

March 21, 2016

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT

Resolution No. 9080 authorizing execution of a 3-year General Services contract with an option to renew, with Northwest Cascade Inc., dba Honey Bucket, for portable toilet service at 22 City park sites, special events, and for on-call services.

FISCAL IMPACT

This action will obligate the City to an amount not to exceed \$181,000 for execution of a 3-year General Services contract for portable toilet service that will commence on May 1, 2016 and conclude April 30, 2019. The City will have the option to renew the contract for an additional two years at a cost not to exceed \$125,500. The total contract cost with the renewal will be \$306,500.

This service was anticipated and sufficient funds are budgeted in the 2016 Parks & Community Services General Fund operating budget. Funding for 2017-2018 is being requested as a part of the 2017-2018 biennial budget process.

STAFF CONTACT

Thomas Purcell, Structural Operations Manager, 452-2036
Zachariah Collom, Contract Administrator, 452-7110
Parks & Community Services Department

POLICY CONSIDERATION

Bellevue City Code:

Bellevue City Code 4.28 provides for the fair and equitable treatment of person in the purchasing process.

City Contracting Policies:

City Contracting Policy section 5.3 requires that General Services contracts over \$90,000 be approved by the City Council.

BACKGROUND

In December 2011, Council approved a contract with Northwest Cascade, Inc., dba Honey Bucket, to provide portable toilet service to various park facilities, special events and unforeseen events. This contract commenced on January 1, 2012. The contract, at the discretion of the City, has been renewed and will be expiring on April 30, 2016. A new contract is required to ensure service is not interrupted.

CONTRACTOR SELECTION

In January 2016, a Request for Proposal was issued for portable toilet service and was advertised twice in *The Seattle Times*. Two proposals were received from the following contractors: Northwest Cascade, Inc. and Construction Site Services.

Proposals were scored, based on an evaluation criteria that included: price, experience with similar projects, ability to meet schedules, 24/7 answering service and 2 hour emergency response time. This selection process is consistent with purchasing procedures outlined in the City's Contracting Policy.

Northwest Cascade, Inc. was selected as the most qualified vendor to provide this service. Northwest Cascade, Inc. is familiar with the park sites, City processes and they have provided satisfactory service in the past and have built a good working relationship with the City.

EFFECTIVE DATE

If adopted by Council, this Resolution will become effective immediately. The contract runs from May 1, 2016 to April 30, 2019.

OPTIONS

1. Adopt the Resolution authorizing the execution of a 3-year General Services contract with Northwest Cascade Inc., dba Honey Bucket, for portable toilet service at 22 City park sites, special events, and for unscheduled needs for an initial three-year term not to exceed \$181,000 with an option to renew for an additional two years for an amount not to exceed \$125,500.
2. Do not adopt the Resolution and provide alternative direction to staff.

RECOMMENDATION

Option 1.

MOTION

Move to adopt Resolution No. 9080 authorizing the execution of a 3-year General Services contract with Northwest Cascade Inc., dba Honey Bucket, for portable toilet service at 22 City park sites, special events, and for unscheduled needs for an initial three-year term not to exceed \$181,000 with an option to renew for an additional two years for an amount not to exceed \$125,500.

ATTACHMENT

Proposed Resolution No. 9080

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Contracts