

## CITY COUNCIL REGULAR SESSION

Resolution authorizing execution of a five-year General Services Contract with Northwest Cascade Inc. dba Honey Buckets & North Bay Portables in an amount not to exceed \$350,000, plus all applicable taxes, to supply, service, and maintain portable toilets and hand washing stations at park sites throughout the City.

Michael Shiosaki, Director, 452-5377  
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Zachariah Collom, Contract Administrator, 452-6454  
*Parks and Community Services*

## EXECUTIVE SUMMARY

This Resolution authorizes execution of a five-year agreement with Northwest Cascade Inc. to supply, service, and maintain portable toilets and hand washing stations at parks throughout the City.

## RECOMMENDATION

Move to adopt Resolution No. 9910

## BACKGROUND/ANALYSIS

The Parks and Community Services Department utilizes portable toilets and hand washing stations at many park sites on a long-term basis as well as on a seasonal or short-term basis for special events or activities like Eco Fridays and Stewardship Saturdays to enhance the user experience. Portable toilets and handwashing stations are placed in parks that otherwise do not have the utilities for permanent restrooms. During the Fourth of July event at the Downtown Park, the City deploys over 100 portable toilets and hand washing stations. Since 2011, the Parks and Community Services Department has contracted with Northwest Cascade Inc. to provide these services.

The City conducted a competitive request for proposals (RFP) process in February. Structural Operations staff reviewed and evaluated proposals from two companies: Northwest Cascade Inc. and United Site Services of Nevada, Inc. Final selection was based on municipal experience, references, process, price, live answering and dispatching, ability to respond promptly, and adequate inventory to meet the City's needs. Northwest Cascade Inc. met all the criteria and has performed satisfactorily in the past, therefore, staff request Council approval to execute this contract.

## POLICY & FISCAL IMPACTS

### Policy Impact

Bellevue City Code Chapter 4.28 provides for the fair and equitable treatment of all persons involved in the purchasing process. Council approval is required to execute a contract in excess of \$90,000.

### Fiscal Impact

This action will obligate the City in an amount not to exceed \$350,000, plus all applicable taxes, for a five-year General Services Contract with Northwest Cascade Inc. If approved, the contract will

commence on May 1, 2021 and conclude April 30, 2026. These services were anticipated, and sufficient funds are budgeted in the 2021-2022 Parks and Community Services General Fund operating budget for the first two years of the contract. Additional funding for future years will be requested in subsequent budget processes and will be subject to final budget appropriation.

## **OPTIONS**

1. Adopt the Resolution authorizing execution of a five-year General Services Contract with Northwest Cascade Inc. dba Honey Buckets & North Bay Portables in an amount not to exceed \$350,000, plus all applicable taxes, to supply, service, and maintain portable toilets and hand washing stations at park sites throughout the City.
2. Do not adopt the Resolution and provide alternative direction to staff.

## **ATTACHMENTS & AVAILABLE DOCUMENTS**

Proposed Resolution No. 9910

## **AVAILABLE IN COUNCIL LIBRARY**

Contract with Northwest Cascade Inc.