



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/21/2022

ITEM NO: 13

DATE: July 14, 2022
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute a Four-Year Agreement for Services with Universal Site Services for Enhanced Downtown Garbage, Recycling, and Pizza Box Receptacle Collection and Cleaning Services in an Amount of \$45,961.06 for Fiscal Year 2022/23, with a Succeeding Annual Base Amount of \$56,336.28, for a Total Agreement Base Amount Valued at \$214,969.90 Prior to Any Future Increase Adjustments Made for Consumer Price Index (CPI).

RECOMMENDATION:

Authorize the Town Manager to execute a four-year agreement for services (Attachment 1) with Universal Site Services for enhanced downtown garbage, recycling, and pizza box receptacle collection and cleaning services in an amount of \$45,961.06 for Fiscal Year (FY) 2022/23, with a succeeding annual base amount of \$56,336.28, for a total agreement base amount valued at \$214,969.90 prior to any future increase adjustments made for Consumer Price Index (CPI).

BACKGROUND:

The Town of Los Gatos has utilized contractual services to provide enhanced downtown garbage collection and recycling on the weekends since August 2015 and the current agreement for services with Universal Site Services will expire on August 31, 2022.

This agreement supports the effort to augment trash collection in the downtown area on the weekends and to provide recycling services to the downtown. The Town's franchise hauler for trash and recycling is unable to meet all the service needs of seven-day trash service and downtown recycling service. In 2021, the Town of Los Gatos added seven pizza box receptacles

PREPARED BY: Marina Chislett
Environmental Programs Specialist

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Interim Finance Director, and Acting Director of Parks and Public Works

SUBJECT: Authorize the Town Manager to Execute a Four-Year Agreement for Services
with Universal Site Services

DATE: July 14, 2022

BACKGROUND (continued):

in response to the overflow in trash receptacles due to an increase in takeout containers with COVID-19.

Implementation of the current service model of contracted recycling, pizza box receptacles, and enhanced trash hauling on weekends in the downtown, combined with an increase in recycling receptacles, has significantly decreased the incidents of overflowing trash cans with a corresponding decrease to the amount of waste going to the landfill. Staff continues to increase the number of recycling receptacles to meet the needs of the downtown with the ultimate goal of completing one-to-one receptacle pairings. Currently, the service includes 61 trash receptacles paired with 50 recycling receptacles.

In addition to collection, Universal Site Services provides cleaning services of the receptacles. The receptacle design leads to soiled surfaces, which have historically been a nuisance downtown.

DISCUSSION:

Recently, staff prepared a Request for Proposals (RFP) for the following service categories:

- Downtown weekend garbage and pizza receptacle collection
- Downtown recycling collection on weekends and midweek
- Receptacle cleaning services

Firms were asked to provide their capability and experience with collection and recycling service and to provide pricing for each category. One proposal was received on May 27, 2022 from Universal Site Services. While only one proposal was received, staff was comfortable moving forward in the process based on peer review, industry knowledge, and experience.

Staff determined that Universal Site Services is the best qualified and the most cost competitive firm to provide the requested services. Universal provides similar services to multiple corporations, municipalities, and public agencies around the Bay Area and have been in business since 1958. The Town's experience with Universal providing enhanced garbage and recycling services as well as other related cleaning services for the Town has been very successful, with high quality service, great communication, and positive responses to issues.

The Agreement includes base amount line item costs for special as-needed services and the addition of receptacles to the inventory prior to any increase adjustments made for the Consumer Price Index (CPI). Staff anticipates an increase in recycling receptacles downtown to bring the garbage to recycling receptacle ratio equal.

PAGE 3 OF 3

SUBJECT: Authorize the Town Manager to Execute a Four-Year Agreement for Services
with Universal Site Services

DATE: July 14, 2022

DISCUSSION (continued):

The four-year agreement term allows for continuity of service and maximizes savings by engaging the firm for multiple years. The contract language provides for cancellation should the need arise during the contract term.

CONCLUSION:

Authorize the Town Manager to execute a four-year agreement for services (Attachment 1) with Universal Site Services in an amount of \$45,961.06 for fiscal year 2022/23, with a succeeding annual base amount of \$56,336.28, for a total agreement base amount valued at \$214,969.90 prior to any future increase adjustments made for CPI.

FISCAL IMPACT:

Funds for the services for FY 2022/23 have been appropriated in the FY 2022/23 Parks and Public Works Operating Budget.

ENVIRONMENTAL ASSESSMENT:

In accordance with CEQA Guidelines Section 15301, this contract is categorically exempt from CEQA because it is maintenance of existing public facilities.

Attachments:

1. Agreement for Services