



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Master

File Number: K-1819-12

File ID: K-1819-12

Type: Contract

Status: ATS Review

Version: 1

Reference: Item 22

In Control: City Council

Department: Utilities Department

Cost: \$102,000.00

File Created: 08/30/2018

File Name: Contract for HHW Collection Event

Final Action:

Title: CONTRACT K-1819-12: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND CLEAN HARBORS ENVIRONMENTAL SERVICES, INC., IN AN AMOUNT NOT-TO-EXCEED \$102,000 TO PROVIDE A HOUSEHOLD HAZARDOUS WASTE COLLECTION EVENT TO BE HELD OCTOBER 20, 2018, AT THE LLOYD NOBLE CENTER PARKING LOT AND PERFORMANCE BOND B--1819-19.

Notes: ACTION NEEDED: Acting as the Norman Utilities Authority, motion to approve or reject Contract K-1819-12 with Clean Harbors Environmental Services, Inc., in the amount of \$102,000; and, if approved, authorize the Mayor to sign the contract and performance bond contingent upon the City Attorney's approval and direct the filing of the bond.

ACTION TAKEN: _____

Agenda Date: 09/11/2018

Agenda Number: 22

Attachments: Contract signed, Performance Bond, Purchase Requisition

Project Manager: Debbie Smith, Environmental Services Coordinator

Entered by: gay.webb@normanok.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Text of Legislative File K-1819-12

Body

BACKGROUND: The City of Norman has been conducting an annual household hazardous waste collection event since 1999. The City Council appropriated \$106,000 in the Fiscal Year Ending (FYE) 2019 budget to provide citizens of Norman an environmentally sound method for disposal of household-generated hazardous waste (HHW).

DISCUSSION: Request for Proposal RFP-1718-63 was sent to five (5) firms on June 27, 2018. Three (3) firms submitted technical and cost proposals in accordance with the RFP. On July 19, 2018, the Review Committee, consisting of four (4) staff members, evaluated the firms based on their technical proposal and selected Clean Harbors Environmental Services, Inc. as the most qualified proposal.

Funds were budgeted in the FYE 19 budget for the event in the Water Reclamation Fund, Other Business Services account (032-5543-432.41-99). The HHW Collection Event will be conducted on October 20, 2018, in

the southwestern portion of the Lloyd Noble Center parking lot. Staff anticipates participation of 900-1100 vehicles at an estimated cost of \$102,000. This maximum amount should be adequate based on the volume of HHW collected during the previous events. Adequate funds are available to fund this contract. Although staff does not anticipate going over \$102,000, in the event of greater participation than previous years, a follow-up change order would be necessary to cover the increased amount.

In addition, funds will be encumbered for miscellaneous costs such as site rental, public notice, event signage, and drinks, lunch and tee shirts for an estimated 90-100 volunteers.

RECOMMENDATION: Staff recommends approval of Contract K-1819-12 in an amount not-to-exceed \$102,000 with Clean Harbors Environmental Services, Inc. and Performance Bond B-1819-19.