



City of Arts & Innovation

# City Council Memorandum

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**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: JULY 14, 2026**

**FROM: FINANCE DEPARTMENT      WARD: ALL**

**SUBJECT: PROFESSIONAL CONSULTANT SERVICES AGREEMENT FROM RFP NO. 2522 WITH CLEAN HARBORS ENVIRONMENTAL OF HIGHLAND, CALIFORNIA FOR TRANSPORTATION AND REMOVAL OF HAZARDOUS MATERIALS FOR THE TERM OF THREE YEARS ENDING ON JUNE 30, 2029, FOR \$3,000,000, IN THE AMOUNT OF \$1,000,000 ANNUALLY PLUS 10% CHANGE ORDER AUTHORITY IN THE AMOUNT OF \$300,000 FOR A TOTAL AGREEMENT AMOUNT OF \$3,300,000**

**ISSUE:**

Consider approving a Professional Consultant Services Agreement from RFP No. 2522 with Clean Harbors Environmental of Highland, California for transportation and removal of hazardous materials for the term of three years ending on June 30, 2029, for \$3,000,000 in the amount of \$1,000,000 annually plus 10% change order authority in the amount of \$300,000 for a total agreement amount of \$3,300,000.

**RECOMMENDATIONS:**

That the City Council:

1. Approve a Professional Consultant Services Agreement from RFP No. 2522 with Clean Harbors Environmental of Highland, California for transportation and removal of hazardous materials for the term of three years ending on June 30, 2029, for \$3,000,000 in the amount of \$1,000,000 annually plus 10% change order authority in the amount of \$300,000 for a total agreement amount of \$3,300,000; and
2. Authorize the City Manager, or designee, to execute the Agreement with Clean Harbors Environmental including making minor and non-substantive changes, including extensions up to two additional one-year terms, subject to the availability of budgeted funds.

**BACKGROUND:**

Many of the City's departments include some level of hazardous waste operations. Hazardous waste operations are heavily regulated by the Environmental Protection Agency (EPA) and the State of California's Department of Toxic Substances Control (DTSC). To ensure compliance with all regulations, the City assigns various hazmat responsibilities within the following staff as follows:

STAFF	ROLES & RESPONSIBILITIES
Finance Department- Risk Management	<ul style="list-style-type: none"> <li>• Submitting the Department of Toxic Substances Control’s (DTSC) annual verification questionnaire.</li> <li>• Paying and submitting all hazmat related taxes and fees.</li> <li>• Renewing all operating permits with the County of Riverside.</li> <li>• Procuring a hazardous waste provider and paying all invoices for all hazmat activity citywide.</li> <li>• Maintain electronic records of all manifests.</li> <li>• Assist in responding to emergency responses.</li> </ul>
Human Resources- Safety	<ul style="list-style-type: none"> <li>• Ensure proper signage and notices at each site.</li> <li>• Serve as the primary contact for County of Riverside Hazmat Audits.</li> <li>• Maintenance and documentation of Safety Data Sheets (SDS).</li> <li>• Sending manifest copies to the State of California.</li> </ul>
Site Contact	<ul style="list-style-type: none"> <li>• Request pickups and materials from the City’s hazmat provider.</li> <li>• Dispose of oily rags and any hazardous waste in proper barrels.</li> <li>• Maintain a clean and compliant hazardous working site.</li> </ul>

The City issued two temporary EPA ID numbers in calendar year 2025 for the Main Museum’s renovation. A permanent EPA was approved on March 26, 2026, and will be deactivated once the project is complete.

PERMANENT EPA ID No’s.		
CAD040502114	Corp Yard - GS Fleet	8095 Lincoln Ave, 92504
CAL000125170	Wastewater Plant	5950 Acorn St, 92504
CAL000129031	RPD - Aviation Unit	7020 Central Ave, 92504
CAL000173294	RPD - Lincoln	8181 Lincoln Ave, 92504
CAL000263583	RPU - Electric Division	2221 East ridge Ave, 92507
CAL000305521	Energy Resource Center	5901 Payton St, 92504
CAL000307528	Riverside Airport	6951 Flight Road, 92504
CAL000351710	Clearwater Cogen	1700 Railroad St, 92880
CAL000356241	RPD - Magnolia	10540 Magnolia Ave, 92505
CAL000385899	RPU - Adams	2911 Adams St, 92504
CAL000443921	Risk Management	3900 Main St, 92522
CAL	Museum Renovation	

**DISCUSSION:**

The City’s hazardous waste contractor will provide emergency and non-emergency hazmat services that encompass the characterization, removal, transportation, recycling, treatment, and proper disposal of hazardous, biological, and industrial solid and liquid waste. The Contractor must have the technical expertise, experience, supervision, and management capabilities necessary to perform all activities associated with hazardous waste handling and disposal. These activities include providing on-call technical services for hazardous waste disposal and emergency response, responding to pick-up requests for unknown substances abandoned on public right-of-way, and coordinating with City staff to collect waste from various facilities.

The Contractor will also be responsible for picking up mixed waste oils; delivering new coolant and other hazardous waste maintenance materials such as drums to waste-generating sites; assisting staff with periodic clarifier cleanouts; and responding to emergency requests involving biohazards, sharps, needles, drug paraphernalia, and other contraband. Additional required services include containment, recovery, repackaging, and removal of materials; site evaluation, decontamination, and restoration; transportation, storage, treatment, and disposal of waste; and technical services such as sampling, laboratory analysis, and related support.

**SUMMARY OF PRIMARY WASTE STREAMS FOR CALENDAR YEAR 2025**

WASTE STREAM	PERCENT OF TOTAL WASTE PROFILE
Alcohol Based Sanitizer	33%
Biohazard Waste (blood, clothing, swabs, & vials)	27%
AP-585 Armor Flex Silicone Roof Coating Sludge	24%
AFFF 1 - 3% in 5gal Containers	13%
Absorbents/Kitty Litter/ Pads	2%
MISC: Big Green Box Lithium Batteries For Reclamation, Aerosols, Antifreeze, Absorbent with Ferric Chloride, Ammonia Scrubber	1%

Purchasing Overview

On December 11, 2025, the City’s Purchasing Division (Purchasing) issued Request for Proposals (RFP) No. 2522 on PlanetBids seeking prospective proposers to provide transportation and removal of hazardous materials.

The solicitation notification is summarized in the table below:

Action	Number of Vendors
External Vendors Notified	500
City of Riverside Vendors Notified	216
Vendors who downloaded the RFP	34
Proposals received	8

A total of 21 questions were received from prospective proposers, and 1 addendum was posted. RFP No. 2522 closed on January 20, 2026, with a total of 8 responses. All responses were found to be responsive and responsible.

Under the guidance of Purchasing, 3 City staff from Human Resources, Finance and Public Utilities, evaluated the proposals for 1 round, which resulted in Clean Harbors Environmental ranking No. 1. The evaluation criteria, total points and rankings for each evaluation round are summarized in the tables below.

**Round 1 – Evaluation Criteria**

Evaluation Criteria	Total Points
Qualifications	30%
Experience (Project of similar size and scope)	20%
Approach and Methodology	15%

Professional References	10%
Pricing	25%

**Round 1 – Evaluation Results**

Vendor	Location	Evaluation Scores	Rank
Clean Harbors Environmental	Highland, CA	911.91	1
Forensiclean LLC	San Bernardino, CA	830.00	2
GrayMar Environmental Services, LLC	Cherry Hill, NJ	752.20	3
Alpha Petroleum Transport, Inc. II	Corona, CA	720.00	4
Environmental Logistics, Inc.	Bloomington, CA	706.47	5
HCI Environmental	Corona, CA	692.19	6
American Integrated Services, Inc.	Wilmington, CA	648.37	7
NRC Environmental Services, Inc.	Long Beach, CA	611.32	8

This action is pursuant to Purchasing Resolution 24101, Section 508 which states, “Contracts procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible Bidder, except that...(c) Contracts procured through Formal Procurement for Services or Professional Services, where a Request for Proposals or Request for Qualifications was used to solicit Bids, shall be awarded by the Awarding Entity in accordance with the evaluation criteria set forth in the Request for Proposals or Request for Qualifications...”

The Purchasing Manager concurs that the recommended action is compliant with Purchasing Resolution 24101.

**FISCAL IMPACT:**

The total fiscal impact of the actions of this report is a total of \$3,300,000, including a 10% contingency, over a 3-year term.

Sufficient funds for Fiscal Year 2026-2027 in the total amount of \$250,000 is available in the Liability Insurance Trust Fund Account No. 2320000-450337

Additionally, departments pay for their own operational hazardous waste operations from existing departmental budgets. Appropriations for future fiscal years will be included in the budget submissions for those fiscal years to be presented to the City Council for approval.

Prepared by: Jackie Godinez, Risk Manager  
 Approved by: Sergio Aguilar, Deputy Finance Director  
 Certified as to availability of funds: Julie Nemes, Interim Finance Director  
 Approved by: Edward Enriquez, Acting City Manager/Treasurer  
 Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney

- Attachments:
1. Award Recommendation
  2. Clean Harbors Proposal
  3. 3-Year Services Agreement