

City of Fort Worth, Texas

Mayor and Council Communication

DATE: 05/10/22 M&C FILE NUMBER: M&C 22-0341

LOG NAME: 13P22-0064 PORTABLE TOILET RENTAL AR PARD

SUBJECT

(ALL) Authorize Execution of an Agreement with United Rental dba Reliable Onsite Services for Portable Toilet Rental Services in an Annual Amount Up to \$262,582.00 for City Departments and Authorize Four One-Year Renewal Options for the Same Annual Amount

RECOMMENDATION:

It is recommended that the City Council authorize execution of an agreement with United Rental dba Reliable Onsite Services for portable toilet rental services in an annual amount up to \$262,582.00 for City Departments and authorize four one-year renewal options for the same annual amount.

DISCUSSION:

The Aviation, Fire, Library, Parks and Recreation (PARD), Transportation and Public Works, and Water departments approached the Purchasing Division to procure an annual agreement for portable toilet rental services. The departments will utilize this agreement on an "as-needed" basis, for portable toilet, hand washing station, and hand sanitizing station rental services to accommodate various city locations. The Purchasing Division issued Invitation to Bid (ITB) 22-0064. The bid consisted of detailed specifications regarding requirements for the equipment and services.

The (ITB) was advertised in the *Fort Worth Star-Telegram* on February 9, 2022, February 16, 2022, February 23, 2022, and March 2, 2022. The City received two responses.

An evaluation panel consisting of representatives from the Parks and Recreation and Aviation Departments reviewed and scored the submittals. The panel evaluated the responses based on Best Value criteria, which included the following:

- (a) bidder's qualifications, experience, and references
- (b) availability to provide resources (equipment, personnel)
- (c) bidder's ability to meet the City's needs and
- (d) cost of service.

Bidders	Evaluation Factors				
	a	b	c	d	Total score
United Rentals/Reliable Onsite Services	15.00	11.00	6.00	40.00	72.00
United Site Services of Texas, Inc.	13.50	10.00	6.00	X	Bidder did not meet technical points; therefore, cost was not evaluated.

After evaluation, the panel concluded that United Rentals dba Reliable Onsite Services, Inc. presented the best value to the City. Therefore, the panel recommends that Council authorize the toilet rental service agreement to United Rentals dba Reliable Onsite Services, Inc. No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendor bid meet specifications.

FUNDING: The maximum annual amount allowed under this agreement will be \$262,582.00, however the actual amount used will be based on the need of the department and available budget.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

AGREEMENT TERMS - Upon City Council approval, this agreement shall begin upon execution and expire one year from that date.

RENEWAL TERMS: This agreement may be renewed for four (4) additional one-year renewal periods. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

DVIN-BE: A waiver of the goal for Business Equity subcontracting requirement is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are

negligible.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budgets, as previously appropriated, in the participating departments' Operating Funds to support the approval of the above recommendation and execution of an agreement. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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