



AGENDA MEMORANDUM

Future Item for the City Council Meeting of March 21, 2017
Action Item for the City Council Meeting of March 28, 2017

DATE: March 21, 2017

TO: Margie C. Rose, City Manager

FROM: E. Jay Ellington, Director of Parks and Recreation Department
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Rental and Servicing of Portable Toilets for Beach Operations

CAPTION:

Motion authorizing City Manager, or designee, to execute a service agreement with Progressive Waste Solutions of TX, Inc., dba Skid-o-Kan, of Corpus Christi, Texas for rental and servicing of portable toilets for Beach Operations, in accordance with Request for Bid No. 816, based on the lowest, responsive, responsible bid for a total amount not to exceed \$22,600, with an estimated expenditure of \$11,300 in FY 2016-2017. The term of this contract will be for 12 months with options to extend for two additional 12-month periods at the sole discretion of the City.

PURPOSE:

This service agreement will provide rental and servicing of portable toilets for Beach Operations.

BACKGROUND AND FINDINGS:

Rental and servicing of portable toilets will be performed for the City's beach. These units are located throughout the beach areas that do not have appropriate alternative restroom facilities.

In January of 2017, the Purchasing Division conducted a competitive Request for Bid process to obtain bids for a new contract. The City received one responsive, responsible bid out of 62 notifications issued, and is recommending the award to the lowest, responsive, responsible bidder, Progressive Waste Solutions of TX, Inc., dba Skid-o-Kan.

ALTERNATIVES:

Not applicable.

OTHER CONSIDERATIONS:

Not applicable.

CONFORMITY TO CITY POLICY:

This purchase conforms to the City’s purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-emergency.

DEPARTMENTAL CLEARANCES:

Park and Recreation - Beach Operations

FINANCIAL IMPACT:

Operating Revenue Capital Not applicable

Fiscal Year: 2016-2017	Current Year	Future Years	TOTALS
Line Item Budget	\$49,000.00	\$11,300.00	\$60,300.00
Encumbered / Expended Amount	\$4,460.98	\$0.00	\$4,460.98
This item	\$11,300.00	\$11,300.00	\$22,600.00
BALANCE	\$33,239.02	\$0.00	\$33,239.02

Fund(s): General Fund

Comments: The initial contract term is a total amount not to exceed \$22,600, with an estimated expenditure of \$11,300 is funded in FY2016-2017. The remaining balance of \$11,300 will be requested in future year’s budget. The total contract value will be \$67,800.00 if all option years are executed.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement
Bid Tabulation