



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** {{item.number}}

**Agenda Date:** Invalid date

**In Control:** City Council A Session

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**DEPARTMENT:** Solid Waste Department

**DEPARTMENT HEAD:** David Newman

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

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

**SUMMARY:**

This Ordinance authorizes acceptance of a contract with Clean Harbors Environmental Services, Inc. to provide the Solid Waste Management Department (SWMD) with collection, characterization, packaging, transportation, and disposal of household hazardous waste. The estimated value of this contract is \$1,900,000.00 for the first year, and shall not exceed \$9,500,000.00 for the total contract award. The initial contract term is for three years, with two, one-year renewal options. Funding for the first year is available from the FY 2023 Solid Waste Operating Fund Budget, and remaining contract funding is contingent on City Council approval of future budgets.

**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 City also operates a second HHW Drop-off Center located at 1800 Wurzbach Parkway, which is open the first Friday and Saturday of every month, and provides four special collection events held on a Saturday at the Rigsby Bulky Drop-Off Center, located at 2755 Rigsby Rd.

On March 2, 2022, a Request for Proposals (RFP) was released for Household Hazardous Waste Collection Characterization, Packaging, Transportation, Recycling, and Disposal Services. The estimated contract value is \$9,500,000.00 for the total contract, including the initial three-year term, and two, one-year extensions. The RFP was advertised in the San Antonio Express News, posted on the City's Bidding and Contracting Opportunities page, the TVSA channel and the City's SAePS e-procurement portal. An email notification was also released to a list of potential Respondents.

On May 6, 2022, two proposals were received; however, one proposal was deemed non-responsive for failure to meet the Small Business Enterprise (SBE) Subcontracting Program requirement of 15%. The other proposal was deemed eligible for evaluation

The evaluation committee comprised of representatives from the City Manager's Office, the Solid Waste Management Department and the Office of Sustainability met to review and discuss the responsive proposal on June 13, 2022, and, by consensus, recommends awarding a contract to Clean Harbors Environmental Services, Inc.

Due diligence conducted for the respondent to the above solicitation included a search of federal and state debarment lists, prohibited political contributions, conflicts of interest, delinquent City/County taxes, outstanding payments to the City, payment of state franchise fees as well as a search of the internet for pertinent business information. No material findings were noted that would prevent the City from awarding to the selected vendor.

The Local Preference Program and the Veteran-Owned Small Business Preference Programs were applied to the solicitation; however, since only one firm was evaluated, committee voted by consensus and neither program was applied.

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 15%. Clean Harbors is not SBEDA eligible however they did meet the goals placed by the Goal Setting Committee to be awarded this contract.

A post-solicitation briefing to the Audit and Accountability Committee was scheduled for June 29, 2022; however, the Committee did not convene as scheduled, due to lack of a quorum. The Committee was provided a memo summarizing the procurement process for this contract in lieu of the meeting.

**ISSUE:**

This ordinance would approve a contract with Clean Harbor Environmental Services, Inc., to provide HHW processing and disposal services at both the City's permanent facilities and at mobile HHW events.

**ALTERNATIVES:**

Delaying or not approving the execution of this agreement would potentially result in a lapse in 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 of disposal or perform additional solicitations for contractors to perform the work required.

**FISCAL IMPACT:**

This Ordinance authorizes acceptance of a contract with Clean Harbors Environmental Services, Inc. to provide the Solid Waste Management Department with collection, characterization, packaging, transportation, and disposal of household hazardous waste. The estimated value of this contract is \$1,900,000.00 for the first year and shall not exceed \$9,500,000.00 for the total contract award. The initial contract term is for three years, with two, one-year renewal options. Funding for the first year is available from the FY 2023 Solid Waste Operating Budget, and remaining contract funding is contingent on City Council approval of future budgets.

**RECOMMENDATION:**

Staff recommends approval of this ordinance authorizing acceptance of a contract with Clean Harbors Environmental Services, Inc. to provide the Solid Waste Management Department with collection, characterization, packaging, transportation, and disposal of household hazardous waste. The estimated value of this contract is \$1,900,000.00 for the first year, and shall not exceed \$9,500,000.00 for the total contract award. The initial contract term is for three years, with two, one-year renewal options. Funding for the first year is available from the FY 2023 Solid Waste Operating Budget, and remaining contract funding is contingent on City Council approval of future budgets.