



# City of Norman, OK

Municipal Building  
Council Chambers  
201 West Gray  
Norman, OK 73069

## Master

**File Number: K-1415-24**

<b>File ID:</b> K-1415-24	<b>Type:</b> Contract	<b>Status:</b> Consent Item
<b>Version:</b> 1	<b>Reference:</b> Item No. 34	<b>In Control:</b> City Council
<b>Department:</b> Utilities Department	<b>Cost:</b> \$75,000.00	<b>File Created:</b> 08/26/2014
<b>File Name:</b> Contract for Household Hazardous Waste Collection Event		<b>Final Action:</b>

**Title:** CONTRACT NO. K-1415-24: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND PSC ENVIRONMENTAL SERVICES, LLC D/B/A STERICYCLE ENVIRONMENTAL SOLUTIONS IN AN AMOUNT NOT-TO-EXCEED \$75,000 TO PROVIDE A HOUSEHOLD HAZARDOUS WASTE COLLECTION EVENT TO BE HELD NOVEMBER 1, 2014, AT THE LLOYD NOBLE CENTER PARKING LOT.

**Notes:** ACTION NEEDED: Acting as the Norman Utilities Authority, motion to approve or reject Contract No. K-1415-24 with PSC Environmental Services, L.L.C., d/b/a Stericylce Environmental Solutions in an amount not-to-exceed \$75,000; and, if approved, authorize execution of the contract and further authorize the Mayor to sign Performance Bond No. B-1415-19 contingent upon the City Attorney's approval; and direct the filing of the bond.

ACTION TAKEN: \_\_\_\_\_

**Agenda Date:** 09/09/2014

**Agenda Number:** 34

**Attachments:** Text File HHW.pdf, 2014 PSC signed contract (2).pdf, Performance Bond No. B-1415-19.pdf, Requisition

**Project Manager:** Debra 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-1415-24

Body

**BACKGROUND:** The Norman Utilities Authority budgeted \$81,000 in the Fiscal Year Ending (FYE) 2015 budget to provide the citizens of Norman an environmentally sound method for disposal of household-generated hazardous waste. Staff developed a Request for Proposal (RFP) to be distributed to firms experienced in conducting household hazardous waste (HHW) collection events.

**DISCUSSION:** Request for Proposal (RFP) 1415-24 was sent to seven (7) firms on July 29, 2014. Three (3) firms submitted technical and cost proposals on August 18, 2014 in accordance with the RFP. The Review Committee, consisting of three staff members, evaluated the firms based on their technical proposal. Cost

proposals were then evaluated and the Committee selected PSC Environmental Services, LLC dba Stericycle Environmental Solutions as the most qualified proposer.

The FYE 15 budget appropriated funds for the project in Other Business Services (account 032-5543-432.41-99). The HHW Collection Event will be conducted on November 1, 2014 in the Lloyd Noble Center parking lot. Based on past history, staff anticipates participation of 1000-1200 households at an estimated cost of \$60 per household. Thus, we estimate that between \$60,000 and \$72,000 could be expended for this event. The amount of last year's event was \$70,217.85. Although staff does not anticipate going over \$75,000, in the event of greater participation than previous years, a follow-up change order will be necessary to cover the increased amount.

**RECOMMENDATION:** Staff recommends that the NUA authorize the Chairman to sign, upon approval of the City Attorney, Contract K-1415-24 in the amount of \$75,000 with PSC Environmental Services, LLC dba Stericycle Environmental Solution and Performance Bond No. B-1415-19