



Civil SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure Number Two for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: _____ - _____ -
2. For Civil Service Commission Meeting of:
3. Check One: Ratification Agenda
 Consent Agenda
 Regular Agenda
 Human Resources Director's Report
4. Subject: DHRPSC0002373
5. Recommendation:
6. Report prepared by: Quoc Truong Telephone number: (650) 821-2029
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in Civil Service Commission Procedure Number Two).**

8. Reviewed and approved for Civil Service Commission Agenda:

Human Resources Director:

Date:

9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

**Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102**

10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

Attachment

<u>CSC RECEIPT STAMP</u>

February 6, 2026

Ms. Sandra Eng
Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102

RE: Airport's Report as Requested by the Civil Service Commission for
DHRPSC0002373 (formerly PSC 43636-21/22), Solid Waste Management Services for
the San Francisco International Airport

Dear Ms. Eng:

At the Civil Service Commission meeting on January 3, 2022, the Civil Service Commission approved DHRPSC0002373 for Solid Waste Management Services for the San Francisco International Airport, provided that the Airport report back to the Commission for review after year four and eight of the contract term. Attached is the Airport's first report.

We hope that this addresses the Commission's request. Please let us know if there are further questions. You can reach me at (650) 821-2026. Thank you.

Sincerely,



Sung Kim
PSC Coordinator, Airport

CC: Jennifer Acton, Director of Maintenance

Airport's contract progress review report as requested by the Civil Service Commission (CSC) for DHRPSC0002373.

Background:

On January 3, 2022, the CSC conditionally approved DHRPSC0002373 for Solid Waste Management Services for the San Francisco International Airport requesting that the Airport report back to the Commission for review after year four and eight of the contract term due to the length of the PSC duration.

Findings:

On March 1, 2022, the Airport and Contractor entered into an agreement for the Contractor to provide solid waste management service. The agreement has a base term of three years with two options to extend the term for three years each. Contractor provides solid waste collection, hauling, composting, recycling, and disposal across various terminals, parking garages, and other Airport buildings. On a recurring and on-call schedule, the Contractor collects waste from approximately 158 containers (e.g. compactors, debris boxes, etc.) at the Airport. Contractor has provided an average of 47 annual service requests to repair malfunctioning compactors and damaged containers. Contractor has provided timely quarterly reports tracking collection types (recycle, compost, trash), pickup frequency, and other key metrics.

On October 15, 2024, the Airport found the Contractor's performance acceptable and exercised the first option to extend the agreement through February 28, 2028. In 2027, the Airport will decide on the second option to extend the term.

Conclusion:

The Airport prepared the first progress report of DHRPSC0002373.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Solid Waste Management Services for the San Francisco International Airport

Funding Source: Airport Operating Funds

PSC Amount: \$30,000,000

PSC Est. Start Date: 03/01/2022

PSC Est. End Date: 06/30/2031

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The contractor will provide solid waste collection, transport, sorting, recycling, composting, disposal, and other related services for San Francisco International Airport. The work includes the collection of solid wastes generated at the Airport on a regular basis, as well as perform emergency and unscheduled pick-ups at the Airport's request. In addition, the service provider will manually segregate recyclable materials from mixed wastes at its sorting facility and arrange for the sale of such materials. The contractor will also perform regular maintenance and housekeeping of compactors and containers. Lastly, the contractor shall submit quarterly waste stream reports to the Airport detailing tonnages by waste type, recycling rate, and landfilled load, and may provide operational advisory support services to assist the Airport in reducing waste generation to achieve its zero waste goals.

B. Explain why this service is necessary and the consequence of denial:

Failure to collect refuse in a timely manner on a daily schedule 24 hours a day/ 7 days a week at the Airport and to dispose of it properly, could lead to conditions detrimental to people's health and the environment. This service is also necessary for the Airport to meet its zero waste goal. Denial of this request would lead to irreparable disruptions in the normal operations at the Airport, could raise health and safety concerns, and increase the risk of levied fines.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

These services have been previously provided most recently under PSC # 49939-15/16.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services at the Airport.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

The Airport seeks a long-term contract to encourage competitive pricing and to amortize the contractor's capital costs required for equipment and technology.

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

The work to be performed requires capital-intensive facilities and equipment in order to meet the service needs of the Airport, which is a 24 hours/7 days a week operation. The vast amount of trash generated as well as the sorting that is required necessitates significant manpower, equipment and large facilities which the City does not possess, hence the need to outsource the work.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Required skills include the ability to manage and coordinate a large-scale waste collection operation, capital-intensive facilities and equipment in order to meet the service needs at the Airport, knowledge in proper handling and disposal of trash and possessing the required environmental permits. The work also requires truck drivers with a license to operate garbage collection trucks, and staff to operate solid waste sorting facilities.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1804, Statistician; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 7355, Truck Driver; 7514, General Laborer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide numerous collection trucks, solid waste processing equipment and facilities, sorting facilities, landfill facilities, and a composting plant.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Due to the limit in resources for integrative, specialized, and capital-intensive facilities and equipment, such as collection trucks, solid waste processing equipment and facilities, sorting facilities, landfill facilities, and a composting plant, that would be required in order to meet the Airport's service needs, there are no available resources within the City to obtain these services.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
Truck Driver (7355) and General Laborer (7514) could perform some of the work such as; hauling and the collection of solid wastes generated at the Airport. However, in order for the City to perform the work in-house, the Airport would need to have solid waste processing facilities, sorting facilities, landfill facilities, a composting plant, and the equipment needed to handle the quantity of waste generated on-site. The 1804 (Statistician), 1823 (Senior Administrative Analyst), and 1824 (Principal Administrative Analyst) could perform some of the analytical work, but none of these classifications specialize in the operations of waste management facilities or large-scale waste collection operations.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service class

to perform this work because the Airport does not have the infrastructure to provide these services. The Airport would have to invest significant capital funds to set up a major processing facility.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. No training will be provided.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 11/08/2021, the Department notified the following employee organizations of this PSC/RFP request:

Bldg Mtl & Constr Teamsters, L 853; Laborers, Local 261; Prof & Tech Eng, Local 21

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: P.O. Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43636 - 21/22

DHR Analysis/Recommendation:

action date: 01/03/2022

Commission Approval Required

Approved by Civil Service Commission with conditions

01/03/2022 DHR Approved for 01/03/2022



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Sent Via Electronic Mail

January 7, 2022

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS 43636-21/22; 45828-21/22; 43184-21/22; 43325-21/22; 46897-21/22; 49811-21/22; 40700-21/22; 44018-21/22; 46208-21/22; 49521-21/22; 41137-21/22; 42697-21/22; 47923-21/22; 40737-20/21; 49252-21/22; 45762-16/17; 42354-16/17; AND 44952-20/21.

At its meeting on **January 3, 2022, at 2:00 p.m.** the Civil Service Commission had for its consideration the above matter.

The Civil Service Commission:

1. Sever PSC #42697-21/22 at the request of Mark Jayne, Local 1414.
2. Approved PSC #43636-21/22 with the condition to report back to the Commission on year four (4) and eight (8) for review.
3. The Commission did not take action and PSC #43325-21/22 was postponed to the next available meeting or special meeting.
4. Approved PSC #49811-21/22.
5. Approved PSC #42697-21/22 with the condition to report back to the CSC annually on the status of hiring for Job Class 7313 positions and training employees to have the expertise.
6. Approved PSC #44952-20/21.
7. Adopted the report. Approved the remaining request for proposed Personal Services Contract; Notify the Office of the Controller and the Office of Contract Administration.

This shall serve to notify the Office of the Controller and the Office of Contract Administration.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.

NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG
Executive Officer

Attachments

Cc: Cynthia Avakian, Airport
Thomas Chen, Department of Emergency Management
Johanna Gendelman, Human Services Agency
Shawndrea Hale, Public Utilities Commission
Lynn Khaw, City Administrator
Daniel Kwon, Public Utilities Commission
Junko Laxamana, Board of Supervisors
William Lee, Department of Emergency Management
Lawrence Loo, Health Service System
Joan Lubamersky, City Administrator
Amy Nuque, Municipal Transportation Agency
Kevin Quan, Arts Commission
Stephanie Tang, Port
Esperanza Zapien, Human Services Agency
Commission File
Chron

POSTING FOR

January 03, 2022

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	SC Estimated End Date	Type of Approval
43636 - 21/22	AIRPORT COMMISSION	\$30,000,000.00	The contractor will provide solid waste collection, transport, sorting, recycling, composting, disposal, and other related services for San Francisco International Airport. The work includes the collection of solid wastes generated at the Airport on a regular basis, as well as perform emergency and unscheduled pick-ups at the Airport's request. In addition, the service provider will manually segregate recyclable materials from mixed wastes at its sorting facility and arrange for the sale of such materials. The contractor will also perform regular maintenance and housekeeping of compactors and containers. Lastly, the contractor shall submit quarterly waste stream reports to the Airport detailing tonnages by waste type, recycling rate, and landfilled load, and may provide operational advisory support services to assist the Airport in reducing waste generation to achieve it's zero waste goals.	March 1, 2022	June 30, 2031	REGULAR
45828 - 21/22	ARTS COMMISSION	\$250,000.00	Strategic Planning to revisit and refresh the San Francisco Arts Commission's(SFAC) mission and vision. This strategic plan will require extensive community engagement and cultural planning development. The scope will include external outreach to other City agencies, artists, and arts organizations to develop shared goals with equity and inclusion as the centerpiece. The SFAC's current strategic plan was published in early 2014.	November 1, 2021	October 31, 2024	REGULAR
43184 - 21/22	GENERAL SERVICES AGENCY - CITY ADMIN	\$910,000.00	Contractor shall provide as-needed graffiti abatement services for private properties located in San Francisco Districts 1-11. The services involve multi-surface graffiti removal processes including sanding, scraping, priming, power washing, color matching, painting and the application of environmentally safe chemical removers and cleaning agents. These services are for private properties and include sidewalks, facades, masonite, pull-down grates, granite, brick, concrete, retaining walls, rooftops, iron gates, street level building areas, and all painted surfaces. The San Francisco Public Works' (SFPW) 7514 General Laborer staff perform this work on City-owned/public properties, but for private	March 1, 2022	February 28, 2025	REGULAR

Notification List:

Jennifer Acton, Airport

jennifer.acton@flysfo.com

Quoc Truong, Airport

quoc.truong@flysfo.com

Sung Kim, Airport

sung.kim@flysfo.com