

# Agenda Report

May 24, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Department of Transportation

**SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH REPUBLIC SERVICES TO PROVIDE WASTE REMOVAL SERVICES IN THE BLOCK 5 PARKING LOT IN AN AMOUNT NOT TO EXCEED \$78,612 FOR THE INITIAL THREE-YEAR TERM**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find the proposed action to be categorically exempt under the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15301(b)(3); and
2. a. Accept the bid dated March 9, 2021, submitted by Republic Services in response to specifications to Furnish and Deliver Waste Removal Services in one City owned parking lot; and  
b. Reject all other bids received; and  
c. Authorize the City Manager to enter into a three year contract not to exceed \$86,475 which includes the base contract amount of \$78,612 and a contingency of \$7,863 to provide for any necessary change orders, with two optional one-year terms not to exceed \$28,825 annually for a maximum contract term of five years in an amount not to exceed \$144,125.

## **BACKGROUND:**

The Parking Division of the Department of Transportation oversees operation of the Block 5 parking lot, which serves the businesses on the southeast corner of North Lake Avenue and East Washington Boulevard. Removal of trash and food waste items generated by these businesses is a critical operational activity in this parking lot. While this service has been secured in the past via an annual purchase order, staff determined that entering into a contract was a more appropriate contracting mechanism for this type of ongoing work.

On February 25, 2021, the Department of Transportation released specifications to Furnish and Deliver Waste Removal Services in One City Owned Parking Lot, which was posted on Planet Bids and Notices, and were sent to nine (9) vendors. Per Chapter 8.61 of the Pasadena Municipal code, notices were sent only to vendors on the Non-Exclusive Solid Waste Franchise Haulers list.

Three vendors from the Non-Exclusive Solid Waste Franchise Haulers list downloaded the documents. Per the bid specifications, vendors were asked to provide a monthly rate to perform the following services at the one parking lot:

1. Provide four 3-yard trash dumpsters for waste collection.
2. Provide four 65-gallon organic barrels for organic waste collection.
3. Weekly pick-ups three times per week (Monday, Wednesday, and Friday).

On March 9, 2021, two responsive bids were received. The results of the bids were as follows:

<b>Bidder</b>	<b>Location</b>	<b>Annual Price</b>
Republic Services	Sun Valley, CA	\$26,204
Waste & Recycling Services Inc.	Whitter, CA	\$35,713

Republic Services provided the lowest responsive and responsible bid and complies with the requirements of the specifications.

It is recommended that the City Council award a contract to Republic Services for an amount not to exceed \$86,475 for the initial three-year term. This includes the base contract amount of \$78,612 and a 10% contingency of \$7,863. The contract may be extended for two additional one-year extensions not to exceed \$28,825 annually, subject to the approval of the City Manager.

**COUNCIL POLICY CONSIDERATION:**

This project is consistent with the City Council's goal of the Strategic Plan: Maintain Fiscal Responsibility and Stability. It also supports and promotes the quality of life and the local economy.

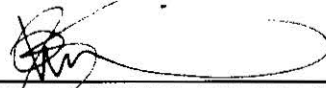
**ENVIRONMENTAL ANALYSIS:**

The project has been reviewed for compliance with the California Environmental Quality Act (CEQA) and is exempt per Section 15061 (b) (3). The project is covered by the general rule that CEQA only applies to projects that have the potential for causing a significant effect on the environment. The waste removal services contract will not result in any significant effect on the environment.

**FISCAL IMPACT:**

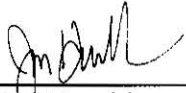
The cost of this action will be \$78,612 for the initial three-year term of the contract. The annual not to exceed contract amount will be \$28,825 for each year of the contract term, subject to the approval of the City Manager. Funding for the contract will be addressed by the utilization of existing budgeted appropriations in the Department of Transportation contract services accounts for the Lake/Washington Parking District (10224010-814100).

Respectfully submitted,



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Department of Transportation

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Approved by:



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