TO: HONORABLE CITY COUNCIL

FROM: CITY MANAGER DEPARTMENT: PUBLIC WORKS

DATE: JUNE 24, 2002 CMR:301:02

SUBJECT: APPROVAL OF AGREEMENT WITH SAFETY-KLEEN (SAN JOSE), INC., IN THE AMOUNT OF $420,000 PER YEAR, WITH AN OPTION TO RENEW FOR TWO ADDITIONAL YEARS, FOR HOUSEHOLD AND CONDITIONALLY EXEMPT SMALL QUANTITY GENERATOR HAZARDOUS WASTE MANAGEMENT PROGRAM SERVICES

RECOMMENDATION
Staff recommends that Council:

1. Approve and authorize the Mayor to execute the attached one-year agreement with Safety-Kleen (San Jose), Inc., in the amount of $420,000, with the option for an additional two years in the amount of $420,000 per year, to provide services for the Household and Conditionally Exempt Small Quantity Generator Hazardous Waste (HHW and CESQG) Management Programs.

2. Authorize the City Manager or his designee to exercise the option to renew the agreement for the (second and/or third year) provided the proposed cost of the renewal agreement does not exceed the Consumer Price Index for all urban consumers (San Francisco - Oakland - San Jose, CA), the consultant is responsive to the City’s needs, and the quality of the consultant’s work is acceptable during the first year of the agreement (and/or other conditions which will determine the City’s willingness to renew the agreement).

DISCUSSION
Project Description
The work to be performed under the agreement involves providing monthly HHW management services, including mobilizing appropriate equipment and personnel to operate the monthly one-day residential collection event; and providing hazardous waste packaging, transportation and disposal services. The work to be performed also includes the operation of a hazardous waste collection program for businesses in the Palo Alto Regional Water Quality Control Plant (PARWQCP) service area that qualifies as CESQGs under state and federal
hazardous waste regulations (generate less than 220 pounds of hazardous waste per month). This service will be provided at no cost to the City and PARWQCP partners, as the cost for the service is recovered through charges assessed by the contractor to participating businesses.

Selection Process
Staff sent a request for proposals (RFP) to four consulting firms on April 22, 2002. Firms were given twenty-nine days to respond to the request. A total of four firms submitted proposals. Proposals ranged from $29,367 to $32,196 per average monthly event. A selection advisory committee of Public Works Operations staff experienced with the City’s existing HHW program reviewed the proposals. The committee carefully reviewed each firm’s qualifications and submittal in response to the RFP relative to the following criteria: company and staff experience and qualifications; verification of client references for experience and performance of HHW and CESQG programs; examination of each firm’s regulatory compliance record; detailed review of operation and health and safety plans; costs for scope of services; and overall proposal quality and completeness. Safety-Kleen (San Jose), Inc., was selected for its experience, ability to meet the criteria established in the RFP, and cost effectiveness of the proposed fees relative to the services provided.

RESOURCE IMPACT
Funds for this project are included in the FY 2002-03 Refuse Fund Budget.

POLICY IMPLICATIONS
Approval of this agreement is consistent with existing City policies.

ENVIRONMENTAL REVIEW
The HHW program was addressed in the negative declaration for the Source Reduction and Recycling Element and Household Hazardous Waste Element approved by Council on June 6, 1991 (Negative Declaration No. 91-EIA-12). The CESQG program was addressed in the negative declaration for the implementation of the program approved by Council on June 24, 1993 (Negative Declaration No. 93-EIA-22).

ATTACHMENTS
Attachment A: Agreement

PREPARED BY: Sean Kennedy, Manager, Environmental Control Programs

DEPARTMENT HEAD: GLENN S. ROBERTS
                     Director of Public Works

CITY MANAGER APPROVAL: EMILY HARRISON