



EL DORADO COUNTY
CHIEF ADMINISTRATIVE OFFICE

MEMO

Date: October 29, 2024
To: Honorable Board of Supervisors
From: Laura Schwartz, Assistant Chief Administrative Officer
Subject: Retroactive Contract #8540 Stericycle

On November 12th, 2024, Procurement and Contracts will be requesting Board approval for retroactive agreement #8540 with Stericycle. The contract is retroactive to September 1, 2023 with a term through August 31, 2026 and a not-to-exceed amount of \$50,000.

The contract is for the collection and disposal of bio-hazardous medical and pharmaceutical waste. While we typically need less than \$10,000 annually for these services, our procurement policy does require contracts for hazardous waste removal regardless of the dollar amount. The prior contract with Stericycle expired on August 31, 2023 and the County expended approximately \$27,000 over the three year term. There was some miscommunication between Procurement and Contracts and the departments that utilize this vendor; currently Health and Human Services and the Sheriff's Office. The departments thought that Procurement and Contracts (P&C) was handling the renewal and P&C thought that the departments were each handling their own renewal contracts. The Sheriff's office reached out to P&C in early 2024 inquiring about a new contract and P&C immediately began processing a rush contract. Corporate offices for Stericycle are located in Illinois and there has been a significant amount of back and forth with this vendor. P&C has documented over twenty-five conversations with the vendor beginning in February 2024 going back and forth with requests for changes to the contract. The vendor is very difficult to work with. The vendor has continued to provide services in the absence of a contract, but they have not received payment for these services since the contract has not been finalized.

To date, we are still waiting on one final minor change from the vendor and the contract has not been finalized. Therefore, we will be requesting BOS approval of the retroactive contract pending final review from County Counsel and Risk Management. Due to the holidays and the shortage of Board meetings in November and December, we felt it was important to try and get this approval at the November 12th meeting even if we haven't finalized the contract. The contract is within the Purchasing Agent's authority but requires Board approval due to the retroactive nature of the contract.

We have been told that this is the only vendor that provides these services, but we plan to begin to do some additional research to see if we can identify any other local vendors that may be more responsive. If we are unable to identify any other vendors, we will make notes on this vendor and this contract to ensure that the next renewal is started well in advance of the expiration of the contract.

If you have any additional questions, or if I can provide any additional information, please let me know.