



# City of Denton

City Hall  
215 E. McKinney Street  
Denton, Texas  
[www.cityofdenton.com](http://www.cityofdenton.com)

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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Procurement  
**ACM:** Cassey Ogden  
**DATE:** November 14, 2023

### **SUBJECT**

Consider adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager to execute a contract with United Electronic Recycling, LLC, for electronics recycling services for the Solid Waste and Recycling Department; providing for the expenditure of funds therefor; and providing an effective date (RFP 8328 – awarded to United Electronic Recycling, LLC, for three (3) years, with the option for two (2) additional one (1) year extensions, in the total five (5) year not-to-exceed amount of \$222,360.00).

### **STRATEGIC ALIGNMENT**

This action supports Key Focus Area: Promote Sustainability and the Environment.

### **INFORMATION/BACKGROUND**

The purpose of the contract is to allow the Solid Waste Department to divert electronic recyclables from the waste stream to an electronics recycling facility. The recovery of electronic materials is accomplished in two ways. Residential materials are collected curbside, and materials may be self-delivered to the landfill.

The City is currently collecting approximately forty (40) pallets of electronic materials per month, weighing approximately 14,840 pounds. Approximately 315 tons of electronics are projected to be recovered and processed within the City's service area within a three (3) year time. Electronic materials currently consist of cell phones, laptops, tablets, desktop personal computers, televisions, monitors, printers, copiers, gaming systems, pagers, fax machines, radios, stereos, etc.

By using an electronic recycling service, the City of Denton's Home Chemical Collection (HCC) operation diverted approximately 220 tons of electronic materials from the waste stream to an electronics recycling processing facility during the Fiscal Year 2022. Electronic items are transported by the contractor to their processing facility where electronics are disassembled for recycling. Materials recovered for recycling during the disassembly process include plastics, glass, lead, silver, gold (precious metals), steel, aluminum, and various other specialty metals. Once the reusable materials are recovered and packaged, they are shipped to various vendors that desire to utilize the commodities for fabricating new products for reuse and reentry into the product market.

	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>FY 26-27</b>	<b>FY 27-28</b>	<b>Total</b>
Electronics Recycling	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	\$210,000
Contingency		3,090	3,090	3,090	3,090	12,360
<b>Total:</b>						<b>\$222,360</b>

Request for Proposals was sent to 307 prospective suppliers, including 15 Denton firms. In addition, specifications were placed on the Procurement website for prospective suppliers to download and advertised in the local newspaper. Two (2) proposals were received, references were checked, and proposals were evaluated based upon published criteria including price, schedule, compliance with specifications, and probable performance. Best and Final Offers (BAFO) were requested from the top firm. Based upon this evaluation, United Electronic Recycling, LLC was ranked the highest and determined to be the best value for the City.

NIGP Code Used for Solicitation:	926 - (Service Only) - Environmental and Ecological Services
Notifications sent for Solicitation sent in IonWave:	307
Number of Suppliers that viewed Solicitation in IonWave:	10
HUB-Historically Underutilized Business Invitations sent out:	31
SBE-Small Business Enterprise Invitations sent out:	108
Responses from Solicitation:	2

### **PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On November 13, 2023, this item will be presented to the Public Utilities Board (PUB) for consideration.

### **RECOMMENDATION**

Award a contract with United Electronic Recycling, LLC, for electronic recycling services for the City of Denton Solid Waste and Recycling Department, in a three (3) year, with the option for two (2) additional one (1) year extensions, in the total five (5) year not-to-exceed amount of \$222,360.

### **SUSTAINABILITY MEASURES**

This contract will reduce the amount of waste going into the City's landfill, saving airspace. These diverted appliances and electronics will be taken to a facility that will break them down into their components that can be recycled. Ultimately, this will reduce the impact on the environment, allowing these resources to be repurposed and made into new products.

### **PRINCIPAL PLACE OF BUSINESS**

United Electronic Recycling, LLC  
Coppell, TX

### **ESTIMATED SCHEDULE OF PROJECT**

This is an initial three (3) year contract with options to extend the contract for two (2) additional one (1) year periods, with all terms and conditions remaining the same.

## **FISCAL INFORMATION**

These services will be funded from Environmental Compliance account 660302.7855. Requisition #162109 has been entered into the Purchasing software system in the amount of \$42,000.

## **EXHIBITS**

Exhibit 1: Agenda Information Sheet

Exhibit 2: Pricing Evaluation

Exhibit 3: Ordinance and Contract

Respectfully submitted:  
Lori Hewell, 940-349-7100  
Purchasing Manager

For information concerning this acquisition, contact: J.J. Tips, 940-349-8042.

Legal point of contact: Marcella Lunn at 940-349-8333.