



AGENDA MEMORANDUM

Action Item for the City Council Meeting July 20, 2021

DATE: July 20, 2021

TO: Peter Zanoni, City Manager

FROM: David S. Lehfeldt, Director of Solid Waste
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Lease of Modular Building for Solid Waste Operations

CAPTION:

Motion authorizing a two-year service agreement with three additional one-year periods, with Williams Scotsman, Inc., of Robstown, Texas, in an amount of \$125,867.15 for the lease of a modular building to meet short-term office requirements for Solid Waste Department staff that manage the JC Elliott Transfer Station, the closed landfill, and other facilities effective upon issuance of notice to proceed, with FY2021 funding in an estimated amount of \$34,410.98 available through the General Fund.

SUMMARY:

This motion authorizes a two-year service agreement (with 3 one-year extensions) to lease a modular building for the JC Elliott Transfer Station and Solid Waste Compliance staff to meet short-term office requirements. Only a short-term solution is needed until the construction of a permanent administrative building is completed within the next 2-3 years.

BACKGROUND AND FINDINGS:

Solid Waste Operations has the need for a new and larger office space to replace the current mobile building at JC Elliott Transfer Station that is inadequate and deteriorating. The existing structure's wooden sub-floor is rotting and the facility is not large enough to meet space requirements for the department's current staff. In addition, the new recycling education program, that will begin in the fourth quarter of this fiscal year, will increase the staff head count by five employees.

The new rental office is approximately 2,880 sq ft and will contain eight offices and up to 15 workstations. Also, the facility will include a break area and meeting room.

Existing utility infrastructure is available and the set-up cost for the leased building will be minimal. The approved Capital Improvement Program includes the construction of a new Solid Waste Department Complex to house the entire Solid Waste Department. This lease will cover the time period to construct the new Solid Waste administrative building.

PROCUREMENT DETAIL:

This procurement is through the Omnia Partners Cooperative. Contracts awarded through the Omnia Partners Cooperative have been competitively procured in compliance with Texas Local and State procurement requirements.

ALTERNATIVES:

Alternatives include maintaining the current crowded, deteriorated, and inefficient, office configuration; purchasing a modular style building instead of rental for approximately \$350,000; or building a permanent structure with an estimated cost of \$750,000 that is not ideally located for future development.

FISCAL IMPACT:

This fiscal impact for the Solid Waste Operation in FY 2021 is an estimated amount of \$34,410.98 for this two-year service agreement. The remaining estimated \$91,456.17 will be budgeted in future years through the annual budget process.

FUNDING DETAIL:

Fund:	1020	General Fund
Organization/Activity:	12504	J.C. Elliott Transfer Station
Mission Element:	033	
Project # (CIP Only):		
Account:	530160	Rentals

RECOMMENDATION:

Staff recommends approval of this motion authorizing a two-year service agreement with Williams Scotsman, Inc. for the lease of the modular building as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement
Price Sheet