



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 06/07/2022

ITEM NO: 17

DATE: May 24, 2022
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute a First Amendment to the Agreement for Services with Universal Site Services to Extend the Term through August 31, 2022, and Increase Compensation for Fiscal Year 2021/22 by \$500 and Fiscal Year 2022/23 by \$9,511.11 for a Total Amended Amount Not to Exceed \$197,748.11

RECOMMENDATION:

Authorize the Town Manager execute a First Amendment to the Agreement for Services with Universal Site Services (Attachment 1) to extend the term through August 31, 2022 and increase compensation for Fiscal Year (FY) 2021/22 by \$500 and FY 2022/23 by \$9,511.11 for a total amended amount not to exceed \$197,748.11.

BACKGROUND:

The Town of Los Gatos has utilized contractual services to provide enhanced downtown garbage collection and recycling on the weekends with additional weekday recycling collection since September 2018. The current agreement for services with Universal Site Services will expire on June 30, 2022. The Town issued a Request for Proposals (RFP) on May 4, 2022, for a new five-year term beginning September 1, 2022.

Implementation of the current service model of contracted recycle and enhanced trash hauling on weekends in the downtown, combined with an increase in recycling receptacles has significantly decreased the incidents of overflowing trash receptacles with a corresponding decrease to the amount of recyclable 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

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Facilities and Environmental Services Manager

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

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BACKGROUND (continued):

completing one-to-one receptacle pairings. In FY 2020/21, the Town added 7 pizza box receptacles to mitigate the increase in large takeout containers that were causing overflow and jams in the trash receptacles. Currently, the service includes 61 trash receptacles, 50 recycling receptacles, 7 pizza box receptacles, and 3 big belly 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:

On May 4, 2022, staff issued a Request for Proposals (RFP) for the following service categories:

- Downtown weekend garbage collection
- Downtown recycling collection on weekends and midweek
- Cleaning of all receptacles

Firms were asked to provide their capability and past experience with collection and recycling service and to provide pricing for each category. The Downtown Los Gatos Garbage, Recycling, and Pizza Box Receptacle Collection and Cleaning RFP had a deadline of May 27, 2022, at which time staff will determine the best qualified and most cost competitive firm to bring to Council for the new five-year term beginning September 1, 2022 through June 30, 2026.

Given the Town's contract with Universal Site Services expires on June 30, 2022, the Town is requesting an amendment to extend the term to August 31, 2022 to cover the time for RFP proposal review and council approval for a new five-year term beginning September 1, 2022.

This amendment would also add \$500 to FY 2021/22 for the addition of 7 pizza box receptacles requiring servicing and cleaning in Downtown Los Gatos beginning July 1, 2021. The amended amount of \$9,511.11 is for 2 additional months, July and August in 2022.

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CONCLUSION:

Authorize the Town Manager execute a First Amendment to the Agreement for Services with Universal Site Services (Attachment 1) to extend the term through August 31, 2022 and increase compensation for Fiscal Year 2021/22 by \$500 and Fiscal Year 2022/23 by \$9,511.11 for a total amended amount not to exceed \$197,748.11.

FISCAL IMPACT:

Funds for the services for FY 2021/22 and FY 2022/23 have been appropriated in the Parks and Public Works Operating Budget.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. First Amendment to Agreement for Services
2. Original Agreement for Services