



## EXECUTIVE SUMMARY

### HOUSING COMMISSION EXECUTIVE SUMMARY SHEET

MEETING DATE: September 18, 2020

HCR20-041

SUBJECT: Award of Trash and Recycling Collection Services Contract

COUNCIL DISTRICT: Citywide

ORIGINATING DEPARTMENT: Real Estate

CONTACT/PHONE NUMBER: Emmanuel Arellano (619) 578-7586

#### REQUESTED ACTION:

***Advance notice of San Diego Housing Commission (Housing Commission) hearing of the following matter has been provided to the Housing Authority Members pursuant to the provisions of San Diego Municipal Code Section 98.0301(e)(4)(B).***

Approve an increase to the Agreement with Allied Waste Systems, Inc., doing business as Republic Services of San Diego, for trash and recycling collection services at properties in the City of San Diego that are owned and/or managed by San Diego Housing Commission. The total contract cost for a one-year term with four one-year options is \$1,757,250, which includes an annual 10 percent contingency.

#### EXECUTIVE SUMMARY OF KEY FACTORS:

- The Housing Commission has a continuing need for trash and recycling collection services throughout its affordable rental housing portfolio.
- On December 23, 2019, the Housing Commission issued a Request for Proposals (RFP) for Trash and Recycling Collection Services. At the RFP closing date of January 15, 2020, three proposals were received.
- Republic Services of San Diego received the highest ranking out of the accepted proposals. Housing Commission staff negotiated pricing that resulted in a cost savings for the Housing Commission.
- To ensure continuity of trash and recycling collection services at Housing Commission properties between the conclusion of the previous contract and approval of a new long-term contract, the Housing Commission entered into an interim contract with Republic Services of San Diego in the amount of \$250,000, the authority limit for the President & CEO, per the Procurement Policy.
- To increase the value to the maximum compensation amount of \$319,500, the Agreement expressly states that approval by the Housing Commission Board is required.
- As the incumbent vendor for the Housing Commission, Republic Services of San Diego has provided exceptional service to the residents of Housing Commission properties as well as Housing Commission staff for the past five years.
- Staff recommend approval of an increase to the current Agreement with Republic Services of San Diego in the amount of \$69,500 for a maximum compensation amount of \$319,500 as identified in the Agreement; approval of four one-year options to renew the Agreement with a maximum annual compensation amount of \$319,500; and approval of an annual 10 percent contingency of \$31,950 for each year of the Agreement. The total not-to-exceed contract amount will be \$351,450.



# REPORT

**DATE ISSUED:** September 15, 2020

**REPORT NO:** HCR20-041

**ATTENTION:** Chair and Members of the San Diego Housing Commission  
For the Agenda of September 18, 2020

**SUBJECT:** Award of Trash and Recycling Collection Services Contract

**COUNCIL DISTRICT:** Citywide

**REQUESTED ACTION**

*Advance notice of San Diego Housing Commission (Housing Commission) hearing of the following matter has been provided to the Housing Authority Members pursuant to the provisions of San Diego Municipal Code Section 98.0301(e)(4)(B).*

Approve an increase to the Agreement with Allied Waste Systems, Inc., doing business as Republic Services of San Diego, for trash and recycling collection services at properties in the City of San Diego that are owned and/or managed by San Diego Housing Commission. The total contract cost for a one-year term with four one-year options is \$1,757,250, which includes an annual 10 percent contingency.

Contract Term	Not-to-Exceed Amount
Year 1 (April 1, 2020 – March 31, 2021)	\$351,450
1 <sup>st</sup> Option (April 1, 2021 – March 31, 2022)	\$351,450
2 <sup>nd</sup> Option (April 1, 2022 – March 31, 2023)	\$351,450
3 <sup>rd</sup> Option (April 1, 2023 – March 31, 2024)	\$351,450
4 <sup>th</sup> Option (April 1, 2024 – March 31, 2025)	\$351,450
<b>Total Contract Cost</b>	<b>\$1,757,250</b>

**STAFF RECOMMENDATION**

That the San Diego Housing Commission (Housing Commission) take the following actions:

- 1) Approve an increase to the current Agreement with Republic Services of San Diego in the amount of \$69,500 for a maximum compensation amount of \$319,500 as identified in the Agreement; approve four one-year options to renew the Agreement with a maximum annual compensation amount of \$319,500; and approve an annual 10 percent contingency of \$31,950 for each year of the Agreement. The total not-to-exceed contract amount will be \$351,450 (\$319,500 plus the 10 percent contingency of \$31,950) upon approval by the Housing Commission Board of Commissioners (Board). The annual contingency will not be expended unless there is a demonstrated need. The contract term shall be for a one-year period, with four one-year renewal options based on the needs of the Housing Commission;
- 2) Authorize the President & Chief Executive Officer (President & CEO), or designee, to substitute the funding sources with other available funding sources provided the total program/project

budget amount after substitution does not exceed the approved total budget, should the operational need arise or should such actions be to the benefit of the Housing Commission and its mission; and

- 3) Authorize the President & CEO, or designee, to execute all documents and instruments that are necessary and/or appropriate to implement these approvals, in a form approved by General Counsel, and take such actions as are necessary and/or appropriate to implement these approvals.

**SUMMARY**

The Housing Commission has an ongoing need for trash and recycling collection services throughout its real estate portfolio, which includes affordable rental housing sites, limited liability company sites, and public housing sites. Trash and recycling collection services include routine collection and proper disposal of waste and recyclables accumulated at the various bins stationed throughout the portfolio. To maintain maximum efficiency in providing these services and to ensure seamless collection of trash and recyclables, the proposed vendor shall submit a routine maintenance agenda, which will monitor services and ensure performance is rendered on a weekly schedule.

A needs assessment and review of service levels at all Housing Commission residential properties was completed on October 31, 2019, in anticipation of the expiration of the contract with Republic Services.

On December 23, 2019, the Housing Commission issued a Request for Proposals (RFP) for Trash and Recycling Collection Services, seeking contractors for Housing Commission properties on a routine maintenance schedule. The RFP was posted and made available for download on the Housing Commission’s and the City of San Diego’s PlanetBids electronic bidding portals. A total of 317 vendors were notified through the PlanetBids systems.

At the RFP closing date, January 15, 2020, three proposals were received. Proposals were submitted by Republic Services of San Diego, EDCO Waste & Recycling Services and Triple L Trucking. Subsequent to the RFP closing, a responsible and responsiveness review was conducted on all proposals received. Of the proposals received, Republic Services of San Diego and EDCO Waste & Recycling Services were determined to be responsible and responsive; however, Triple L Trucking’s proposal was found to be nonresponsible and nonresponsive.

An evaluation committee evaluated, scored and ranked the proposals submitted based on the following criteria: cost, experience, and qualifications. After review, Republic Services of San Diego received the highest ranking of the proposals. Furthermore, Housing Commission staff negotiated pricing with Republic Services of San Diego that has resulted in cost savings of \$156,615.96 per year. A copy of the Evaluation Scoring form is included as Attachment 1. Below is a summary of the proposal rankings:

	Republic Services	EDCO	Triple L Trucking
Final Ranking	1	2	NR

NR= Non Responsive

To ensure continuity of trash and recycling collection services at Housing Commission properties between the conclusion of the previous contract and approval of a new long-term contract, the Housing Commission entered into an interim contract with Republic Services of San Diego in the amount of \$250,000, the authority limit for the President & CEO, per the Procurement Policy. To increase the value to the maximum compensation amount of \$319,500, the Agreement expressly states that approval by the Housing Commission Board is required.

As the incumbent vendor for the Housing Commission, Republic Services of San Diego has provided exceptional service to the residents of Housing Commission properties as well as Housing Commission staff for the past five years.

**FISCAL CONSIDERATIONS**

The proposed Fiscal Year 2021 funding sources and uses were partially approved by the Housing Authority in the Fiscal Year 2021 Housing Commission Budget. Approving this action increases the Fiscal Year 2021 budget by \$54,807. Funding sources for portions of the contract term and any option years exercised will be budgeted in future fiscal years.

FY 2021 funding sources approved by this action will be as follows:

<b>Fiscal year 2021 funding sources:</b>	
Local Unrestricted Funds	\$ 351,450
<b>Fiscal year 2021 funding uses:</b>	
Property Expenses	\$ 351,450

**EQUAL OPPORTUNITY/CONTRACTING**

Republic Services of San Diego is a national corporation with locations in San Diego. Republic Services submitted the required Equal Opportunity Contracting forms and Workforce Report.

**KEY STAKEHOLDERS and PROJECTED IMPACTS**

Stakeholders include residents at Housing Commission-owned properties, Republic Services and the Housing Commission.

**ENVIRONMENTAL REVIEW**

This activity is not a project as defined by the California Environmental Quality Act Section 21065 and State CEQA Guidelines Section 15378(b)(5), as it is an administrative activity of government that will not result in direct or indirect physical changes in the environment. The determination that this activity is not subject to CEQA, pursuant to Section 15060(c)(3), is not appealable and a Notice of Right to Appeal the Environmental Determination (NORA) is not required. In January 2020, the City of San Diego signed a National Environmental Policy Act (NEPA) determination confirming this action was determined to be categorically excluded and converts to Exempt, per 58.34 because there are no circumstances which require compliance with any of the federal laws and authorities cited at 58.5.

Respectfully submitted,

Approved by,



Chris Garrabrant  
Real Estate Analyst  
Real Estate Division

Jeff Davis  
Executive Vice President & Chief of Staff  
San Diego Housing Commission

Attachment 1

<b>Evaluation Criteria</b>	<b>Criteria Description</b>	<b>Weighted Rating (Maximum Point Value)</b>
Cost	As defined in the Bid Quotation Sheet, Bid Form (BF) 1	65
Experience	<ol style="list-style-type: none"> <li>1. Demonstrated EXPERIENCE as evidenced by number of years of relevant service (10 Points)</li> <li>2. Providing Trash and Recycling Collection Services in a public sector residential environment (10 Points)</li> <li>3. Providing Trash and Recycling Collection Services to large property management firms (10 Points) as outlined in the required narrative for experience</li> </ol>	30
Qualifications	As defined above, proof of business license allowing entity to provide such services within the City of San Diego	5
	TOTAL POINTS AVAILABLE	100