



AGENDA ITEM REPORT

DATE: November 5, 2019
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Contract for Rental and Servicing of Portable Toilets - Countywide

I. MOTION REQUESTED

- A) Award Invitation to Bid No. B190369RJD, Rental and Servicing of Portable Toilets - Annual to Allied Portables, LLC for the rental and servicing of portable toilets Countywide, on an as needed basis, for an initial term of three years, as approved in the departments' annual adopted budget, in an amount not to exceed \$125,000.00 annually.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Grant the County Manager or designee the authority to renew the contract, for up to three additional one-year periods, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewal. Renewals with expenditures exceeding \$100,000.00 will require Board approval.

II. ITEM SUMMARY

Awards a contract to Allied Portables, LLC to provide rental and servicing of portable toilets Countywide, on an as-needed basis for an initial three year period, in an amount not to exceed \$125,000.00 annually. Portable toilets are used as restroom facilities for County parks without permanent restroom facilities, for special events countywide, and in the event of a disaster. Total expenditures for these services for Fiscal Year 18-19 were \$96,160.00. The increase in anticipated annual expenditures is due to a revised scope of work, which includes an increased frequency of cleanings during rental periods, which was not included in the previous annual contract. The bid from Allied Portables, LLC, the incumbent vendor, was also higher than the previous contract amount, however, there was no price increase request for these services in the last five years. In the event this contract is used for purposes eligible for federal reimbursement, the solicitation and contract comply with federal reimbursement regulations.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

Procurement Management obtained bids for the project known as Invitation to Bid No. B190369RJD, Rental and Servicing of Portable Toilets - Annual. On the bid deadline of July 30, 2019, Procurement Management received two submittals. After conducting an analysis of the bid submissions, Allied Portables, LLC was determined to be the responsible bidder with the lowest responsive bid.

Staff recommends awarding a contract to Allied Portables, LLC for use on an as-needed basis for an initial three year period in an amount not to exceed \$125,000.00 annually. Total expenditures for these services for Fiscal Year 18-19 were \$96,160.00.

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	See comments below.
B)	Is this item approved in the current budget?	
C)	Is this a revenue or expense item?	
D)	Is this Discretionary or Mandatory?	
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	
F)	Fund: Program: Project: Account Strings:	
G)	Fund Type?	
H)	Comments: Expenditures will be on an as-needed basis, as approved in the departments' annual adopted budgets.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Allied Portables, LLC Contract	10/15/2019	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Turner, Nicole	Approved	10/25/2019 - 4:25 PM
Budget Services	Henkel, Anne	Approved	10/28/2019 - 7:13 AM
Budget Services	Winton, Peter	Approved	10/28/2019 - 8:09 AM
County Attorney	Lira, Louis C.	Approved	10/28/2019 - 9:22 AM
County Manager	Winton, Peter	Approved	10/28/2019 - 9:31 AM