

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a new Price Agreement/Contract with **Honey Bucket** for Portable Toilet Services. *Backgrounder:* No

Board Meeting Date: 7/21/09

Project or Job Name: Portable Toilet Services, ITB 005-2009

Project Contact: Rick Sitowski Ext. 3969

Purchasing Contact: Tracy Davis Ext. 3258

Action Requested:

Contract Award
 Contract Renewal
 Contract Increase
 Other

Contract Amount:

Original Contract Amount: \$ 75,000 (estimated \$15,000/year)

Additional \$ Previously Approved: \$ _____

Invoices over last approval: \$ _____

Percentage over last approval: _____ %

Amount this Request: \$ 75,000

Resulting Cumulative Total: \$ 75,000

Funding Source:

Budget
 Reserves
 New Revenue
 Bonding
 Other

Contracting Method:

Method of Solicitation: Invitation to Bid – Intermediate Procurement

If applicable, basis for exemption: N/A

Term of Agreement: 7/30/09 – 7/29/10

Option to Renew? Yes. Renewable annually for up to 5 years

Approval for purchases “as needed” for the life of the contract Yes

Form of Contract:

Single Purchase
 Services
 Personal Services
 Construction
 IGA
 Price Agreement
 Other

NARRATIVE:

The Board is being asked to approve a new Price Agreement/Contract with **Honey Bucket** for Portable Toilet Services.

EWEB utilizes portable toilets on an on-going basis at work sites and various permanent locations: two units at the Walterville Pond; one unit at the Leaburg Dam fish screens; two units at headquarters; and one mobile unit to be transported to job sites. EWEB also utilizes portable units on an on-call basis for special events and at construction sites.

In May 2009, three portable toilet service providers were invited to quote on providing Portable Toilet Services. The quotations were evaluated and Honey Bucket provided the lowest responsive, responsible quote, meeting all of EWEB’s service requirements.

This price agreement, if approved, will be for one year with an option, at EWEB’s discretion, to renew for four additional one-year periods (total potential contract term: 5 years). Requirements have been established for six locations; however, additional service will be requested on an “as needed” basis for construction sites and special events. Staff estimates that EWEB will have requirements for portable toilet services of approximately \$15,000 each year of the contract, a possible total amount of \$75,000 over the five-year period. However, this is a requirements contract (price agreement); the exact total amount of this contract is based “on need” and not on any specific dollar amount.

All departments in the utility are eligible to use this contract if needed.

ACTION REQUESTED:

Staff requests Board approve the contract award to **Honey Bucket** for Portable Toilet Services on an “as needed” basis. Funding for these services is budgeted annually.

SIGNATURES:

Project Coordinator: _____

Supervisor: _____

Purchasing Manager: _____

Division Director: _____

General Manager: _____

Board Approval Date: _____

Secretary/Assistant Secretary verification: _____