



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Master

File Number: K-1920-33

File ID: K-1920-33	Type: Contract	Status: Consent Item
Version: 1	Reference: Item 20	In Control: City Council
Department: Utilities Department	Cost: \$102,000.00	File Created: 09/04/2019
File Name: Contract for HHW Collection Event	Final Action:	

Title: CONTRACT K-1920-33: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND CLEAN EARTH OF ALABAMA, INC., IN AN AMOUNT NOT-TO-EXCEED \$102,000 TO PROVIDE A HOUSEHOLD HAZARDOUS WASTE COLLECTION EVENT TO BE HELD NOVEMBER 2, 2019, AT THE LLOYD NOBLE CENTER PARKING LOT AND PERFORMANCE BOND B-1920-29.

Notes: ACTION NEEDED: Acting as the Norman Utilities Authority, motion to approve or reject Contract K-1920-33 with Clean Earth of Alabama, Inc., in an amount not-to-exceed \$102,000; and, if approved, authorize the execution of the contract and bond.

ACTION TAKEN: _____

Agenda Date: 09/10/2019

Agenda Number: 20

Attachments: Staff Report, K-1920-33, Perf Bond HHW, Pr HHW

Project Manager: Debbie Smith, Environmental Services Coordinator

Entered by: ellen.usry@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-1920-33

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) 2020 budget to provide citizens of Norman an environmentally sound method for disposal of household-generated hazardous waste (HHW).

DISCUSSION: Request for Proposal (RFP) 1920-14 was sent to four (4) firms on August 4, 2019. Two (2) firms submitted technical and cost proposals on August 14, 2019 in accordance

with the RFP. The Review Committee, consisting of three (3) staff members, evaluated the firms based on their technical proposal and selected Clean Earth of Alabama, as the most qualified proposal.

Request for Proposal 1920-14 requires the contractor to provide a performance bond to ensure that all collected waste material is properly recycled or disposed of in a safe and environmentally sound method.

The FYE 20 budget appropriated funds for the event in Other Business Services account (032-5543-432.41-99). The HHW Collection Event will be conducted on November 2, 2019 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 will 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-1920-33 in the maximum amount of \$102,000 with Clean Earth of Alabama and the Chairman be authorized to sign Performance Bond B-1920-33 in the amount of \$102,000 upon approval of the City Attorney.