



**Contract and Award Letter
Purchase Resolution – Exhibit “A”**

TO: Board of Contracts and Awards
FROM: Andy Cherullo, Director, Finance
Patsy Best, Procurement and Payables Division Manager, Finance
COPY: Public Utility Board, Director of Utilities, Board Clerk, City Council, City Manager,
City Clerk, EIC Coordinator, LEAP Coordinator, and Hailey Erichsen, Senior
Buyer, Finance/Procurement
SUBJECT: Citywide – Portable Toilet Rental and Septic Pumping Services
Request for Proposals Specification No. CT22-0368F, Contract No. CW2256970
– April 22, 2026 Public Utility Board and April 28, 2026 City Council
DATE: April 6, 2026

RECOMMENDATION SUMMARY:

The Finance Department requests approval to increase and extend Contract No. CW2256970, to United Site Services of Nevada Inc (USS), Tacoma, WA, by \$1,550,000, plus applicable taxes, budgeted from various funds across the city, for portable toilet rental, servicing, septic and vault pumping services. This increase will bring the contract to a projected total of \$2,500,000, plus applicable taxes and extend contract through May 31, 2027.

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.

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 city limits as well as 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: Initially the City executed two contracts for this body of work but due to their performance, the vast majority of the work has been ordered through USS causing the current contract to approach spending limits early. The increase proposed is anticipated to cover the contract including future extensions.

ALTERNATIVES: The city could choose to not increase and extend the current citywide contract which would then force departments to solicit services on a project-by-project basis. This alternative would lead to a great deal of redundant work and likely void advantageous pricing this contract offers.



COMPETITIVE ANALYSIS:

Contractual terms ensure the contract continues to offer competitive pricing and so the decision was made to extend versus resolicit the services at this point.

CONTRACT HISTORY: Contract No. CW2256970 was originally awarded to United Site Services of Nevada Inc, Tacoma, WA, as a result of Request for Proposals Specification No. CT22-0368F with a contract value not to exceed \$750,000, approved by governing body Resolution No. RES41182 on April 25, 2023. The initial term of the contract was June 1, 2023 through May 1, 2026 with the option to renew for up to three one-year periods.

Effective February 1, 2024, the City and United Site Services of Nevada Inc entered into Amendment No. 1 to the contract in order to add combo shower and toilet trailer rentals at City of Tacoma maintained sites.

Effective June 15, 2024, the City and United Site Services of Nevada Inc entered into Amendment No. 2 to the contract in order to increase the not to exceed contract value by \$200,000 for a new not to exceed contract value of \$950,000.

SUSTAINABILITY: Five percent of the final RFP 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			\$1,550,000
TOTAL			Up to \$1,550,000

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various			(\$1,550,000)
TOTAL			Up to (\$1,550,000)

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$ 1,550,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? N/A

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