



City of  
Tacoma

PUB Resolution No.: \_\_\_\_\_

City Council Resolution No.: \_\_\_\_\_

**Contract and Award Letter  
Purchase Resolution —Exhibit "A"**

**TO:** Board of Contracts and Awards

**FROM:** Andy Cherullo, Finance Director, Finance Department  
Patsy Best, Procurement & Payables Division Manager, Finance Department

**COPY:** Public Utility Board, Director of Utilities, Board Clerk, City Council, City Manager,  
City Clerk, EIC Coordinator, LEAP Coordinator, and Tad Carlson, Senior Buyer,  
Finance Department

**SUBJECT:** Citywide – Portable Toilet Rental and Septic Pumping Services  
Request for Proposals Specification No. CT22-0368F, Contract Nos.  
CW2256970 and CW2256959 – April 12, 2023 Public Utility Board and April 25,  
2023 City Council

**DATE:** March 23, 2023

**RECOMMENDATION SUMMARY:**

The Finance Department recommends contracts be awarded to Northwest Cascade Inc. dba Honeybucket, Puyallup, WA and United Site Services of Nevada, Tacoma, WA, each in the amount of \$750,000, plus applicable taxes, budgeted from various funds across the city, for an initial contract term of June 1, 2023 through May 31, 2026, with the option to renew for as many as three one-year periods, for projected total contract spend of \$1,500,000, for portable toilet rental, servicing, septic, and vault pumping services.

**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.
- Foster a vibrant and diverse economy with good jobs for all Tacoma residents.
- Assure outstanding stewardship of the natural and built environment.
- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

These contracts will provide sanitary facilities to City of Tacoma sites as well as providing sanitary facilities to public sites and events. The award of on-call contracts affords departments agility in ordering and adjusting to meet their needs and ensures best pricing by leveraging total usage into only a few agreements. Both contracts will be executed with local companies providing jobs in our region.

**BACKGROUND:**

The City of Tacoma has ongoing needs for long term rental of portable toilets and other sanitary equipment at city sites that lack satisfactory permanent facilities. Sites include those within the city's limits as well as at more remote sites such as the hydro projects and headworks. Additionally, the City often uses these services on a short-term basis to support crews working on sites that lack facilities, as well as to provide sanitation for city events. In addition to the rental services, the city also owns a number of septic tanks and vaults that require periodic pumping.

**ISSUE:** The current contract is approaching the end of available extensions and the city has identified a need to have more vendors under contract to alleviate capacity issues that have led to unsatisfactory conditions and/or unfulfilled orders.



ALTERNATIVES: The city could choose to not approve the new agreements which would force departments to solicit the services on a project-by-project basis. This alternative would lead to a great deal of redundant work and likely void the advantageous pricing these contracts will offer.

**COMPETITIVE SOLICITATION:**

Request of Proposals (RFP) Specification No. CT22-0368F was opened February 7, 2023. Thirty-eight companies were invited to bid in addition to normal advertising of the project. Three submittals were received, two of which were responsive.

Northwest Cascade, Inc and United Site Services of Nevada submitted responsive bids that resulted in the highest evaluated submittals after consideration of EIC participation goals. The table below reflects final scoring of the responses.

<u>Respondent</u>	<u>Location</u> <i>(city and state)</i>	<u>Score</u>
<b>United Site Services of Nevada</b>	<b>Tacoma, WA</b>	<b>298.5</b>
<b>Northwest Cascade Inc, dba Honeybucket</b>	<b>Puyallup, WA</b>	<b>290</b>
Pacific Pressurized Systems and Repair	Chehalis, WA	Non-responsive

Pre-bid Estimate: \$1,500,000  
The recommended award is equal to the pre-bid estimate.

CONTRACT HISTORY: New Contract

SUSTAINABILITY: Include an explanation of how sustainability factors were considered, per the [Sustainability-Related Resolutions, Proclamations, and Ordinances](#). Five percent of the final scoring was reserved for sustainability considerations.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: Five percent of the final scoring was reserved for EIC considerations.

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: Not Applicable

**FISCAL IMPACT:**



**EXPENDITURES:**

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various			Up to \$1,500,000
<b>TOTAL</b>			<b>Up to \$1,500,000</b>

**REVENUES:**

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various			Up to \$1,500,000
<b>TOTAL</b>			<b>Up to \$1,500,000</b>

**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$ 1,500,000**

**ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED?** Not Applicable

**IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED.** Not Applicable