

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: The Honorable City Council

FROM: Mary Lindley, Parks, Recreation, and Community Services Director

Prepared by: Shaun Kroes, Management Analyst *SK*

DATE: May 3, 2007 (CC meeting of May 16, 2007)

SUBJECT: Consider Award of Agreement for Universal Waste Collection Events

SUMMARY

On December 1, 2006, the California Integrated Waste Management Board (CIWMB) gave the City a Notice to Proceed with expending funds from a Household Hazardous Waste Grant that the City Council authorized applying for on May 17, 2006. The City was awarded \$62,924 to be spent between the time that it received the Notice of Intent until April 1, 2009. Part of this grant is to be spent on Universal Waste collections. These collection events are one-day events that will provide Moorpark residents with an opportunity to safely recycle their electronic waste, household batteries, and fluorescent light tubes. At this time, staff is requesting approval for a contract with Clean Harbors Environmental Services, Inc to provide five, one-day collection events for Universal Waste.

DISCUSSION

Staff solicited Requests for Proposals (RFP) on March 22, 2007. The City received cost proposals from three firms by the due date of April 12, 2007. The results are as follows:

Clean Harbors Environmental Services, Inc.	\$36.00/vehicle
Filter Recycling Services, Inc.	\$75.00/Vehicle
CEC Electronic Waste Recycling	Incomplete Proposal

The proposals were evaluated on their proposal completeness, ability to meet requirements, references and cost. The low bidder is Clean Harbors Environmental Services, Inc. Clean Harbors possesses the necessary qualifications and experience to perform the work and additionally, is a responsive and responsible bidder. Clean Harbors has provided similar collection events throughout California, including Ventura County, San Bernardino County and the City of San Diego. They have an office located in Camarillo,

and provide household hazardous waste collection services for the City of Camarillo, which Moorpark residents can also attend monthly. References from Clean Harbors' previous projects gave positive feedback on its performance and services provided.

If approved, the Agreement with Clean Harbors would be for five collection events within the City. At each of the collection events, Clean Harbors will be required to collect all video display devices, including but not limited to: Cathode Ray Tubes (CRTs), Liquid Crystal Displays (LCDs), plasma screens, televisions, computer monitors, projector televisions, and broken CRTs; and other electronic wastes including but not limited to: personal computer units, printers, VCR's, DVD players, answering machines, radios, fax machines, cell phones, and telephones. Clean Harbors will also collect all household batteries, including alkaline, lithium, nickel cadmium, nickel metal hydride, lithium ion, and other household batteries. Fluorescent tubes, including circular, u-tube, compact fluorescent lamps, high and low pressure sodium lamps, neon lamps, HID and incandescent lamps will also be collected.

The Universal Waste Collection Events will be funded using CIWMB Household Hazardous Waste Grant funds (HD-15) awarded to the City of Moorpark specifically for the collection of Universal Waste. The HD-15 funds are on a reimbursement basis. The City of Moorpark will have to spend the money before receiving the HD-15 funds. The City anticipates that all five collection events will cost approximately \$26,250 total. Clean Harbors expects that approximately 150 vehicles will attend each of the collection events. The Agreement with Clean Harbors would expire March 30, 2009 (the end of the grant period). The Agreement also includes two, one-year extensions if approved by the City Council.

STAFF RECOMMENDATION

Award agreement and authorize the City Manager to execute the agreement with Clean Harbors Environmental Services, Inc.

Attachment A – Scope of Services

Universal Waste Collection Events Scope of Services

Overview

The Contractor will provide a means by which City of Moorpark residents can safely, legally, and at no cost dispose of unwanted Universal Waste as defined in the RFP's "Purpose". The City of Moorpark intends to host five collection events between the Agreement Award and the end of March, 2009. The collections would be at temporary collection events located within the City of Moorpark, at a site to be determined. Possible site locations include the Metrolink South Parking Lot located off of Moorpark Avenue; and/or the new City Corporate Yard, located at 627 Fitch Avenue. The selected Contractor will review the site locations with the City of Moorpark and determine the safest and most convenient location for the events.

The hours of operations to be open to accept material will be from 9:00 a.m. to 2:00 p.m. each day. The Contractor shall specify in its proposal the full hours of operation that the Contractor will need to perform all necessary duties on site. Unless otherwise negotiated with the Contractor, advertising for the events and staffing to collect surveys at the events will be managed by the City of Moorpark. The Contractor will be responsible for the safety of traffic flow with proper staffing and signage. The City of Moorpark will provide for the collection of miscellaneous trash and recyclable material at the end of each day.

The Contractor will collect the Universal Waste, provide all laborers, collection/storage units, supplies and equipment needed to manage all Universal Waste materials accepted at the designated event locations, package and transport the materials to a designated recycling facility, dismantle or arrange for the dismantling of each unit for recycling, and arrange for the recycling of each component parts. The Contractor will be responsible for providing safety for disposal of Universal Waste for the residents, the operations site, and the staff at the event site. The Contractor will be responsible for the clean-up of event location, leaving the location in pre-event condition. All material is to be removed from the site by end of day of each event. The Contractor will be responsible for damages to the selected site if such damage occurs as a result of their collection or handling operations of Universal Waste on the site property.

Materials Collected

The Contractor shall be required to accept the following:

- All video display devices, including but not limited to: CRTs, LCDs, plasma screens, televisions, computer monitors, projector televisions, and broken CRTs; and other electronic wastes including but not limited to: personal computer units, printers, VCR's, DVD players, answering machines, radios, fax machines, and telephones. **Contractor should detail any restrictions on acceptance of materials.**
- All household batteries, including alkaline, lithium, nickel cadmium, nickel metal hydride, lithium ion, and other household batteries. Household batteries do not include automotive batteries.
- Fluorescent tubes, including circular, u-tube, compact fluorescent lamps, high and low pressure sodium lamps, neon lamps, HID and incandescent lamps.

Authorized Collector

The Contractor must be registered with the California Integrated Waste Management Board (CIWMB) as an authorized e-waste collector and have notified the Department of Toxic Substances Control as an electronic waste handler. The Contractor will act as the agent for the City of Moorpark and must either be certified with the CIWMB as an authorized e-waste recycler or use a CIWMB certified e-waste recycler. All e-waste and other universal waste management, processing and treatment must be handled in compliance with Title 22 California Code of Regulations Chapter 23 commencing with section 66273.1. In addition, all video display devices shall be managed in compliance with the Covered Electronic Waste Recovery and Recycling Payment System (Payment System) provided by California's Electronic Waste Recycling Act of 2003 (the Act), as amended, (Chapter 8.5, of Part 3 of Division 30 of the Public Resources Code, commencing with Section 42460, and Article 10.3, of Chapter 6.5 of Division 20 of the Health and Safety Code, commencing with Section 25214.9) and Title 14 of the California Code of Regulations (CCR), Division 7, Chapter 8.2, commencing with Section 18660.5).

Certificates of Recycling

Certificates of Recycling must be provided for all materials and include the following:

- The name and address of the processing facility, date of processing, identification of the waste material, and management/processing technique utilized.
- States that the contractor assumes title and ownership for all electronic equipment collected.

Contractor will be required to provide specific reporting details agreed upon with the City of Moorpark 30 days following each collection event.

Additional Requirements

The Contractor will be required to include the vehicles proposed for transport of materials, proposed packaging and vehicle loading requirements. It should also specify the processing facilities to which materials will be shipped, and describe the methods to be employed in processing, such as testing, disassembling, salvage, sorting, shredding, crushing and repackaging and the final disposition of the materials handled and the method of auditing the actual flow of materials.