



# ADMINISTRATION COMMITTEE

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## Agenda Report

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**File #:** 2022-2377

**Agenda Date:** 7/27/2022

**Agenda Item No:** 14.

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**FROM:** James D. Herberg, General Manager  
Originator: Celia Chandler, Director of Human Resources

**SUBJECT:**

**HAZARDOUS WASTE DISPOSAL, SPECIFICATION NO. S-2022-1304BD**

**GENERAL MANAGER'S RECOMMENDATION**

RECOMMENDATION:

- A. Approve a service contract with Clean Harbors Environmental Services, Inc. (Clean Harbors) to provide Hazardous Waste Disposal Services, Specification No. S-2022-1304BD, for a total annual amount not to exceed \$345,165 for the period beginning July 1, 2022, through June 30, 2023, with 4 one-year renewal options; and
- B. Approve an annual contingency of \$34,516 (10%).

**BACKGROUND**

The Orange County Sanitation District (OC San) requires services of a California registered, Environmental Protection Agency (EPA) permitted, hazardous waste disposal service provider to perform routine collection, on-site management, manifesting, off-site transportation, inspections, recordkeeping, and disposal of hazardous wastes, select non-hazardous wastes, used oil, and electric waste at Plant Nos. 1 and 2. Services are provided weekly, with manifesting, transportation, and disposal services provided quarterly in accordance with regulatory requirements.

**RELEVANT STANDARDS**

- Comply with California Code of Regulations, Title 22, Division 4.5 Environmental Health Standards for Management of Hazardous Waste
- Comply with OC San Policy, Hazardous Waste and Material Program SOP-614
- Protect OC San assets
- Commitment to safety & reducing risk in all operations

**PROBLEM**

The current hazardous waste disposal Service Contract expires June 30, 2022. Service continuity is critical to facilitate the handling, transporting, and disposal of hazardous waste in a manner that meets regulatory requirements and protects human health and the environment.

**PROPOSED SOLUTION**

Approve the Hazardous Waste Disposal Service Contract with Clean Harbors for Specification No. S-2022-1304BD. The term of this Contract will begin July 1, 2022 through June 30, 2023 with 4 optional one-year renewals.

**TIMING CONCERNS**

The current service agreement for the Hazardous Waste Disposal Service Contract expires June 30, 2022.

**RAMIFICATIONS OF NOT TAKING ACTION**

OC San will not be able to comply with regulatory requirements to properly manage generated hazardous waste resulting in fines, violations, and potential releases to the environment.

**PRIOR COMMITTEE/BOARD ACTIONS**

N/A

**ADDITIONAL INFORMATION**

A Request for Proposal (RFP) was issued on February 22, 2022 via PlanetBids. Proposals were due on April 7, 2022. OC San received two responsive proposals valid for 180 calendar days from the proposal opening date. No protests were received for this solicitation.

Prior to receipt of proposals, an Evaluation team was formed consisting of the following OC San staff: Safety Supervisor, Engineering Supervisor, two Sr. Safety & Health Representatives, and a Safety & Health Representative. The team was chaired by a Purchasing representative as a non-voting member. On April 14, 2022, the Evaluation team met to discuss the policies and procedures for the evaluation process.

Individual scoring was the chosen method of evaluation for this procurement. Members of the team performed an independent review of the proposals and later met as a group with the Purchasing representative to discuss their preliminary scores and any questions/concerns they had. Proposals were evaluated based on the following criteria:

<b>CRITERION</b>	<b>WEIGHT</b>
1. Qualifications of the Firm	25%
2. Staffing and Project Organization	15%
3. Work Plan	40%
4. Cost	20%

The Evaluation team first reviewed and scored the proposals based upon the criteria listed above, other than cost.

Rank	Proposer	Criterion 1 (Max 25%)	Criterion 2 (Max 15%)	Criterion 3 (Max 40%)	Subtotal Score (Max 80%)
1	Clean Harbors	23%	14%	36%	73%
2	HCI Environmental	16%	8%	16%	40%

All proposals were accompanied by a sealed cost proposal. Only the cost proposal for the highest ranked firm was opened.

Rank	Proposer	Subtotal Score without cost (Max 80%)	Cost (Max 20%)	Total Weighted Score (Max 100%)
1	Clean Harbors	73%	20%	93%

The team entered negotiations with Clean Harbors to clarify the cost proposal provided and request a Best and Final Offer (BAFO). Through these negotiations, Clean Harbors reduced some of their rates, reclassified line items, and applied a discount to some of the fees. The following table summarizes the revised cost achieved through the negotiation process:

Rank	Proposer	ORIGINAL ANNUAL COST	BAFO
1	Clean Harbors	\$504,885.38	\$345,164.42

## CEQA

N/A

## FINANCIAL CONSIDERATIONS

This request complies with authority levels of OC San's Purchasing Ordinance. The costs for this work have been budgeted, either as an operational expense (Line item: Section 6, Page 20) or as part of the budget of capital projects, depending on the work being performed.

<u>Date of Approval</u>	<u>Contract Amount</u>	<u>Contingency</u>
06/22/2022	\$345,165	\$34,516 (10%)

## ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website ([www.ocsan.gov](http://www.ocsan.gov)) with the complete agenda package:

- Service Contract