

qualifications, proposed plan and compensation and made a contract recommendation. The Committee recommends Goodwill Industries of San Antonio for award.

Under this agreement, Goodwill Industries of San Antonio will take possession of all recyclable electronic equipment collected from the City of San Antonio curbside collections, the Bulky Waste collection facilities, various departments and other collection programs.

The City issued a Request for Proposal for “Recycling of Electronic Equipment” (RFP 17-045) on March 13, 2017, with a submission deadline of April 21, 2017. The City received two (2) responses for evaluation.

The evaluation team consisted of representatives from the Solid Waste Management Department. On June 19, 2017, the Evaluation Committee reconvened to finalize discussion of the proposals experience, background and qualifications, proposed plan and compensation and made a contract recommendation. The Committee recommends Goodwill Industries of San Antonio as the most qualified based on the City’s standard Request for Proposal (RFP) Process.

The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. The proposal was evaluated based on the firm’s qualifications, experience, quality of service, previous performance, proposed plan and price/compensation schedule. Additional categories of consideration included references and certifications.

The evaluation of each proposal was based on a total of 100 points: 35 points allotted for experience, background, qualifications; 35 points allotted for proposed plan; 15 points allotted for compensation/price; in addition, 10 points were allotted for the Local Preference Program (LPP); and 5 points for the Veteran-Owned Small Business Preference Program (VOSB). A summary of the RFP scoring is attached.

After committee review and discussion, individual technical scores were submitted and the aggregate scores were presented a recommendation for award was agreed upon by the selection committee, Goodwill Industries of San Antonio received the highest ranking and was recommended for award by the evaluation committee.

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.

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.

ISSUE:

This ordinance would approve a contract with Goodwill Industries of San Antonio, the most qualified bidder, to provide recycling of electronic equipment services for the City of San Antonio.

ALTERNATIVES:

City Council could choose not to enter into a revenue agreement with the selected vendor, and the City could re-issue the RFP and solicit proposals from additional vendors. This action would delay offering a recycling of electronic equipment service to various City Departments.

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 the execution of a revenue agreement with Goodwill Industries of San Antonio to provide recycling of electronic equipment services for the City of San Antonio.