



CITY OF

NEWPORT BEACH

City Council Staff Report

February 11, 2020
Agenda Item No. 17

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: David A. Webb, Public Works Director - 949-644-3311,
dawebb@newportbeachca.gov

PREPARED BY: Kyle Brodowski, Facilities and Equipment Manager
kbrodowski@newportbeachca.gov

PHONE: 949-718-3464

TITLE: Approval and Award of On-Call Maintenance and Repair Services Agreement with United Site Services of California, Inc. for Portable Toilet Services

ABSTRACT:

The City utilizes contract services to provide onsite portable toilets and hand wash stations to accommodate construction projects, seasonal programs, special events, and holidays. The City currently has an agreement with United Site Services of California, Inc. to provide these services. The term of the current agreement ends on February 7, 2020. Staff recently issued an RFP and has received formal bids for the necessary Portable Toilet Services. Upon review of these bids, staff requests City Council approval to enter into a three-year on-call agreement with United Site Services of California, Inc. to provide these services.

RECOMMENDATION:

- a) Determine this action is exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) and 15060(c)(3) of the CEQA Guidelines because this action will not result in a physical change to the environment, directly or indirectly; and
- b) Approve a three-year agreement with United Site Services of California, Inc. to provide on-call portable toilet services for a total not-to-exceed amount of \$200,000, and authorize the Mayor and City Clerk to execute the agreement.

FUNDING REQUIREMENTS:

The current adopted budget includes sufficient funding for this contract. It will be expensed to the Maintenance and Repair Building account, 0109041-851016 in the Public Works Department.

DISCUSSION:

The Public Works Facility Maintenance section is responsible for maintaining and repairing public restrooms located at City beaches, City parks, and other various public areas. Due to the high use nature of these facilities, they require frequent maintenance and repairs. The maintenance of these facilities require temporary closures while repair work is conducted. In those cases, City staff calls for portable toilets to be placed on-site during the closure.

In addition to temporary needs to cover maintenance outages, staff has also received requests for year-round use, seasonal programs, special events and holidays. In these cases, portable restroom facilities are used to help provide facilities or supplement existing facilities for large crowds. For example, portable toilets and hand wash stations are placed year-round at Lower Castaways Park to accommodate visitors using this park to access the Back Bay. Fourth of July events also require multiple portable toilets and hand wash stations to be placed at West Cliff Park, and 38th Street Park each year.

During busy summer months, large daily crowds close to the Balboa pier, combined with the hundreds of youth in the Jr. Lifeguard program, necessitates additional temporary facilities to supplement the existing public restrooms. Since the summer of 2017, a large custom trailer with three private comfort stations has been placed adjacent the women's restrooms at the Balboa Pier. The trailer arrives July 1 and is removed after Labor Day weekend each year.

Beginning July 2019, three additional portable toilets and hand wash stations were added and placed next to the Jr. Lifeguard headquarters at the Balboa Pier. These additional restrooms provide a measure of safety and security for the youth by keeping them close to supervision and minimizing time away from program instruction.

With the impending expiration of the current agreement on February 7, 2020, staff issued a Request for Proposals (RFP No. 20-18) to secure future services. The city received proposals from two contractors in response to the RFP. Pursuant to the procedures provided in the RFP instructions, only those proposals receiving a Technical Score of 70% (28 out of the maximum score of 40) or above qualified to advance to the Cost Review (maximum score of 70) step of the evaluation process. United Site Services was the only firm to advance to the Cost Review phase.

Proposer	Technical Score	Cost Score	Total Score	Overall Rank
United Site Services	28	60	88	1

As mentioned above, the City currently uses United Site Services to provide these portable facility services and has found them to be responsive, within the competitive cost range of other providers and providing a good quality service. Staff recommends City Council approve a three-year agreement with United Site Services of California, Inc. to provide portable toilets and hand wash stations on an on-call basis for a total not to exceed amount of \$200,000.

ENVIRONMENTAL REVIEW:

Staff recommends the City Council find this action is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

NOTICING:

The agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Council considers the item).

ATTACHMENT:

Attachment A – On-Call Maintenance and Repair Agreement