



Folsom City Council Staff Report

MEETING DATE:	7/11/2023
AGENDA SECTION:	Consent Calendar
SUBJECT:	Resolution No. 11075 – A Resolution Authorizing the City Manager to Execute an Agreement with Advanced Chemical Transport, Inc. for Hazardous Waste Management Services and Appropriation of Funds
FROM:	Public Works Department

RECOMMENDATION / CITY COUNCIL ACTION

The Public Works Department recommends that the City Council pass and adopt Resolution No. 11075 – A Resolution Authorizing the City Manager to Execute an Agreement with Advanced Chemical Transport, Inc. for Hazardous Waste Management Services and Appropriation of Funds.

BACKGROUND / ISSUE

The Public Works Department, Hazardous Materials Division (Division) provides hazardous waste collection, disposal, and recycling services for residents and businesses through the Division’s door-to-door collection service and drop-off appointments at the city’s corporation yard. In Fiscal Year 2021-2022, the Division collected 434,255 pounds of hazardous waste from 5,058 service participants.

The Division contracts for hazardous waste management services which include transportation, disposal, and recycling of the collected waste. The existing contract was awarded by the Folsom City Council on June 26, 2018, through Resolution No. 10142. Due to a price increase, the Division was unable to exercise the option to extend the term of the existing contract and it expired on June 30, 2023.

The Division issued a Request for Proposals to procure hazardous waste management services and received four proposals by the due date.

Staff have reviewed the proposals and selected the most qualified, responsible proposer to provide hazardous waste management services to support of the city's collection program.

POLICY / RULE

Chapter 2.36 of the Folsom Municipal Code states, in part, that contracts for supplies, equipment, services, and construction with an estimated value of \$70,952 or greater shall be awarded by the City Council.

ANALYSIS

The Division published a request for proposals for hazardous waste management services on June 6, 2023. Bids were received from the following agencies and opened publicly at City Hall on June 26, 2023. The summary of review scores is as follows:

<u>Firm Name</u>	<u>Total Score</u>
Advanced Chemical Transport, Inc. (ACT)	92
Clean Harbors Environmental Services (Clean Harbors)	87
Clean Earth	82
NRC Environmental Services Inc. (NRC)	70

Staff initially reviewed each proposal based on a fixed set of minimum standards to be considered as a qualified, responsive proposal and determined all four are acceptable for the full range of hazardous materials management services. These standards included financial stability, provision of all required proposal documentation, and proof that all permits, registrations and licenses are in good standing.

Once qualified proposals were identified, a series of weighted criteria were considered for each. These criteria included, but were not limited to, references, experience, compliance, waste management services, and cost.

The bid packet included a cost matrix spreadsheet for proposing agencies to bid on individual pricing for seventy-six different waste profiles with different packaging options for each one, twenty different packaging supplies, and labor rates for periodic on-call assistance with Folsom's Household Hazardous Waste program.

To evaluate cost, the review team used actual quantities of materials shipped and supplies used in Fiscal Year 2021-22 to compare the estimated cost of the proposals over the next five years, including proposed increases. Two of the proposals, Clean Earth and NRC, contained open ended language for adjusting pricing during the term of the contract. This made it impossible to compare them accurately and negatively impacted their scores. ACT did not propose increases during the contract period. Clean Harbors proposed increases using a clearly defined methodology of CPI plus 3%.

Staff concluded the most competent, qualified and responsive proposer is ACT with an overall average score of 92%.

FINANCIAL IMPACT

The proposed disposal and recycling costs for hazardous waste materials managed by this contract is budgeted in the Solid Waste Operating Fund (Fund 540) for FY 2023-24 in the amount of \$117,000. Actual costs for this contract will be based on quantities collected; however, the anticipated cost under the new contract is \$148,000 annually, based on quantities from Fiscal Year 2021-22. The additional funds of \$31,000 needed to maintain current program levels are available in Fund 540 and will require an appropriation for Fiscal Year 2023-24. Funding needed for subsequent years will be requested through the budget process.

ENVIRONMENTAL REVIEW

The purchase of hazardous waste management services is not considered a project and therefore is not subject to CEQA.

ATTACHMENT

Resolution No. 11075 – A Resolution Authorizing the City Manager to Execute an Agreement with Advanced Chemical Transport, Inc. for Hazardous Waste Management Services and Appropriation of Funds

Submitted,

Mark Rackovan, Public Works Director

RESOLUTION NO. 11075

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH ADVANCED CHEMICAL TRANSPORT, INC. FOR HAZARDOUS WASTE MANAGEMENT SERVICES AND APPROPRIATION OF FUNDS

WHEREAS, the Public Works Department, Waste and Recycling Division, Hazardous Materials Division (Division) collects hazardous waste from the public; and

WHEREAS, funds have been budgeted in the Solid Waste Operating Fund (Fund 540) for Fiscal Year 2023-24; and

WHEREAS, the Division requires a contractor to recycle or dispose of hazardous waste from its collection program; and

WHEREAS, the City initiated a request for proposal process and Advanced Chemical Transport, Inc. was the most qualified, responsive, and responsible proposer; and

WHEREAS, an additional appropriation in the amount of \$31,000 will be needed; and

WHEREAS, additional funds in the amount of \$31,000 are available in the Solid Waste Operating Budget Fund (Fund 540); and

WHEREAS, the agreement will be in a form acceptable to the City Attorney:

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Folsom authorizes the City Manager to Execute an Agreement with Advanced Chemical Transport, Inc. for Hazardous Waste Management Services of which the anticipated cost based on quantities will not exceed \$148,000

BE IT FURTHER RESOLVED that the Chief Financial Officer is authorized to appropriate \$31,000 for this contract to the Solid Waste Operating Fund (Fund 540).

PASSED AND ADOPTED this 11th day of July, 2023, by the following roll-call vote:

AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

Rosario Rodriguez, MAYOR

ATTEST:

Christa Freemantle, CITY CLERK

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FOLSOM
DISTINCTIVE BY NATURE