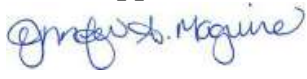


CITY COUNCIL ACTION REQUEST

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: Fire, Airport, PW, ESD, PD, OEA, PCBE, CAO, CMO - Budget Office	Dept. Approval: /s/ Julia H. Cooper
Council District(s): Citywide			CMO Approval:  6/11/2020

SUBJECT: ACTIONS RELATED TO THE PURCHASE ORDER FOR HAZARDOUS WASTE PICKUP/DISPOSAL SERVICES, EQUIPMENT AND SUPPLIES

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to:

- (a) Execute a citywide purchase order with Environmental Logistics, Inc. (Hayward, CA) for Hazardous Waste Pickup/Disposal Services, Equipment and Supplies for an initial twelve-month period starting on or about July 1, 2020 and ending on or about June 30, 2021, for an amount not-to exceed \$550,000; and
- (b) Exercise up to four additional one-year options to extend the initial term of the purchase orders with the last option year ending on or about June 30, 2025, subject to the annual appropriation of funds.

Desired Outcome: To ensure that harmful and dangerous contaminants and chemicals are properly disposed.

BASIS FOR RECOMMENDATION:

Departments of Airport, Fire, Transportation, Environmental Services, Police and Public Works require hazardous waste pickup and disposal services at various locations throughout the City on a scheduled and as needed basis. The items that are most commonly picked up and disposed of are: flammable and non-flammable liquids and solids, used oil/oil filters, paint, aerosols, batteries, and medical and biomedical waste. These items must be transported and disposed of in accordance with local, county state and federal regulations. A final copy of each manifest is provided to the City to ensure compliance. These services ensure that harmful and dangerous contaminants and chemicals are properly disposed of.

A competitive Request for Bid (RFB) was facilitated by the Finance Department to procure these services. Fourteen companies were notified and invited through Biddingo, the City's e-procurement system, and all companies downloaded the bid package. The bid was initially posted for one month and then extended 4 times for a total of two months to encourage multiple bid responses. However, only one bid was received with no protests. Staff reached out to invited vendors to understand why they elected not to bid. One company repeatedly expressed interest but did not bid because they were too busy. Another expressed interest but decided they could not meet all the requirements of the scope. The recommended vendor is the incumbent and has been performing well. Pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310.B, staff recommends award to Environmental Logistics, Inc. as the sole responsive, responsible bidder.

Climate Smart San José: The recommendation in this memo has no effect on Climate Smart San José energy, water, or mobility goals.

Commission Recommendation/Input: There is no commission recommendation or input associated with this action.

Office of Equality Assurance City of San José Living Wage is applicable under this purchase order.

This Council item is consistent with the City’s 2019-2020 Adopted Budget City Areas Delivery Framework: “Provide environmental leadership through policy development, program design, and reliable utility services.”

COST AND FUNDING SOURCE:

Various city departments will use this service. Project scope, cost, and funding source(s) will vary. Staff will issue a citywide PO that will be unencumbered. Each department will be responsible for managing their own requirements, funding sources, and making payments directly to the vendor.

FOR QUESTIONS CONTACT: Jennifer Cheng, Deputy Director of Finance at 408-535-7059