

TRANSMITTAL

0150-08736-0003

TO The Council	DATE OCT 15 2014	COUNCIL FILE NO.
FROM The Mayor	COUNCIL DISTRICT All	

**Proposed Piggy-Back Contract Between
the Department of Transportation and
Clean Harbors Environmental Services, Inc.**

Transmitted for your consideration. See the
City Administrative Officer report attached.


MAYOR

MAS:BPS:06150030

Report From
OFFICE OF THE CITY ADMINISTRATIVE OFFICER
Analysis of Proposed Contract
(\$25,000 or Greater and Longer than Three Months)

To: Mayor	Date: 10-09-14	C.D. No. ALL	CAO File No.: 0150-08736-0003
Contracting Department/Bureau: Department of Transportation		Contact: Dick Wong (213) 972-8460	
Reference: Memo from the Department of Transportation's General Manager dated September 11, 2014; Referred for report by the Mayor's Office on September 15, 2014.			
Purpose of Contract: To provide routine hazardous waste management services at various Department of Transportation facilities.			
Type of Contract: (x) New contract () Amendment		Contract Term Dates: November 2, 2012 to November 1, 2017 and two(2) 3-year extensions	
Contract/Amendment Amount: \$150,000			
Proposed amount \$ 150,000 + Prior award(s) \$ 0= Total \$ 150,000			
Source of funds: General Fund and the Special Parking Revenue Fund			
Name of Contractor: Clean Harbors Environmental Services, Inc.			
Address: 1715 E Denni St, Wilmington, CA 90744			
	Yes	No	N/A*
1. Council has approved the purpose	X		
2. Appropriated funds are available	X		
3. Charter Section 1022 findings completed	X		
4. Proposals have been requested	X		
5. Risk Management review completed	X		
6. Standard Provisions for City Contracts included	X		
7. Workforce that resides in the City: %			
		*N/A = not applicable ** Contracts over \$100,000	

COMMENTS

The Department of Transportation (DOT) is requesting to piggy-back off the Bureau of Sanitation's (BOS) hazardous waste management services contract (C-121334) with Clean Harbors Environmental Services, Inc. (Clean Harbors) for routine hazardous waste removal and management. Prior to this request the DOT had a piggy-back contract with BOS's contractor, Clean Harbors, (C-115320) for routine hazardous waste removal and management. Contract C-115320 expired on May 14, 2014 and the DOT is now requesting to piggy-back off of BOS's contract, C-121334. The new contract's (C-121334) time frame covers from the date of the contract execution through November 1, 2017 and has optional two three-year extensions.

DOT produces hazardous waste in the normal day-to-day functions performed by the department. These hazardous waste materials include used parking meter batteries, paint, latex paint, used oil, and miscellaneous chemicals used by the Sign Shop and the Paint and Sign Shop. Due to the chemical nature of these items they cannot be disposed of in the City's trash receptacles and must be discarded in compliance with State and Federal laws.

Since 2006 the Bureau of Sanitation has taken the responsibility of establishing a contract for the collection and disposal of hazardous waste from City facilities. Prior to 2006, it was the Department

 BPS	Analyst	06150030	 Assistant CAO	 City Administrative Officer
---	---------	----------	---	--

of General Service's responsibility. Multiple departments, such as the Los Angeles Fire Department, Police Department, Bureau of Street Services, Department of Recreation and Parks and the Los Angeles Zoo all require these services and piggy-back off Sanitation's contract with Clean Harbors.

Scope of Work

In the BOS's contract, Task Directive 1, Clean Harbors is directed to provide routine and emergency collection of hazardous waste. The contractor will be responsible for responding to calls for service, from the DOT staff, for the removal of hazardous waste. They are required to provide the necessary equipment, vehicles, staff, and supplies needed to collect hazardous waste and to transport it to permitted waste management facility.

Funding and Compensation

There are two sources of funds that will be used to pay the contractor for the services provided. These funding sources are the General Fund and the Special Parking Revenue Fund. The Department estimates that approximately 50 percent of the expenditures will be from the General Fund and 50 percent will be from the Special Parking Revenue Fund. Both funds have sufficient budgeted appropriations in their Contractual Services accounts (003040) for this work. The Department has based the \$150,000 contract expenditure cap on the last three years of historical cost data. According to the department the average monthly cost has been \$1,351. Assuming this contract is implemented by November 1, 2014 the Department will have a possible nine years (108 months) of service, including the two optional contract extensions. The cost for 108 months of service at \$1,351 per month totals \$145,908 and gives the Department \$4,092 for any unforeseen expenditures it may need.

Compensation to Clean Harbors will be based on Article 10 and Task Directive 1, Article 2 in the BOS contract. The Department will be invoiced within 60 days of the performance of the hazardous waste removal. The contractor will be subject to penalties if they submit invoices after 60, 120, and 180 days after the work was actually performed. All invoices must include all supporting documents. The Department will pay the contractor per hazardous waste management response.

RECOMMENDATION

That the Council and the Mayor authorize the General Manager of the Department of Transportation to execute a piggy-back contract with Clean Harbors Environmental Services, Inc. to provide routine hazardous waste management services at a cost not to exceed \$150,000, for the term that will begin upon contract execution through November 1, 2017 with optional two three-year extensions, subject to the approval of the City Attorney as to form.

FISCAL IMPACT STATEMENT

This proposed contract will impact both the General Fund and the Special Parking Revenue Fund as funds from these two funding sources will be used to pay for the services rendered by this contractor. The total funding for this contract is \$150,000 and funds for the current fiscal year have been budgeted in both funds and will be budgeted in future years. The recommendations comply with City Financial Policies in that sufficient General Fund and Special Fund revenues are available and eligible for this purpose.

CITY OF LOS ANGELES
INTER-DEPARTMENTAL MEMORANDUM

2014 SEP 16 AM 9:43
CITY ADMINISTRATIVE OFFICER

Date: September 11, 2014

To: Honorable Eric Garcetti, Mayor
City of Los Angeles
Attention: Mandy Morales, Legislative Coordinator

From: Seleta J. Reynolds, General Manager
Department of Transportation

Subject: **RECOMMENDATION TO EXECUTE A PIGGYBACK CONTRACT WITH CLEAN HARBORS ENVIRONMENTAL SERVICES FOR ROUTINE HAZARDOUS WASTE MANAGEMENT SERVICES**

SUMMARY

The Los Angeles Department of Transportation (LADOT) is requesting authority to execute a piggyback contract with Clean Harbors Environmental Services (Clean Harbors) to provide routine hazardous waste management services. Similar to the previous contract, LADOT will piggyback onto the Bureau of Sanitation (BOS)' Request for Proposals (RFP) process and will enter into a contract with Clean Harbors with similar terms and conditions set forth in BOS' contract. The term of the proposed contract will begin upon contract execution and will end on November 1, 2017. The proposed contract also has two (2) additional three (3) year extension options.

RECOMMENDATION

LADOT requests Mayor and City Council approval to execute a piggyback contract with Clean Harbors, subject to City Attorney approval as to form and legality.

DISCUSSION

In 2009, LADOT piggybacked onto BOS' RFP process and entered into a contract (C-115320) with Clean Harbors to provide routine hazardous waste management for various LADOT facilities such as the Field Operations Yards, Equipment Repair Shop, and Meter Shops. Contract C-115320 expired on May 14, 2014 with provisions for extension. To continue the hazardous waste management services, LADOT requests approval from the Mayor and City Council to piggyback onto BOS's RFP process and to execute a contract with Clean Harbors. The terms and conditions will be similar to BOS' Contract C-121334. The proposed contract will begin upon contract execution and will end on November 1, 2017. There are two (2) three (3) years options to extend. The proposed contract will not exceed \$150,000.

Charter 1022

According to the City Administrative Office, this contract does not require a Charter Section 1022 finding and determination because BOS has already completed the process.

FISCAL IMPACT

Funding for this contract will be provided by General Fund and Special Parking Revenue Fund

SR:RA:DW:dw

Attachment