



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

MEMORANDUM

TO: Bob Vitas, City Manager

FROM: Greg Veliz, Community Services Director

VIA: David Fernandez, Assistant City Manager- Operations
Mark Finigan, Assistant City Manager- Administration

DATE: October 16, 2013

SUBJECT: **Emergency Procurement Ratification for the Purchase of two restroom trailers from Portable Restroom Trailers, LLC in an amount of \$77,466.**

ACTION STATEMENT: Pursuant to City of Key West, Code of Ordinances, Section 2-797 (2), this resolution ratifies the emergency procurement authorized by the City Manager for the purchase of two restroom trailers from Portable Restroom Trailers, LLC in an amount of \$77,466. Funds for this procurement were transferred from account 001-1900-519.98-01 to the 001-1905-519.64.

BACKGROUND:

In accordance with 2010 Florida Building Code, Section 403 Minimum Plumbing Fixtures and Occupational Safety and Health Administration guidelines, the City of Key West facilities must meet minimum sanitation standards. This standard is intended to ensure employees and the public have available toilet facilities, and so that employees and the public will not suffer the adverse health effects that can result if toilets are not available.

Although this emergency procurement exemption does not require formal competitive sealed bidding, staff still solicited and received three quotes for the two temporary restrooms. The following are the quotes for two restroom facilities:

- | | |
|-----------------------------------|-----------|
| ○ Portable Restroom Trailers, LLC | \$77,466 |
| ○ Express Waste Services | \$80,600 |
| ○ A.M.S. Global, Inc. | \$115,260 |

Piggy Back Contacts: Staff was unable to locate federal government, state or political subdivisions contracts that match the City of Key West temporary restroom requirements.

Non-Competitive Procurement was in the best interest of the City of Key West.
Key to the Caribbean – Average yearly temperature 77° F.

PURPOSE AND JUSTIFICATION:

Structural hazards have been identified at City owned Frederick Douglass Gymnasium. The affected areas have been physically isolated from access. This action has prohibited the safe use of the existing restroom facilities. As an interim solution, staff members would escort patrons to restroom facilities located outside of the gymnasium to another section of the building complex. This solution has limited practicability for the patrons of the after school program. This temporary practice, however, curtails maximum gymnasium operations.

The Police Athletic League (PAL) Gymnasium located at the former Navy Galley on Truman Annex provides a City owned recreation venue for the Police Athletic League. Currently a chemical toilet is the only toilet facility available. No hand washing station is available.

STAFF ACTIONS:

Portable Restroom Trailers, LLC was selected as the vendor to provide the procurement based on the lowest price. Another deciding factor was the timely delivery time of restroom trailers. Portable Restroom Trailers had two restroom trailer units ready for delivery with a transport time of two days. The average time of manufacturing of these types of unit is three weeks. Pursuant to City Manager Emergency Declaration, Purchase Order No. 75007 was issued for Portable Restroom Trailers, LLC in the amount of \$77,466

FINANCIAL IMPACT:

Funds for this procurement were transferred from the City Manager's Contingency fund, account 001-1900-519.98-01 to the 001-1905-519.64 in FY 12-13

RECOMMENDATION:

Staff recommends Emergency Procurement Ratification for the Purchase of two restroom trailers from Portable Restroom Trailers, LLC in an amount of \$77,466.