



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 8

Agenda Date: August 8, 2024

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Portable Chemical Toilets and Handwashing Stations

SUMMARY:

This ordinance authorizes a contract with Cortez Liquid Waste Services, Inc. to provide the Parks & Recreation Department and various other City departments, on an as needed basis, with rental and servicing of standard and Americans with Disabilities Act (ADA) compliant portable chemical toilets and handwashing stations for the period upon award by City Council through June 30, 2027 with two additional, one-year renewals at the City's option for an estimated annual cost of \$503,000.00 and an estimated total cost of \$2,515,000.00 over the contract term. Funding for this contract is available from the Parks Environmental Fund. Funding for subsequent years is contingent upon City Council approval of the annual budget.

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the department's adopted budget approved by City Council. Purchases made by the other departments are as needed and dependent on available funds within their adopted budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is a proposal submitted by Cortez Liquid Waste Services, Inc. to provide the rental and servicing of standard and ADA compliant portable chemical toilets and handwashing stations. These items are utilized by the Parks & Recreation Department and other City departments for public access at parks, special outdoor events, or when facilities are undergoing repairs.

The Parks & Recreation Department currently has 157 portable toilet units at over 107 park locations that require maintenance on a regularly scheduled basis. These provide the public access to portable restrooms in parks, at special outdoor events or when facilities are undergoing repairs.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for Portable Chemical Toilets and Handwashing Stations (RFCSP 24-038, 6100017607) on April 5, 2024, with a submission deadline of May 22, 2024. The RFCSP was advertised in the HartBeat, TVSA channel, the City's Bidding & Contracting Opportunities website, the San Antonio e-Procurement System and an email notification was released to a list of potential respondents. One (1) proposal was received and deemed responsive for evaluation.

The evaluation committee consisted of representatives from the City Manager's Office, Parks & Recreation Department, City Center Development & Operations Department, and the Solid Waste Management Department. The Finance Department, Procurement Division facilitated the procurement process by ensuring compliance with City procurement policies and procedures. The proposal was evaluated based on the firm's experience, background and qualifications; proposed plan; and price schedule. Additional categories of consideration included references.

The evaluation committee met on June 25, 2024, to discuss the sole respondent's proposal that was received. After committee review and evaluation, Cortez Liquid Waste Services, Inc. was recommended for award by the evaluation committee based on consensus scoring.

The initial term of the agreement will be for the period upon award by City Council through June 30, 2027. Two additional, one-year renewals at the City's option will also be authorized by this ordinance.

ISSUE:

This contract will provide the City with rental and servicing of standard and ADA compliant portable chemical toilets and handwashing stations at multiple City locations. These items are utilized by the Parks & Recreation Department and various City departments for public access at parks, special outdoor events, or when facilities are undergoing repairs. The contractor will be responsible for all cleanup within the units, including, but not limited to, removal of litter, trash, and any other waste matter.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee

to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee applied the Emerging Small Business Enterprise Prime Contract Program with ten (10) evaluation preference points and the Minority/ Women-Owned Business Enterprise Prime Contract Program with ten (10) evaluation preference points awarded to Cortez Liquid Waste Services, Inc. as they are a certified SBE, M/WBE, HABE and ESBE firm located within the San Antonio Metropolitan Statistical Area.

This contract is an exception to the Local Preference Program.

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

The vendor has acknowledged to comply with the Heat Illness Prevention ordinance, approved on August 31, 2023, through Ordinance #2023-08-31-0585.

ALTERNATIVES:

Should this contract not be approved, various City Departments would be required to procure services on an as needed basis which could lead to lack of chemical toilets and handwashing stations needed to support the public at City parks, outdoor events, or when facilities are undergoing repair. Moreover, processing individual procurements will affect the cost of services due to non-contract pricing and/or lack of availability for scheduled events.

FISCAL IMPACT:

This ordinance approves a contract with Cortez Liquid Waste Services, Inc. to provide the Parks & Recreation Department and various other City departments, on an as needed basis, with rental and servicing of standard and Americans with Disabilities Act (ADA) compliant portable chemical toilets and handwashing stations for the period upon award by City Council through June 30, 2027 with two additional, one-year renewals at the City's option for an estimated annual cost of \$503,000.00 and an estimated total cost of \$2,515,000.00 over the contract term. Funding for this contract is available from the Parks Environmental Fund other respective departments FY 24 adopted budgets. Funding for subsequent years is contingent upon City Council approval of the annual budget.

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the department's adopted budget approved by City Council. Purchases made by other departments are as needed and dependent on available funds within their adopted budget.

RECOMMENDATION:

Staff recommends approval of this ordinance.

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