



Office of the City Manager

CONSENT CALENDAR
October 29, 2024

To: Honorable Mayor and Members of the City Council
From: Paul Buddenhagen, City Manager
Submitted by: Scott Ferris, Director, Parks Recreation and Waterfront
Subject: Contract: American Debris Box Services, Inc. for Portable Toilet Service

RECOMMENDATION

Adopt a Resolution authorizing the City Manager or his designee to execute a contract and any amendments with American Debris Box Services, Inc. for portable toilet service in an amount not to exceed \$360,000 for a period of two years, with an option to extend up to three additional 12-month periods for a total amount not to exceed \$900,000.

FISCAL IMPACTS OF RECOMMENDATION

Funding for this contract is included in the FY 2025 and FY 2026 Parks Tax Fund (Fund 138) and General Fund (Fund 011) for ongoing rental and service of portable toilets in City parks, special events and emergency orders. Funding is subject to appropriation in future fiscal years in the Parks Tax Fund and General Fund.

CURRENT SITUATION AND ITS EFFECTS

The current contract for portable toilet service with United Site Services of California, Inc. ends on December 31, 2024. The City issued a Request for Proposal on August 8, 2024 for portable toilet service (Spec No. 24-11670-C) and received six proposals on August 27, 2024. A review panel comprised of City staff identified American Debris Box Services, Inc. (doing business as American Portables) as the most responsive proposal to the requirements specified in the RFP. Staff therefore recommends approval of a contract with American Debris Box Services, Inc., to provide portable toilet service to the City for a two-year period, with options to extend up to three additional years.

BACKGROUND

Since 2014, the Parks, Recreation and Waterfront Department has contracted with United Site Services of California, Inc. for portable toilet service at City parks, special events, and other needed City locations. Units are located in heavily used parks that do not have appropriate alternative restroom facilities or the existing restrooms do not meet American with Disabilities Act requirements. Additional units are placed as needed for

special events, as well as other City emergency needs. In August 2024, City staff conducted a competitive RFP process to obtain proposals for a new contract.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

American Debris Box Services, Inc. uses several methods to reduce the impact of its operations on the environment, and therefore comply with the City's environmental sustainability policies. To reduce fuel usage and carbon emissions in all service vehicles, American Debris Box Services, Inc. has installed automatic idle limiters in all vehicles. To eliminate the use of harmful chemicals, American Debris Box Services, Inc. uses the following "green" materials in their portable toilets: formaldehyde-free toilet deodorizers; citrus-based non-caustic, non-flammable cleaning solutions; and refillable hand pump dispensers instead of aerosol cans. All materials are purchased in bulk to reduce package waste. The toilet paper and paper towels are made from recycled paper.

RATIONALE FOR RECOMMENDATION

On August 27, 2024 the City received six proposals. A review panel comprised of City staff identified American Debris Box Services, Inc. as the most responsive proposal to the requirements specified by the RFP

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Scott Ferris, Director, Parks, Recreation and Waterfront, 981-6700

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT WITH AMERICAN DEBRIS BOX SERVICES, INC.
FOR PORTABLE TOILET SERVICE

WHEREAS, since 2014, the Parks, Recreation and Waterfront Department has contracted with United Site Services of California, Inc. for portable toilet service at City parks and special event locations; and

WHEREAS, portable toilet units are located in heavily used parks that do not have appropriate alternative restroom facilities or the existing restrooms do not meet American with Disabilities Act requirements, and additional units are placed as needed for special events and other emergency needs; and

WHEREAS the contract with United Site Services expires on December 31, 2024; and

WHEREAS, the City issued a Request for Proposal on August 8, 2024 for portable toilet service (Spec No. 24-11670-C) and received six proposals on August 27, 2024. A review panel comprised of City staff identified American Debris Box Services, Inc. as the most responsive proposal to the requirements specified in the RFP; and

WHEREAS, funding for this contract is included in the FY 2025 and FY 2026 Parks Tax Fund (Fund 138) and General Fund (Fund 011) for ongoing rental and service of portable toilets in City parks, special events and emergency orders. Funding is subject to appropriation in future fiscal years in the Parks Tax Fund and General Fund.

NOW THEREFORE BE IT RESOLVED by the Council of the City of Berkeley that the City Manager or his designee are authorized to execute a contract and any amendments with American Debris Box Services, Inc. for portable toilet service in an amount not to exceed \$360,000 for a period of two years, with an option to extend up to three 12-month periods for a total amount not to exceed \$900,000. A record signature copy of said contract and any amendments to be on file in the Office of the City Clerk.

