



HOUSTON
HOUSING AUTHORITY

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REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the Interim President & CEO or designee to execute a contract with Waste Connections of Texas for Solid Waste Removal Services.

2. Date of Board Meeting:

September 21, 2021

3. Proposed Board Resolution:

Resolution:

That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Waste Connections of Texas for Solid Waste Removal Services in an amount not to exceed \$356,003.04 annually for two (2) years with an option to extend the contract one (1) additional year pursuant to the memorandum from Cody Roskelley, Vice President of REID dated September 3, 2021, to Mark Thiele, Interim President & CEO.

4. Department Head Approval Signature DocuSigned by:
Cody Roskelley
8FC143A291EE443... Date: 9/15/2021

5. Statement regarding availability of funds by VP of Fiscal Operations

Funds Budgeted and Available Yes No Source PROPERTY OPERATING BUDGETS

VP of FO Approval Signature DocuSigned by:
Mike Rogers
3FC87AD4710742D... Date: 9/15/2021

6. Approval of President & CEO Signature DocuSigned by:
Mark Thiele
6072D2C8367A4C7... Date: 9/15/2021



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MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY VP REID
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH SOLID WASTE REMOVAL SERVICES
DATE: SEPTEMBER 3, 2021

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes to a contract with Waste Connections of Texas for Solid Waste Removal Services in an amount not to exceed \$356,003.04 annually for two (2) years with an option to extend the contract one (1) additional year.

BACKGROUND

In 2017 HHA completed a portfolio-wide energy improvement program that allows for tracking and assessing energy usage consumption and cost. A component of the EPA Portfolio Manager tracking module used by the HHA Energy Manager provides for tracking solid waste disposal costs. An invitation for bids was drafted for Solid Waste Removal from properties for ongoing tracking through the energy module and possible cost reduction.

ADVERTISEMENT

In July of 2021, HHA's Procurement Department issued a legal notice advertising IFB 21-29 Solid Waste Management Services ("IFB 21-29") in the Houston Chronicle and Forward Times Newspapers, and Houston Business Journal.

In addition to posting "IFB 21-29" on the website of HHA's Procurement Department, HHA's Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder's List, Firms listed to do business with the City of Houston, and by doing a Google search.

Interested parties were also able to access "IFB 21-29" by going to the websites of the City of Houston Office of Business Opportunity (OBO); the Greater Houston Black Chamber of Commerce (GHBC); the Houston Minority Supplier Development Council (HMSDC); the Houston Chapter of the National Association of Minority Contractors (NAMC); and to the Houston Office of the United States Small Business Administration (SBA).

EVALUATION PROCESS

On August 17, 2021 HHA's Procurement Department opened the following sealed bids in response to "IFB 21-29":

Rank	Firm/Company	M/WBE	Evaluation Rating
1	Waste Connections of Texas	N/A	356,003.04
2	FCC Environmental Services	N/A	584,196.36

Waste Connections of Texas, LLC has agreed to make a cash contribution to the Self-Sufficiency Compliance Fund to support economic self-sufficiency opportunities and/or job training opportunities. Waste Connections of Texas is the incumbent, and the utilization of their services will facilitate continuity of service.

References have been checked and returned positive. There are no conflicts of interest, and Waste Connections of Texas is not on the HUD Debarment List.

RECOMMENDATION

Accordingly, I recommend that the Board considers this resolution, which states:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Waste Connections of Texas for Solid Waste Removal Services in an amount not to exceed \$356,003.04 annually for two (2) years with an option to extend the contract one (1) additional year pursuant to the memorandum from Cody Roskelley, Vice President of REID dated September 3, 2021, to Mark Thiele, Interim President & CEO.