



# City of San Antonio

## Agenda Memorandum

**File Number:**19-4019

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**Agenda Item Number:** 7.

**Agenda Date:** 5/21/2019

**In Control:** Audit and Accountability Committee

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**CITY OF SAN ANTONIO  
SOLID WASTE MANAGEMENT DEPARTMENT  
INTERDEPARTMENTAL CORRESPONDENCE**

**TO:** Erik Walsh, City Manager

**FROM:** David W. McCary, CPM, Director

**COPIES:** Audit and Accountability Committee; Ben Gorzell, Jr. CPA, Chief Financial Officer; Kevin Barthold, City Auditor; Troy Elliott, CPA, Deputy Chief Financial Officer; Roderick J. Sanchez, AICP, Assistant City Manager

**SUBJECT:** Pre-Solicitation Briefing for Organic Material Processing Services

**DATE:** May 21, 2019

The Solid Waste Management Department (SWMD) will present a pre-solicitation briefing for the selection of a qualified respondent to provide Organic Material Processing Services. This briefing will allow an opportunity for input and direction from Committee members.

This pre-solicitation briefing will cover estimated contract value, projected timeline, high profile designation, scope of the project, terms of the contract, proposed scoring criteria, evaluation committee members, project considerations, local preference program applicability, veteran owned small business preference program applicability and SBEDA program requirements.

SWMD collects recyclables, organics, and garbage from approximately 356,000 customers across San Antonio. Each commodity is collected once per week and delivered to either a processor for recycling/composting or to the landfill. Organic collections include grass, leaves, brush trimmings, food scraps, and shredded paper, all of which can be composted. Processing the compostable organic materials consists of removing non-compostable materials, grinding the material, adding water and nutrients if necessary, and aerating the material until it becomes compost. Compost is a nutrient-rich material used to amend soil that facilitates plant growth. SWMD collects approximately 60,000 to 65,000 tons of organic material from the green carts annually. Because this material is not landfilled, it is considered to be recycled/diverted material, which is counted towards the City's Recycling Rate goal.

The proposed contract term is five years with five, one-year renewal options. The estimated total cost of the

contract is \$15 million over the base and renewal terms.