



**To:** Zero Waste Advisory Commission

**From:** Bob Gedert, Director, Austin Resource Recovery

**Date:** October 12, 2016

**Subject:** **Universal Recycling Ordinance (URO) Outreach Contract**

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Austin Resource Recovery (ARR) is requesting a favorable ZWAC recommendation for the City Council to authorize two new 12-month contracts for outreach services: one contract with Concept Development and Planning, LLC (WBE) and one contract with Zero Waste Strategies, LLC. The annual contracts combined for both contractors shall not exceed \$320,000 per year. The contracts have five one year extension options contingent upon available funding. The contracts will help ARR's Business Outreach Team implement the Universal Recycling Ordinance as it affects more properties and businesses by supporting Zero Waste education and compliance, and providing onsite technical assistance in the business community.

#### **Purpose of Contracts**

The contracts will provide services to educate properties in Austin about implementing cost-effective Zero Waste programs and services to comply with the City of Austin's Universal Recycling Ordinance. The contractors will provide a variety of technical assistance and educational services to aid all affected establishments in their efforts to implement on-site recycling services.

#### **Background**

The URO (Ord No. 20101104-018) was adopted on November 4, 2010 and currently requires commercial properties 25,000 square feet or larger and multi-family properties with more than four dwelling units to provide on-site recycling services. Effective October 1, 2016, food-service permitted businesses with more than 15,000 square feet of permitted space will be required to have an organics diversion program in place. There are approximately 6,500 properties and businesses currently impacted by the ordinance.

By Fiscal Year 2019, the total number of properties and businesses required to comply with the ordinance is approximately 17,500. In subsequent years, additional premises will be required to ensure recycling and organics diversion programs are available to tenants and employees. The ordinance is implemented in annual phases based upon the size of the property (the number of dwelling units for multifamily, square footage for commercial, and food permitted areas for food service businesses).

#### **Evaluation Process**

An evaluation team with expertise in this area evaluated the offers and scored Concept Development and Planning, LLC and Zero Waste Strategies, LLC as the best to provide these services based on experience and qualifications, outreach implementation and methodology, total evaluated cost and local business presence. A complete solicitation package, including a response list, is on file in the City's Purchasing Office and is available on the City's Financial Services Austin Finance Online website:

[Solicitation Documents](#)

Concept Development and Planning team members have a broad base of experience promoting behavior change through sustainability programs. In addition, they have experience educating employees (including in Spanish) and tracking and analyzing the results from their efforts. They have previously worked with a wide range of organizations in the Austin area on this type of outreach project.

Zero Waste Strategies was formed to assist Austin businesses with URO compliance requirements. They have been involved in local and statewide waste reduction initiatives. Texas Zero Waste Strategies has worked with the City to assist with the efforts to meet and exceed our zero waste and URO goals.

**Request for Action**

This request allows for the development of contracts with qualified offerors that Council selects. If the City is unsuccessful in negotiating a satisfactory contract with either selected offeror, negotiations will cease with that provider. Staff will return to Council so Council may select another qualified offeror and authorize contract negotiations with this provider.

The current contract expires November 3, 2016. Without a contract in place, businesses may not be aware of the URO requirements and implementation dates resulting in non-compliance and less progress towards Austin's Zero Waste goal.

**Funding**

Funding in the amount of \$320,000 is available in the Fiscal Year 2016-2017 Operating Budget of Austin Resource Recovery. Funding for the extension options are contingent upon available funding in future budgets.

**Staff Recommendation**

Staff recommends a favorable Zero Waste Advisory recommendation and City Council approval of the contracts.