City of San Antonio

Agenda Memorandum

File Number: 18-6207

Agenda Item Number: 6.

Agenda Date: 12/13/2018

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Portable Chemical Toilets

SUMMARY:

This ordinance authorizes a contract with Cortez Liquid Waste Services, Inc. for rental and maintenance services of standard and "American with Disabilities Act" (ADA) compliant portable chemical toilets for the Parks and Recreation Department, Solid Waste Management Department, Airport and the Center City Development and Operations Department for an estimated amount of $440,000 annually. Funding for this contract is available through the departments' FY 2019 Adopted Budget.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is a proposal submitted by Cortez Liquid Waste Services, Inc. for the rental of portable chemical toilets for various City departments. Services include all labor, material, equipment and maintenance services consisting of cleaning and re-stocking units with toilet tissue. These portable toilets are utilized by the general public at parks, special outdoor events or when facilities are undergoing repairs. The Parks and Recreation Department currently has a total of 138 portable toilet units at over 90 park locations that are maintained on a scheduled basis.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for "Portable Chemical Toilets" (RFCSP 6100010378) on July 25, 2018, with a submission deadline of August 31, 2018. Three proposal responses were received. One proposal was deemed non-responsive for respondent failure to submit required information such as experience, background and qualifications or a proposed plan which was required in order to evaluate the

proposal. Two proposals were eligible for evaluation. Cortez Liquid Waste Services, Inc. is recommended for contract award based on the City's standard RFCSP evaluation process.

The evaluation committee consisted of representatives from the Parks and Recreation Department, Solid Waste Management Department, and the Center City Development and Operations Department. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal response was based on a total of 100 points; 35 points allotted for experience, background, qualifications; 35 points allotted for proposed plan; and 20 points allotted for respondent's price schedule. Ten preference points were allotted for the Small Business Economic Development Advocacy Program, SBE Prime Contractor Program Affirmative Procurement Initiative. Additional categories of consideration included references and financial qualifications.

The Evaluation Committee met on October 9, 2018 to evaluate the two responsive proposals received. After committee review and discussion, individual technical scores were submitted. Once scores were finalized by the selection committee, the pricing scores and SBEDA scores were revealed. Cortez Liquid Waste Services, Inc. received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement shall be for the period January 1, 2019 through March 31, 2022. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

ISSUE:

This contract will provide for the rental and servicing of Standard and ADA compliant portable chemical toilets at various city locations. These toilets are utilized by various City departments to provide the general public access to portable restrooms in parks, at special outdoor events or when facilities are undergoing repairs. The Parks Department currently has a total of 138 units, of which 116 are ADA compliant and 22 standard portable toilets at over 90 park locations that are required to be maintained on a scheduled basis. Contractor is responsible for repairing units for any damages caused by frequent use and/or poor quality of materials used in the construction of the portable toilets.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Cortez Liquid Waste Services, Inc. is a small firm that received ten evaluation preference points as they are located within the San Antonio Metropolitan Statistical Area.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, the City will be required to solicit the rental of portable chemical toilets on an as needed basis. Lack of an annual contract could result in increased costs, lack of availability, and delayed delivery as needed in parks or for scheduled events.

FISCAL IMPACT:

This ordinance authorizes a contract with Cortez Liquid Waste Services, Inc. to furnish and service standard and ADA compliant portable chemical toilets at various City locations for the Parks and Recreation Department, Solid Waste Management Department, Airport and the Center City Development and Operations Department for an estimated amount of $440,000 annually. Funding for this contract is available through the departments' FY 2019 Adopted Budget.

RECOMMENDATION:

Staff recommends the approval of this contract with Cortez Liquid Waste Services, Inc. to furnish and service standard and ADA compliant portable chemical toilets for the Parks and Recreation and various City departments for an estimated annual cost of $440,000.

This contract is procured by means of Request for Competitive Sealed Proposal and a Contracts Disclosure Form is required.