City of Kansas City, Missouri

Docket Memo

Ordinance/Resolution #: 260700
Submitted Department/Preparer: General Services
Revised 01/30/25

Docket memos are required on all ordinances initiated by a Department Director. More information can be found in Administrative Regulation (AR) 4-1.

Executive Summary

Authorizing the Manager of Procurement Services to execute a term and supply contract with Arcwood Environmental, LLC, for Contract No. EV4375, Household Hazardous Waste Operation; and authorizing the Manager of Procurement Services to amend the contract and exercise five one-year renewal options.

Discussion

Reason for Contract
KC Water operates a Household Hazardous Waste (HHW) Facility and program to help protect area streams and rivers and keep hazardous materials out of landfills. HHW offers a safe method for residents of Kansas City and area participating communities to remove hazardous waste from homes.

Contract Description
This contract provides comprehensive services for the operation of the Household Hazardous Waste Facility including staffing of the public access and operations areas, mobile event collections, product reuse, waste management and disposal, customer service, federal, state, and local compliance, general facility maintenance and upkeep. In addition, the Contractor shall also provide certain services in the event of an emergency response situation within City limits.

This contract is available to all City departments requiring the services provided under this contract.

Estimated Project Cost
The estimated cost for this project is 1,470,379.16.

Fiscal Impact

1. Is this legislation included in the adopted budget? ☒ Yes ☐ No

2. What is the funding source?
   27-8110-802400-B = $1,470,379.16 Sewer Fund

3. How does the legislation affect the current fiscal year?
   Paid for with previously appropriated funds

4. Does the legislation have a fiscal impact in future fiscal years? Please notate the difference between one-time and recurring costs.
   Yes, there are five (5) one-year renewal options in the contract

5. Does the legislation generate revenue, leverage outside funding, or deliver a return on investment?
   No

Office of Management and Budget Review
(OMB Staff will complete this section.)

1. This legislation is supported by the general fund. ☐ Yes ☒ No

2. This fund has a structural imbalance. ☒ Yes ☐ No

3. Account string has been verified/confirmed. ☒ Yes ☐ No

Additional Discussion (if needed)
Click or tap here to enter text.

Citywide Business Plan (CWBP) Impact

1. View the Adopted 2025-2029 Citywide Business Plan

2. Which CWBP goal is most impacted by this legislation?
   Infrastructure and Accessibility (Press tab after selecting.)

3. Which objectives are impacted by this legislation (select all that apply):

   ☐ Engage in thoughtful planning and redesign of existing road networks to ensure safety, access, and mobility of users of all ages and abilities.
   ☐ Develop a multimodal regional transportation system for all users.

☒ Develop environmentally sustainable strategies that improve quality of life and foster economic growth.
☒ Ensure adequate resources are provided for continued maintenance of existing infrastructure.
☐ Focus on delivery of safe connections to schools.
☐

Prior Legislation

N/A

Service Level Impacts

Recommended KPI Categories / Service Level Impacts

1. Regulatory Compliance
    - Maintains compliance with federal, state, and local environmental regulations to reduce City liability and enforcement risk.
2. Customer Service & Accessibility
    - Ensures residents have reliable, timely, and accessible hazardous waste disposal services.
3. Waste Diversion & Sustainability
    - Increases recycling and reuse of hazardous materials to reduce landfill disposal and support sustainability goals.
4. Health & Safety Protection
    - Minimizes safety incidents, spills, and hazardous exposure risks for residents, staff, and the environment.
5. Operational Reliability & Efficiency
    - Provides efficient waste processing, tracking, and disposal operations to maintain uninterrupted public service.

Staff Recommendation

Water Services Department

Select One: ☒ Sponsored
☐ Directive: Res/Ord # Click to enter Res/Ord. No.

Select One: ☒ Recommend
☐ Do Not Recommend
☐ Not Applicable

Click or tap here to provide reasoning.

Other Impacts

1. What will be the potential health impacts to any affected groups?

   This program provides significant public health benefits by reducing resident exposure to hazardous chemicals, flammable materials, pesticides, solvents, and other dangerous wastes that could otherwise be improperly stored or illegally disposed of within the community. Proper handling and disposal of these materials help protect public health, reduces risks of fires, spills, and environmental contamination, and safeguards Kansas City's drinking water, stormwater, and wastewater systems.

2. How have those groups been engaged and involved in the development of this ordinance?

   N/A

3. How does this legislation contribute to a sustainable Kansas City?

   Awarding this contract supports Kansas City's sustainability goals by ensuring the safe collection, recycling, reuse, and disposal of household hazardous waste materials. The program reduces environmental contamination risks, diverts waste from landfills through recycling and reuse programs including the Swap Shop and recycled paint, and helps protect the City through responsible hazardous waste management practices.

4. Does this legislation create or preserve new housing units?
   No (Press tab after selecting)

   N/A

5. Department staff certifies the submission of any application Affirmative Action Plans or Certificates of Compliance, Contractor Utilization Plans (CUPs), and Letters of Intent to Subcontract (LOIs) to CREO prior to, or simultaneously with, the legislation entry request in Legistar.

   Yes - I have submitted documents for CREO Review (Press tab after selecting)
   Please attach or copy and paste CREO's review.
   The Contractor Utilization Plan was submitted to CREO KC for review on December 18, 2025, and was approved on May 11, 2026 with 11% MBE and 4% WBE participation. Good Faith Efforts were submitted for this approval.

6. Does this legislation seek to approve a contract resulting from an Invitation for Bid?

   No(Press tab after selecting)

7. Does this legislation seek to approve a contract resulting from a Request for Proposal/Qualification (RFP/Q)?
   Yes(Press tab after selecting)