

REPORT TO CITY COUNCIL

DATE: JULY 26, 2005

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER

BY: MIKE KAMINO, DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT

SUBJECT: APPROVAL OF AGREEMENT WITH SWS, INC., FOR ONGOING RECYCLING AND SOLID WASTE PROGRAM IMPLEMENTATION SERVICES

The purpose of this item is to seek City Council approval for the City to enter into a Professional Services Agreement with Solid Waste Solutions (SWS), Inc. for consulting services to administer and implement the City's various ongoing recycling and solid waste programs. Staff is requesting that the City Council approve a one-year contract with SWS, Inc., with work to be performed on a time and materials basis, for a not-to-exceed fee of \$50,910. This amount has been budgeted by the Planning and Community Development Department for the 2005-06 fiscal year, and is to be allocated from the solid waste management fund.

SWS, Inc. successfully provided the same services to the City during the past two years. Many of the recycling and solid waste programs are mandated by State law, and SWS, Inc. ensures the City's compliance with all necessary regulations. Some of the tasks that SWS, Inc. has provided in past years and will provide as part of this current Agreement include the following:

- Franchise and permitted hauler annual disposal and diversion report preparation.
- Tracking of waste disposal attributed to the City at landfills.
- Household hazardous waste collection reporting.
- Response to illegal dumping.
- Coordinating with waste haulers, as necessary.
- Preparation of notices and advertising for special recycling and waste drop off events.

In addition, this year, SWS, Inc. will be expanding the commercial recycling program, including coordinating with waste haulers to ensure active participation and preparing a commercial recycling survey. SWS, Inc. will also be implementing the City's recently developed Construction Waste Reduction and Recycling Program by reviewing the various reports required to be submitted by construction project applicants and through monitoring compliance by contractors.

Staff finds SWS, Inc.'s knowledge, responsiveness to City staff, and overall quality of work to be excellent, and recommends that the Council approve the one-year contract. The agreement has been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

Staff recommends that the City Council approve the attached Professional Services Agreement with SWS, Inc. in the not-to-exceed amount of \$50,910.

Attachment: Agreement (with Exhibits A and B)