



City of Norman, OK

Municipal Building Council
Chambers
201 West Gray Street
Norman, OK 73069

Master

File Number: K-1314-53

File ID: K-1314-53	Type: Contract	Status: Consent Item
Version: 1	Reference: Item No. 25	In Control: City Council
Department: Utilities Department	Cost: \$75,000.00	File Created: 08/27/2013
File Name: Contract K-1314-53 Household Hazardous Waste Collection Event		Final Action:

Title: CONTRACT NO. K-1314-53: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND PSC D/B/A CHEMICAL RECLAMATION SERVICES, L.L.C., IN AN AMOUNT NOT-TO-EXCEED \$75,000 TO PROVIDE A HOUSEHOLD HAZARDOUS WASTE COLLECTION EVENT TO BE HELD OCTOBER 19, 2013, AT THE LLOYD NOBLE CENTER PARKING LOT AND PERFORMANCE BOND NO. B-1314-3.

Notes: ACTION NEEDED: Acting as the Norman Utilities Authority, motion to approve or reject Contract No. K-1213-53 with PSC d/b/a Chemical Reclamation Services, L.L.C., in the amount of \$75,000; and, if approved, authorize the Mayor to sign Performance Bond No. B-1314-3 contingent upon the City Attorney's approval, authorize execution of the contract and bond, and direct the filing of the bond.

ACTION TAKEN: _____

Agenda Date: 09/10/2013

Agenda Number: 25

Attachments: K-1314-53 HHW, Performance Bond No. B-1314-3,
Purchase 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-1314-53

Body

BACKGROUND: The City of Norman has been conducting an annual household hazardous waste collection event since 1999. The City Council appropriated \$81,761 in the Fiscal Year Ending (FYE) 2014 budget to provide citizens of Norman an environmentally sound method for disposal of household-generated hazardous waste (HHW).

DESCRIPTION: Request for Proposal No. RFP-1112-38 was mailed to five (5) firms on December 21, 2011. Three (3) firms submitted technical and cost proposals on January 13, 2012 in accordance with the RFP. The Review Committee, consisting of three (3) staff members, evaluated the firms based on their technical proposal and selected PSC (dba Chemical Reclamation Services, LLC) as the most qualified proposal.

On February 28, 2012, the Norman Utilities Authority (NUA) executed Contract No. K-1112-101 with PSC (dba Chemical Reclamation Services, LLC). The HHW collection event was successfully completed in November 2012. Close to 1,400 cars disposed of waste material at the event. Approximately 35,000 pounds of chemicals, 7,200 pounds of used motor oil, 2,500 pounds of antifreeze, 19,000 pounds of latex paint, and 28,000 pounds of oil-based paint were brought to the event. In addition, approximately 33,000 pounds of electronics (computers, TVs, etc.), 1,600 fluorescent lights, 320 tires, 225 automotive batteries, and 87 old appliances (refrigerators, washers, dryers, etc.) were collected. The Norman Police Department was present to assist with the collection and destruction of pharmaceuticals brought in by citizens. All of this waste was safely removed and provided the citizens of Norman an environmentally sound method for disposal of household-generated hazardous waste. The language of RFP-1112-38 allowed the NUA to continue use of the selected contractor for one year if both parties were agreeable. Staff found the services of PSC to be worthy of continued use based on the performance of the contractor in handling the largest turnout of participants in the history of this event. Based on the success of the last event and continued use of the FYE 12 cost proposal, staff recommends approval of Contract No. K-1314-53 with PSC (dba Chemical Reclamation Services, LLC). Request for Proposal No. RFP-1112-38 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.

Funds are budgeted in Other Business Services (032-5543-432.41-99). The HHW Collection Event will be conducted on October 19, 2013 in the southwestern portion of the Lloyd Noble Center parking lot. Staff anticipates participation of 900-1100 vehicles at an estimated cost of \$75,000. This maximum amount should be adequate based on the volume of HHW collected during the previous events. Actual FYE 13 contractor cost was \$55,162.30. Adequate funds are available to fund this contract. 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.

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 No. K-1314-53 in the maximum amount of \$75,000 with PSC (dba Chemical Reclamation Services, LLC) and the NUA Chairman be authorized to sign Performance Bond No. B-1314-3 in the amount of \$75,000 upon approval of the NUA General Counsel.