

CITY OF OAKLAND

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2016 JUN -2 PM 2: 26

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Brooke A. Levin
Director, Public Works

SUBJECT: Civicorps Schools Contract

DATE: May 16, 2016

City Administrator Approval

Date:

RECOMMENDATION

Staff Recommends That the City Council 1) Adopt a Resolution Authorizing The City Administrator To Enter Into A Three-Year Agreement With Civicorps Schools, For An Amount Of Two Hundred Twenty-Five Thousand Dollars (\$225,000), To Assist With Used Oil Recycling Activities, Perform Bicycle Locker And Sign Cleaning, And 2) Provide Interns To Assist The City's Recycling Hotline And Community Outreach, And 3) Waive The Advertising And The Competitive Request For Proposal/Qualification Selection Requirements.

EXECUTIVE SUMMARY

The City has contracted with Civicorps Schools for recycling and related services since 1991, and the current agreement will expire on July 31, 2016. Section 2.04.051 B of the Oakland Municipal Code permits the City Council to waive the competitive selection process requirement if it finds that it is in the best interests of the City. Staff recommends that it is in the City's best interests for the City Council to waive the advertising and competitive RFQ/RFP process for this contract. As the only conservation corps in Oakland, Civicorps Schools is uniquely qualified to provide the needed services, which include assistance with used oil recycling activities, cleaning of bicycle lockers and signs, and provision of interns who will be trained on customer service skills and recycling information to support the City's Recycling Hotline. This group of services is supported by state grants and includes job training, education, and development programs for local at-risk youth in service learning projects.

BACKGROUND/LEGISLATIVE HISTORY

Since 1991, the Oakland Public Works Department (OPW) has executed a series of Agreements with Civicorps Schools to provide a variety of services through the Council waiving the competitive bid requirements. Civicorps Schools has provided Recycling interns since 1993, and used motor oil recycling support services to the City since 1997. Civicorps Schools began providing bicycle locker cleaning services in 2007, and has developed efficient and cost-effective systems to continue providing these services. The City's existing Agreement with Civicorps Schools will expire on July 30, 2016.

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ANALYSIS AND POLICY ALTERNATIVES

The City is seeking to enter into an agreement with Civicorps Schools to assist with Used Motor Oil Recycling activities, clean bicycle lockers and signs, and provide interns to support the City's Recycling Hotline and community outreach. Civicorps Schools is a local, not-for-profit organization whose mission is to provide job training, education, and youth development programs by engaging local at-risk youth in service learning projects. The California Department of Resources Recycling and Recovery (CalRecycle) provides training and grant funding to Civicorps Schools for various activities, including funding to train and place youth with local governmental agencies to support recycling activities. As the only conservation corps in Oakland, Civicorps Schools is uniquely qualified to provide the services described below.

The proposed Agreement will require Civicorps Schools to: (1) support used motor oil recycling activities; (2) perform bicycle locker and sign cleaning services; (3) provide interns to support the City's Recycling Hotline, providing information and referrals, and assist with Recycling Program outreach; and (4) additional related work to be assigned on a task order basis. The proposed agreement includes performance standards and liquidated damages in the event of non-performance. City staff will monitor and evaluate Civicorps Schools' work under this agreement to ensure that it conforms to the performance standards detailed in the agreement, and that it continues to support the City's program goals.

Used Motor Oil Recycling Assistance

Civicorps Schools will assemble and deliver oil recycling kits to participating retail outlets. The kits are made available to Oakland residents free of charge at stores where motor oil is sold. This activity is funded by annual CalRecycle grants. Additional activities that support Oakland's oil recycling efforts may include conducting annual monitoring of retail outlets certified by CalRecycle to accept and recycle used motor oil and filters.

Bicycle Locker and Sign Cleaning

In support of the City's Bicycle and Pedestrian Facilities Program, Civicorps Schools will continue providing cleaning of accumulated debris, liquids, and graffiti from bicycle storage lockers adjacent to the 19th Street and 12th Street BART stations, and from bicycle signs at locations designated by the City. These services are funded by Measure B: Bicycle/Pedestrian Pass Thru Fund.

Recycling Hotline Internship

Civicorps Schools will provide interns who will be trained to support the City's Recycling Hotline and conduct community outreach. The Recycling Hotline provides training skills in customer service and the recycling industry which interns use to secure permanent full time work after the internship. Interns learn to respond to inquiries from residents about compost, recycling and trash collection services, and calls regarding other Recycling Program services, including business recycling technical assistance, construction and demolition recycling, collection services for City facilities and initiate service requests in the Cityworks system. This internship is funded by the Recycling Program Fund.

The Oakland Municipal Code (OMC) Sections 2.04.040 B 5 and 2.04.051 A, require the City to conduct a formal advertising and competitive Request For Qualifications/Proposals (RFQ/RFP)

selection process for professional services agreements over \$25,000 and Section 2.04.051 B authorizes the City Council to waive the advertising and competitive RFQ/RFP selection requirement if it finds that it is in the City's best interests to do so.

Staff recommends that it is in the City's best interests for the City Council to waive the advertising and competitive RFQ/RFP process for this contract because as the only conservation corps in Oakland, Civicorps Schools is uniquely qualified to provide this group of services, which are supported by state grant funding and includes job training, education and development programs for local at-risk youth in service learning projects..

FISCAL IMPACT

The Agreement is for a three-year period in an amount not-to-exceed two hundred twenty-five thousand dollars (\$225,000). Sufficient funds to cover this contract are budgeted from multiple sources including the Recycling Program Fund 1710, annual disbursements from CalRecycle Fund 2154, and the Measure B: Bicycle/Pedestrian Pass Thru Fund 2212.

Expenditures include: \$20,000 annually to procure, store, and deliver on-demand to retail outlets used oil recycling kits; \$6,000 annually for bicycle locker and sign cleaning services; and \$45,000 annual average for interns to assist the City's Recycling Hotline and provide information and referrals, and outreach. An additional \$4,000 is allocated annually for as-needed assignments authorized by the City. Such assignments may include, but are not limited to assistance with recycling outreach to multi-family property managers and tenants, and distributing informational materials to Oakland businesses and residents.

PUBLIC OUTREACH/INTEREST

This item did not require any additional public outreach other than the required posting on the City's website.

COORDINATION

Staff has coordinated with the Office of the City Attorney and Controller's Bureau for this report.

PAST PERFORMANCE, EVALUATION AND FOLLOW-UP

Civicorps Schools' contract performance has been, and continues to be, satisfactory. Measurements used to gauge and ensure satisfactory performance will continue through established contract management activities, which include monthly meetings of lead City and Civicorps Schools staff, review and verification of monthly invoices and reports, field monitoring, and performance incentives and liquidated damages. Staff has completed and filed the Schedule L, Consultant Performance Evaluation Form.

SUSTAINABLE OPPORTUNITIES

~~**Economic:** The Agreement with Civicorps Schools will provide green collar jobs and job training for Oakland youth. The activities encourage resource conservation and community stewardship opportunities.~~

Environmental: Execution of an Agreement with Civicorps Schools will help conserve natural resources through recycling. Civicorps Schools' activities related to used motor oil recycling will help prevent pollution and conserve natural resources. By educating the public about used motor oil and oil filter recycling, this program helps the City to meet the public information and participation component of its Countywide National Pollutant Discharge Elimination System Permit, established by the Federal Clean Water Act.

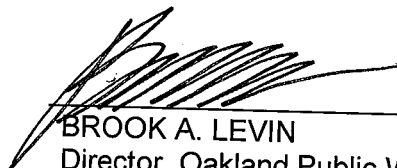
Social Equity: By executing an Agreement with Civicorps Schools to provide recycling and related services, the City supports Civicorps Schools' mission to train and educate Oakland's at-risk youth through performing community and environmental stewardship projects.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that the City Council adopt the Resolution authorizing the City Administrator to enter into a three-year agreement with Civicorps Schools for an amount of two hundred twenty-five thousand dollars (\$225,000) to assist with used oil recycling activities, perform bicycle locker and sign cleaning, and provide interns to assist the city's recycling hotline and community outreach, and waiving advertising and the competitive request for proposal/qualification selection requirements.

For questions regarding this report, please contact Peter Slote, Recycling and Solid Waste Program Supervisor, at (510) 238-7432

Respectfully submitted,


BROOK A. LEVIN
Director, Oakland Public Works

Reviewed by:
Susan Kattchee, Assistant Director

Reviewed by:
Becky Dowdakin, Environmental Services
Manager

Reviewed by:
Peter Slote, Recycling and Solid Waste
Supervisor

Prepared by:
Ferial Mosley, Recycling Specialist

Item: _____
Public Works Committee
June 14, 2016

2016 JUN RESOLUTION No. _____ C.M.S.

RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A THREE-YEAR AGREEMENT WITH CIVICORPS SCHOOLS, FOR AN AMOUNT OF TWO HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$225,000), TO ASSIST WITH USED OIL RECYCLING ACTIVITIES, PERFORM BICYCLE LOCKER AND SIGN CLEANING, AND PROVIDE INTERNS TO ASSIST THE CITY'S RECYCLING HOTLINE AND COMMUNITY OUTREACH, AND WAIVING ADVERTISING AND THE COMPETITIVE REQUEST FOR PROPOSAL/QUALIFICATION SELECTION REQUIREMENTS.

WHEREAS, the City desires to enter into an agreement with Civicorps Schools for recycling and related services including: (1) assistance with used motor oil recycling activities; (2) bicycle locker and sign cleaning services; (3) providing interns to assist the City's Recycling Hotline, providing informational referrals and assist with Recycling Program outreach; and (4) additional related work to be assigned on a task order basis.

WHEREAS, the activities included in the agreement with Civicorps Schools will be funded by a combination of sources including the Recycling Program Fund 1710, grant from CalRecycle Fund 2154 and the Measure B Bicycle/Pedestrian Pass Thru Fund 2212; and

WHEREAS, Oakland Municipal Code ("OMC") Sections 2.04.040 B 5 and 2.04.051 A, respectively, require the City to conduct a formal advertising and competitive Request For Qualifications/Proposals ("RFQ/RFP") selection process for professional services agreements over \$25,000.00; and

WHEREAS, OMC Section 2.04.051 B authorizes the City Council to waive the advertising and competitive RFQ/RFP selection requirement if it finds that it is in the City's best interests to do so; and

WHEREAS, staff recommends that it is in the City's best interests for the City Council to waive the advertising and competitive RFQ/RFP process for this contract because as the only conservation corps in Oakland, Civicorps Schools is uniquely qualified to provide this group of services, which is supported by state grant funding and includes job training, education, and development programs for local at-risk youth in service learning projects; and

WHEREAS, the City Council finds that the services provided pursuant to the agreement authorized hereunder are of a professional, scientific or technical nature and are temporary in nature; and

WHEREAS, the City Council finds that this agreement shall not result in the loss of employment or salary by any person having permanent status in the competitive service; now, therefore be it

RESOLVED: pursuant to OMC Section 2.04.051 B, the City Council hereby finds and determines that it is in the best interests of the City to waive the advertising and competitive RFQ/RFP selection requirement of the OMC based on the reasons set forth in this Resolution and the Report accompanying this Resolution; and be it

~~**FURTHER RESOLVED:** That the City Council hereby awards, and the City Administrator is hereby authorized to enter into a three-year agreement for a total amount of two hundred twenty-five thousand dollars (\$225,000) with Civicorps Schools to provide recycling and related services; and, be it~~

FURTHER RESOLVED: That the City Administrator or designee is hereby authorized and empowered to approve any subsequent amendments to or extensions of said agreement with the exception of those related to an increase in compensation or the allocation of additional funds provided that such amendments or extensions shall be reviewed by the City Attorney and filed with the City Clerk's Office; and be it

FURTHER RESOLVED: That a copy of the agreement will be on file in the City Clerk's Office and will be approved by the Office of the City Attorney.

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, CAMPBELL WASHINGTON, GALLO, GUILLEN, KALB, KAPLAN, REID, AND PRESIDENT GIBSON MCELHANEY

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____
LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California