



**TO:** Board of Contracts and Awards  
**FROM:** Andrew Cherullo, Director, Finance Department  
Patsy Best, Procurement and Payable Manager  
**COPY:** Public Utility Board, Director of Utilities, Board Clerk, City Council, City Manager,  
City Clerk, SBE Coordinator, LEAP Coordinator, and Kimberly Ward  
Finance/Purchasing  
**SUBJECT:** Increase Contract for Rental and Servicing of Portable Restrooms and Pump Out  
Services  
Request for Bids Specification No. CT17-0097F, Contract No. C209 – December  
12, 2018, December 18, 2018  
**DATE:** December 5, 2018

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**RECOMMENDATION SUMMARY:**

The Finance Department, Procurement and Payables Division, requests approval to increase Citywide Contract C209 with United Site Services Nevada, Inc., Phoenix, AZ, by \$400,000, plus applicable taxes, for the rental and service of portable toilets, sinks and handwashing stations. This increase will bring the contract to a cumulative total of \$600,000, plus applicable taxes.

**STRATEGIC POLICY PRIORITY:**

- Strengthen and support a safe city with healthy residents.
- Ensure all Tacoma residents are valued and have access to resources to meet their needs.

This contract provides clean and sanitary portable restrooms for residents at various City of Tacoma special events as well as multiple project locations. It has also recently provided portable restrooms for transient encampments.

**BACKGROUND:**

The City executed a citywide contract with United Site Services of Nevada in June of 2017 for the purpose of renting and servicing portable toilets, sinks, and handwashing stations. One amendment has been executed extending the contract for one year.

**ISSUE:** When the contract was executed, history showed nine (9) departments utilizing the contract with an estimating yearly spend of approximately \$36,000. The initial contract value was set at \$200,000. After contract execution, seven (7) additional departments have begun using this agreement creating spend that was not anticipated. One large new project, the transient encampments, also created unforeseen spend of over \$53,000 in 2018 alone. Current spend breaks down to an estimated \$120,000 a year for a new cumulative total of \$600,000. An increase of \$400,000 is being requested to ensure contract viability until the potential expiration date of June 30, 2022.

**ALTERNATIVES:** One alternative would be for the city to purchase their own units and hire additional staff to clean and transport these units. Managing this workforce would be difficult as the workforce changes significantly by the season. Another alternative would be to get rid of these services which would significantly broaden health and safety concerns of not only our residents, but our employees



**CONTRACT HISTORY:** This contract was originally awarded to United Site Services of Nevada as a result of Specification No. CT17-0097F in June 2017. It was originally established as a two year contract with three optional one year renewals. Having no issues thus far, we anticipate using the additional three renewal options for a potential expiration date of June 30, 2022.

**SUSTAINABILITY:** Portable restrooms reduce fresh water usage by approximately 13 million gallons per day. Use of formaldehyde-free toilet deodorizers, aerosol free hand pumps, non-caustic, non-flammable cleaning solutions are utilized to eliminate harmful chemicals.

**SBE/LEAP COMPLIANCE:** Not Applicable

**FISCAL IMPACT:**

**EXPENDITURES:**

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various Departments	Various		
<b>TOTAL</b>			

**REVENUES:**

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
N/A			
<b>TOTAL</b>			



**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET:** Various department budgets

**ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED?** Various – funds for the contract are provided by the individual departments using the contract. Funding beyond the current biennium is subject to future availability of funds. The user departments are billed directly for their purchases.

**IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED.** N/A

Approved:

Jackie Flowers / Director of Utilities