



AGENDA ITEM REPORT

DATE: February 21, 2023
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. B220607KLB, Rental and Servicing of Portable Toilets – Annual, to John to Go FL LLC as the primary vendor, and United Site Services of Florida, LLC as the secondary vendor, to provide 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 budgets.
- 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 contracts, for up to three additional years, 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 renewals.

II. ITEM SUMMARY

Awards a competitively solicited contract to John to Go FL LLC as the primary vendor and United Site Services of Florida, LLC as the secondary vendor to provide rental and servicing of portable toilets Countywide, on an as-needed basis for an initial three-year period with an option to renew the contracts up to three additional years. Portable toilets are used for special events, in the event of a disaster, and for restroom facilities for departments to utilize without permanent restroom facilities countywide. Purchases for these services in Fiscal Year 2021-2022 were \$31,933.00. 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. B220607KLB, Rental and Servicing of Portable Toilets – Annual. On the bid submission deadline of December 16, 2022, Procurement Management received two submittals. After conducting an analysis of the bid submissions, John to Go FL LLC and United Site Services of Florida, LLC were determined to be the responsible and responsive bidders.

 Staff recommends awarding a contract to John to Go FL LLC as the primary vendor and to United Site Services of Florida, LLC as the secondary vendor on an as-needed basis for an initial three-year period.
- 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?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
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
John to Go FL LLC Contract	2/3/2023	Contract
United Site Services of Florida LLC Contract	2/3/2023	Contract
Price Verification Portable Toilets	2/14/2023	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	2/9/2023 - 1:20 PM
Budget Services	Henkel, Anne	Approved	2/10/2023 - 8:47 AM
Budget Services	Winton, Peter	Approved	2/10/2023 - 10:21 AM
County Attorney	Swindle, Amanda	Approved	2/10/2023 - 2:18 PM
County Manager	Winton, Peter	Approved	2/10/2023 - 2:29 PM