



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** January 17, 2024  
**PREPARED BY:** Scott Moore, City Manager  
**DEPARTMENT:** Administration

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on a Professional Consultation Services Agreement for Solid Waste Services for the City of Manor.

**BACKGROUND/SUMMARY:**

In October 2019, the City Council approved a solid waste service contract with Waste Connection for commercial and residential garbage service as well as residential recycling. An automatic contract renewal for one year took place in 2021, and a two-year contract renewal took effect in 2022. The city notified Waste Connections in December 2023 through a certified letter informing them of our intention to not enter into another automatic renewal service agreement by December 2024. The Solid Waste Service consultants have experience assisting municipalities across the state with securing solid waste proposals through a Request For Proposal (RFP) process. The consultant’s involvement would help staff solicit and review proposals and give all interested vendors and the current provider an opportunity to submit their proposals before they are presented to the City Council for final review and approval. The consultants have developed the following process stress and payment expectations for utilizing their services:

- The City shall pay Contractor for the Services in accordance with the terms of this Contract, but all payments to be made by the City to Contractor, including the time of payment and the payment of interest on overdue amounts, are subject to the applicable provisions of Chapter 2251 of the Government Code.
- Contractor will prepare the Request for Proposal and the Contract to contain the following clause to allow the City of Manor to be reimbursed for the Fee for Services in accordance with the terms of this Contract.
- The successful Contractor shall be responsible for reimbursing the City for the development of this RFP and contract documents. The estimated costs to be borne by the City will not exceed \$39,940.
- Full reimbursement must be received by the City within thirty (30) days after the award of the contract.

**LEGAL REVIEW:** Yes, Paige Saenz, City Attorney  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Proposed Service Agreement
- 2024 Process Schedule

**STAFF RECOMMENDATION:**

Staff recommends that the City Council approve a Professional Consultation Services Agreement for Solid Waste Services for the City of Manor in an amount not to exceed \$39,940.

**PLANNING & ZONING COMMISSION:**                      **Recommend Approval**                      **Disapproval**                      **None**