



AGENDA REPORT

Public Works

DATE:	September 12, 2023
TO:	Mayor Martinez and Members of the City Council
FROM:	Daniel Chavarria, Director of Public Works Greg Hardesty, Parks and Landscaping Superintendent Lina Velasco, Director of Community Development Jesus Morales, Housing Manager
Subject:	Contract Amendment No. 1 with United Site Services for Portable Toilets
FINANCIAL IMPACT:	The proposed amendment No. 1 to add \$150,000 will be funded by Public Works' Operational Budget (account string: 01233631-400537) and by the Housing Division's Encampment Resolution Funds for Rounds 1 and 2 (account strings: 15061219-400201-16G07) as follows: FY 2023-24 - \$75,000 FY 2024-25 - \$75,000 FY 2025-2027 - \$150,000 – Option years will be budgeted accordingly.
PREVIOUS COUNCIL ACTION:	June 7, 2022
STATEMENT OF THE ISSUE:	The Parks Maintenance Division and Housing Division are seeking approval of contract amendment No. 1 with United Site Services of California, Inc. to add additional funds to provide and service portable toilets on an as-needed basis.

RECOMMENDED ACTION:	APPROVE a first amendment to the contract with United Site Services to increase the contract amount by \$150,000, for a total not-to-exceed amount of \$225,000, with a contract term ending June 30, 2025, with two one-year options to renew at a combined total of \$150,000 for the two option years – Public Works Department/Community Development Department (Daniel Chavarria 510-620-5478/Greg Hardesty 510-620-6920/Lina Velasco 510-620-6841).
----------------------------	---

DISCUSSION:

On June 7, 2022, the City Council approved a three-year contract for \$75,000 with an additional two-year option of \$50,000. City staff proposes to add additional funds to the contract now to meet portable toilets needs at parks and encampments. The current two-year option of \$50,000 cannot be exercised at this time because the original three-year term of the contract has not expired. Therefore, City staff is requesting to add \$150,000 now (\$75,000 for each year remaining on the contract) and, rather than have the one two-year option for \$50,000 set forth in the original contract, instead have two one-year options to renew in an amount not to exceed \$150,000 for the combined two option years. This will provide flexibility in meeting portable toilet demands based on unknown factors, such as how many special events the City will have at parks or how many and for how long restrooms may go out of service during the contract term. If the two one-year options are exercised, the total contract amount will not exceed \$375,000.

Currently, there is one portable toilet located at the following City parks: Nevin, JFK, and Point Molate. The units are cleaned approximately three (3) times a week. Cleaning times may be adjusted over time since it's based on usage by park visitors. In addition, portable toilets may be used temporarily when bathrooms are out of service at parks, and during City-sponsored events held at parks, where existing restrooms may be insufficient to meet the anticipated event needs (e.g., Juneteenth at Nicholl Park). Additional funds are also being requested to allow temporary placements at encampments, as needed.

Summary of Procurement Procedures

As part of the original contract procurement process, a request for bids was requested via the City's BidsOnline system. Specifically, on March 17, 2022, a request for bid was posted 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.

CONCLUSION:

City staff is requesting additional funds to continue providing and servicing the portable toilets at different parks, City-sponsored events, and encampment locations throughout the City, and an amendment to the original contract to allow for two one-year options to extend in a total amount not to exceed \$150,000 for the combined extension options.

DOCUMENTS ATTACHED:

- Attachment 1 – Amendment No. 1
- Attachment 2 – Standard Contract