

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: JAN MAZYCK, CHIEF FINANCIAL OFFICER, FINANCE
DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT
SUBJECT: APPROVAL OF FOURTH AMENDMENT TO GENERAL
SERVICES AGREEMENT NUMBER F001746 WITH
ENVIRONMENTAL LOGISTICS, INC.

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance Department that the Council, by resolution, approve the Fourth Amendment to General Services Agreement Number F001746 for a one-year extension and increase compensation by \$300,000 for the collection, transport, treatment, proper disposal and recycling of hazardous materials and waste management services both routine and emergent with Environmental Logistics, Inc., Hayward, California, in a total amount not to exceed \$697,000.

EXECUTIVE SUMMARY

Hazardous waste and materials management services are required throughout various departments and within the City of Santa Rosa boundaries. Services include hazardous materials collection, transport, treatment, proper disposal and recycling of hazardous materials and waste management services, both routine and emergent.

BACKGROUND

On April 20, 2018, City of Santa Rosa Purchasing staff conducted a formal Request for Proposals (RFP) 18-52 to award a contract for hazardous materials services as required by various City Departments. The Evaluation Panel selected Environmental Logistics, Inc. and General Services Agreement (GSA) number F001746 was approved by the City Manager for a one-year term with four (4) one-year extensions.

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See contract history in the chart below:

<u>Award/Amendment</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Authorization</u>
Contract Award	June 14, 2018	One-year Contract	\$97,000	City Manager
First Amendment	January 29, 2019	Add compensation	\$200,000	City Council
Extension Letter	April 17, 2019	Extend one year	\$0	Purchasing Agent
Second Amendment	June 12, 2020	Extend one year, increase compensation	\$45,000	Purchasing Agent
Third Amendment	December 8, 2020	Add compensation	\$45,000	City Manager
Fourth Amendment	Pending	Extend one year, increase compensation	\$300,000	City Council
Total Cumulative Contract Value Pending			\$687,000	

These services included routine hazardous material, recyclable waste collection, disposal services, non-FEMA emergency incident response, and FEMA compliant emergency incidence response to clean up and/or dispose of hazardous materials contamination within the Santa Rosa city boundaries. Hazardous materials services are requested by the Police Department Environmental Crimes Division, the Fire Department, the Transportation and Public Works Department Street Maintenance Division, and the Water Department Maintenance and Environmental Services Divisions.

Examples of routine services for disposal of hazardous materials include but are not limited to:

- aqueous solvent washer services for the Fleet Maintenance Garage
- disposal bins for oil contaminated waste
- asbestos pipe
- grease sump pumping

Emergent services are typically requested by various departments in response to a hazardous material incident that is a threat to public health and safety and require immediate response.

PRIOR CITY COUNCIL REVIEW

First Amendment – January 29, 2019

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ANALYSIS

Environmental Logistics, Inc. has agreed to a one-year extension with no increase in unit cost. As services are often required on an immediate need basis, annual spend fluctuates as emergencies arise, making it difficult to calculate needs. To fund this contract so that it can be accessed immediately when needed, and invoices paid timely, the request to fund is estimated at \$300,000.

With the approval of the Fourth Amendment, the cumulative value of GSA Number F001746 will be \$687,000.

Under the City's Purchasing Policy, City Code 3-08-110(A) Award Authority, this modification requires approval by the City Council.

FISCAL IMPACT

Funds for this expense have been appropriated in the Fiscal Year 2020-21 budget within various departments, and as a regular expenditure, will be included in subsequent years' budget requests when presented to Council.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guidelines Section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable

NOTIFICATION

Not Applicable

ATTACHMENTS

- Resolution/Exhibit A – Fourth Amendment to General Services Agreement Number F001746

CONTACT

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