


CITY COUNCIL ACTION REQUEST

DEPARTMENT(S) Finance	CEQA Categorically Exempt, File No. PP16-011, CEQA Guidelines Section 15330, Minor Actions to Prevent, Minimize, Stabilize, Mitigate or Eliminate the Release or Threat of Release of Hazardous Waste or Hazardous Substances.	COORDINATION City Attorney's Office; City Manager's Budget Office; Department of Transportation	Director Approval /s/ Maria Öberg
COUNCIL DISTRICT(S) Citywide			CMO Approval  5/29/25

SUBJECT: Actions Related to the Purchase Order with Freon Free, Inc. for Appliance, Tire, and E-Waste Disposal Services

RECOMMENDATION

Adopt a resolution authorizing the City Manager or her designee to:

- a) Amend purchase order OP 65992 with Freon Free, Inc. (Fairfield, CA) for appliance, tire, and e-waste disposal services, to increase the total compensation by \$250,000 for a maximum compensation not-to-exceed \$550,000 for the one-year period ending November 12, 2025; and
- b) Exercise up to six one-year options to extend the term of the purchase order with the last option ending on or about November 12, 2031, subject to the appropriation of funds.

BASIS FOR RECOMMENDATION

The Department of Transportation requires services for the removal and disposal of items that contain hazardous materials such as those contained in appliances, tires, and e-waste (e.g., freon, polychlorinated biphenyls, mercury). Due to hazardous waste management regulations, the City is only allowed to hold small quantities of these items at a time. If hazardous materials are not removed regularly and accumulate, the City may fall out of compliance with federal, state, and/or local hazardous waste management regulations. Appliance, tire, and e-waste disposal services are utilized to help the Department of Transportation ensure compliance with applicable hazardous waste management regulations.

In May 2024, a competitive Request for Bids was released by the Finance Department to procure these services. The Request for Bids provisioned for a one-year initial term and an additional six one-year options for the City to extend the term. One responsive bid was submitted, and no protests were received. The sole vendor did not qualify for the City's local or small business preference. Staff awarded to Freon Free, Inc. as the sole, responsive, and responsible bidder pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310B(1). Purchase orders have been executed under the City Manager's authority. City Council approval is now required for continuity of services. Approval of this recommendation ensures the City continues to receive these essential services with minimal impact to operations.

COMMISSION RECOMMENDATION AND INPUT

No commission recommendation or input associated with this action.

COST AND FUNDING SOURCE

The recommended action relating to this purchase order of \$250,000, will be funded by the Department of Transportation Non-Personal/Equipment appropriation in the General Fund.

FOR QUESTIONS CONTACT: Albie Udom, Deputy Director of Finance – Purchasing and Risk Management, at Albie.Udom@sanjoseca.gov.