

## DESCHUTES COUNTY DOCUMENT SUMMARY

(NOTE: This form is required to be submitted with ALL contracts and other agreements, regardless of whether the document is to be on a Board agenda or can be signed by the County Administrator or Department Director. If the document is to be on a Board agenda, the Agenda Request Form is also required. If this form is not included with the document, the document will be returned to the Department. Please submit documents to the Board Secretary for tracking purposes, and not directly to Legal Counsel, the County Administrator or the Commissioners. In addition to submitting this form with your documents, please submit this form electronically to the Board Secretary.)

Please complete all sections **above** the Official Review line.

**Date:** July 12, 2021

**Department:** Solid Waste

**Contractor/Supplier/Consultant Name:** Clean Harbors Environmental Services, Inc.

**Contractor Contact:** Doug Reese

**Contractor Phone #:** (971) 346-

1520

**Type of Document:** Amendment to Services Contract 2020-461

**Goods and/or Services:** Household and Conditionally Exempt Generator Hazardous Waste Management Program. Services provided include operation of the hazardous waste facility at Knott Landfill, the operation of rural household/hazardous waste collection events in Redmond, Sisters and LaPine, and the management of hazardous wastes received through the program.

**Background & History:** In May, 2020, the Board of County Commissioners issued a Notice of Intent to award a contract to Clean Harbors Environmental Services, Inc. for the operation of the County's household hazardous waste management program. The contract includes the option, at the County's discretion, to extend the contract annually for up to two 1-year extensions. Clean Harbors Environmental Services, Inc. has requested a 2.59% fee increase to cover increased costs related to program operation in FY 2021-22. Review of the contractor's supporting documentation for the proposed price increase supports the increase as both fair and reasonable.

**Agreement Starting Date:** 8/1/2021 or the date all parties have signed the agreement, whichever is later

**Ending Date:** 7/31/2022

**Annual Value or Total Payment:** \$230,917.82

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Insurance Certificate Received (check box)

Insurance Expiration Date: 11/01/2021

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Check all that apply:

RFP, Solicitation or Bid Process

Informal quotes (<\$150K)

Exempt from RFP, Solicitation or Bid Process (specify – see DCC §2.37)

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**Funding Source:** (Included in current budget?  Yes  No

If **No**, has budget amendment been submitted?  Yes  No

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7/15/2021

Is this a Grant Agreement providing revenue to the County?  Yes  No

Special conditions attached to this grant:

Deadlines for reporting to the grantor:

If a new FTE will be hired with grant funds, confirm that Personnel has been notified that it is a grant-funded position so that this will be noted in the offer letter:  Yes  No

Contact information for the person responsible for grant compliance:

Name:

Phone #:

Departmental Contact and Title: Chad Centola, Interim Director

Phone #:

x7172

Department Director Approval:

Chad Centola  
Signature

7/15/2021  
Date

Distribution of Document: Who gets the original document and/or copies after it has been signed? Include complete information if the document is to be mailed.

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**Official Review:**

County Signature Required (check one):

- BOCC (if \$150,000 or more) – BOARD AGENDA Item
- County Administrator (if \$25,000 but under \$150,000)
- Department Director - Health (if under \$50,000)
- Department Head/Director (if under \$25,000)

Legal Review

DCM

Date

7/15/21

Document Number 2021-555

7/15/2021