

**TOWN OF PRESCOTT VALLEY  
REQUEST FOR COUNCIL ACTION  
Date: June 28, 2012**

**SUBJECT:** Award of Contract for Providing Portable Toilet Service

**SUBMITTING DEPARTMENT:** Public Works

**PREPARED BY:** Ken Stanton, Public Works Operations Manager, for  
Norm Davis, P.E., Public Works Director

**AGENDA LOCATION:** Comments/Communications , Consent , Work/Study ,  
New Business , Public Hearing , Second Reading

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**ATTACHMENTS:** a). Annual Contract

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**SUMMARY BACKGROUND:** Each year the proposed budget includes several essential annual contracts which are bid by the Public Works department. Due to complications in the bid process, this particular contract required re-bidding and is being awarded as a separate item. Service under this contract begins on July 1<sup>st</sup> and ends June 30<sup>th</sup>.

Shown below are a brief description and bid results:

**A. Portable Toilets:** This contract is used by the Parks Department to provide Portable Toilets for winter closures at restroom facilities in the parks and used by various departments for special events throughout the year.

Rank	Bidder	Total Base Bid
Low	Patriot Disposal	\$111.00
2nd	Granite Portables	\$145.40
3rd	Waste Management	\$235.88
4th	Buckaroo's Potties	\$910.00

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**OPTION ANALYSIS:** The Council may vote to:

- 1.) Approve the award of the annual contract to Patriot Disposal, **OR**
- 2.) Not approve the award of the annual contract, **OR**
- 3.) Direct staff to pursue other options.

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**ACTION OPTION:** Staff recommends approval of award of the annual contract to the lowest responsive bidder, Patriot Disposal, Inc. per the unit prices bid:

(a) **Portable Toilets to Patriot Disposal**

**OR** Motion not to approve award of this contract. **VOTE.**

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**RECOMMENDATION:** Staff recommends approval of this annual contract as outlined in this action.

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**FISCAL ANALYSIS:** The budget for this program is outlined below:

**Portable Toilets:**

Based on the bid prices received for Portable Toilets, staff anticipates rental fees of \$7,500 on Portable Toilets in FY12-13. These purchases are funded through the Parks Budget. The account funding comes from 101-3540-652-4420 "Park Maintenance - Equipment & Vehicle Rental" (\$3,200 budgeted) for normal park rentals, and from 101-3560-652-4420 (Special Events – Equipment & Vehicle Rental" (\$5,000 budgeted) for special event usage.

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**REVIEWED BY:**

Management Services Director \_\_\_\_\_

Town Clerk \_\_\_\_\_

Town Attorney \_\_\_\_\_

Town Manager \_\_\_\_\_

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**COUNCIL ACTION:**

Approved    Denied    Tabled/Deferred    Assigned to \_\_\_\_\_