

MEMORANDUM

TO: City Council

FROM: David J. Deutsch, City Manager

DATE: June 26, 2009

SUBJECT: Proposed award of a City contract to United Site Services of Maryland, Inc. for Portable Toilet Rental and Services for City of Bowie Parks (R-42-09)

The City of Bowie owns operates ten City parks which require the City to provide portable toilet restroom facilities for park patron usage. In recent years, the cumulative number of toilets required at these locations has increased to a point at which staff believes it is necessary to formalize the manner in which these services are administered.

The adopted FY2010 capital budget has allocated \$34,000 for the procurement of toilets for both City parks and special event. The City issued a request for proposals on May 7, 2009 for these services per City specifications. A total of seven bids were received. Bids were opened on May 29, 2009 at 2:00 p.m. The bids received for this work are as follows:

AAA Handy Johns, Baltimore, MD	\$18,594	Diamond Environmental Services, LLC, Glen Burnie, MD	\$37,755
United Site Service of Maryland, Inc, Waldorf, MD	\$19,788	Pierson's Comfort Group, LLC, Federalsburg, MD	\$38,299
GOTUGO Portable Toilet Solutions, Glen Burnie, MD	\$28,126	HCE, Inc. Glen Burnie, MD	\$41,359
Bio Clean Portables, Inc. Laurel, MD	\$33,000		

After review of the base bids and the associated fee schedule requested as part of the bid submission, staff determined that United Site Services, Inc. submitted the lowest most responsive and responsible bid. Staff has verified all listed references and is satisfied that the second lowest bidder, United Site Services, Inc. is qualified and understands the scope of the work required to provide the necessary services.

The lowest bid was provided by AAA Handy Johns. It was determined to be non-responsive based on an on-site inspection of units from listed references. The quality was deemed substandard for City of Bowie parks. In addition, the associated fee schedule provided was unacceptable.

The effective date for placement of toilets services in City parks shall be August 4, with the current vendor scheduled to remove their units from City parks on August 3, 2009.

Recommendation: Staff recommends approval of R-42-09 to award the contract for Portable Toilet Rental and Services to United Site Services of Maryland, Inc. in the amount of \$19,788.

RESOLUTION

OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AWARDING A CONTRACT FOR PORTABLE TOILET RENTAL AND
SERVICES TO UNITED SITE SERVICES, INC.

WHEREAS, the City of Bowie owns and maintains 10 City parks located within the incorporated City limits of Bowie, Maryland; and

WHEREAS, these parks require the placement of portable toilet restroom facilities; and

WHEREAS, a request for proposals was issued for the rental and servicing of portable toilets, which had a closing date of May 29, 2009 at 2:00 p.m. at which time seven bids were received and opened; and

WHEREAS, staff thoroughly analyzed the proposals and checked references, and concluded that the second lowest bid received from United Site Services, Inc. of Waldorf, Maryland was determined to be the most responsive and responsible qualified bidder; and

WHEREAS, it has been determined that United Site Services, Inc. of Waldorf, Maryland is fully capable of providing the services per City specifications.

NOW, THEREFORE, BE IT RESOLVED by the Council for the City of Bowie, Maryland that the City Manager is hereby authorized to enter into an Agreement with United Site Services, Inc. of Waldorf, Maryland in the amount of \$19,788 for the rental and servicing of portable toilets for City parks.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on July 6, 2009.

G. Frederick Robinson
Mayor

ATTEST:

Pamela A. Fleming
City Clerk