



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 34

Agenda Date: May 18, 2023

In Control: City Council A Session

DEPARTMENT: Solid Waste Department

DEPARTMENT HEAD: David Newman

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Electronic Waste Recycling Agreement

SUMMARY:

This Ordinance authorizes an agreement with CompuCycle, Inc., to provide the Solid Waste Management Department (SWMD) with electronic waste (e-waste) recycling services. The 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. Funding is available from the Solid Waste Operating and Maintenance Fund.

BACKGROUND INFORMATION:

The Solid Waste Maintenance Department accepts e-waste at all household hazardous waste (HHW) locations and events throughout the year at the permanent HHW Drop-off at 7030 Culebra Rd., the monthly HHW Drop-off at 1800 Wurzbach Parkway, and the quarterly HHW Drop-off events held at 2755 Rigsby Rd. E-waste may also be collected when it is inadvertently included in a curbside bulky pile. The e-waste collected includes television sets, computers, and printers. These items require specific handling to process for disposal and/or recycling, including the separation of metals and hazardous content contained within the items. These materials are

potentially toxic or hazardous when placed in a landfill.

On July 6, 2022, a Request for Proposals (RFP) was released for e-waste recycling services with a submission deadline of August 5, 2022. The RFP was advertised in the SA Legal News dba The Heartbeat, the TVSA channel, the City's Bidding & Contracting Opportunities website, the San Antonio e-Procurement System, and an email notification was released to a list of potential Respondents. 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 funding availability.

A total of two proposals were received and deemed eligible for review. The evaluation team consisted of representatives from the Solid Waste Management Department.

The Evaluation Committee met on October 12, 2022 for discussion on each Respondent's proposal. The evaluation of each proposal was based on a total of 100 points: 30 points allotted for experience, background, qualifications; 40 points allotted for proposed plan; 15 points allotted for price/compensation; 10 points allotted for local preference program, and 5 points allotted for veteran-owned small business preference program. The Committee recommends CompuCycle, Inc., for award as the firm receiving the highest collective score from the evaluation categories.

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

The recommended award is in accordance with the Local Preference Program (LPP). The LPP program was applied in the evaluation of responses received for this contract; however, the highest ranked firm is not a local business.

The recommended award is in accordance with the Veteran-Owned Small Business (VOSB) Preference Program. The VOSB program was applied in the evaluation of responses received for this contract; however, the highest ranked firm is not a VOSB eligible firm.

Under this agreement, CompuCycle, Inc., will take possession of all e-waste collected from the City of San Antonio curbside collections, the Bulky Waste and HHW collection facilities, various departments, and other collection programs. CompuCycle, Inc., will collect the electronic equipment from any City facility and will provide the departments with containers that would be able to drop off the same day as required.

ISSUE:

E-waste should not be disposed of in the landfill. A qualified contractor is required to process and separate items for recycling and/or disposal. The Solid Waste Management Department does not have staff trained to complete this task. Therefore, we contract through a third-party to provide e-waste recycling services. This ordinance will authorize an agreement with CompuCycle, Inc., to provide e-waste recycling services to the City of San Antonio.

ALTERNATIVES:

City Council could choose not to enter into this agreement with the selected vendor, and the City could re-issue the RFP and solicit proposals from additional vendors. In the interim, the City would be required to dispose of items without a contract at a potentially higher cost.

FISCAL IMPACT:

This ordinance authorizes an agreement with CompuCycle, Inc., to provide electronic waste recycling services for the Solid Waste Management Department. The estimated fiscal impact is \$80,000.00 annually and funds for this agreement are available in the FY 2023 Solid Waste Operating and Maintenance Fund Budget. Future year funding for the contract is contingent on City Council approval of the annual budget.

RECOMMENDATION:

Staff recommends the execution of an agreement with CompuCycle, Inc., to provide e-waste recycling services for the City of San Antonio.

This contract is procured by means of Request for Proposals and a Contracts Disclosure Form is attached.