



AGENDA REPORT

Public Works

DATE:	June 7, 2022
TO:	Mayor Butt and Members of the City Council
FROM:	Joe Leach, PE, Public Works Director Greg Hardesty, Parks & Landscaping Superintendent
Subject:	Proposed Contract with United Site Services of California, Inc.
FINANCIAL IMPACT:	The proposed expenditure of \$75,000 will be funded in the proposed Fiscal Year 2022-2023 Department of Public Works Operational Budget. The additional two-year extension of \$50,000 will be included in the proposed Department of Public Works Operational Budget for Fiscal Year 2025-2026. 01233631-400537
PREVIOUS COUNCIL ACTION:	Click or tap here to enter text.
STATEMENT OF THE ISSUE:	The Department of Public Works, Parks Maintenance Division is seeking approval of a contract with United Site Services of California, Inc. to provide and service portable toilets on an as needed basis.
RECOMMENDED ACTION:	APPROVE a three-year contract in the amount of \$75,000, with an additional two-year extension option of \$50,000, with United Site Services of California, Inc. to provide and service portable toilets on an as needed basis, with a contract term from July 1, 2022 to June 30, 2025 – Public Works Department (Joe Leach 620-5478/Greg Hardesty 620-6920).

DISCUSSION:

On March 17, 2022, a request for bid proposals was placed on BidsOnline to provide and service portable toilets at City parks on an as-needed basis. Two bid proposals were received on March 31, 2022. The proposals were as follows:

	United	American
Delivery Charge for Initial Set Up	\$ 65.85	\$ 82.00
Supply and Service for Standard Unit (1 cleaning per week)	\$ 91.95	\$104.00
Supply and Service for ADA Unit (1 cleaning per week)	\$166.95	\$185.00
Supply and Service Wash Station (1 cleaning per week)	\$ 91.95	\$ 85.00
Damage Waiver	\$ 15.00	\$ 7.00
Locks on Unit	\$ 21.95	\$ 5.00

The prices above are set prices that will be paid when an order is placed. Currently, there is one portable toilet located at each of the following City parks: Nevin, JFK, and Point Molate. The units are cleaned approximately three (3) times a week.

Based on the proposals received, United Site Services has the lowest bid for the services most often used by the City. Therefore, City staff recommends approval of a contract with United Site Services of California, Inc.

DOCUMENTS ATTACHED:

- Attachment 1 – Original Contract
- Attachment 2 – Request for Quote
- Attachment 3 – Bid Proposal (United)
- Attachment 4 – Bid Proposal (American)