PROCUREMENT SUMMARY

PORTABLE TOILET SERVICES / PS96427000

1.	**Contract Number**: PS96427000	
2.	**Recommended Vendor**: United Site Services of California, Inc.	
3.	**Type of Procurement (check one):** ☒ **IFB** ☐ **RFP** ☐ **RFP–A&E** ☐ **Non-Competitive** ☐ **Modification** ☐ **Task Order**	
4.	**Procurement Dates**:	
	A. Issued: March 30, 2023	
	B. Advertised/Publicized: March 30, 2023	
	C. Pre-Bid Conference: April 6, 2023	
	D. Bids Due: May 3, 2023	
	E. Pre-Qualification Completed: May 18, 2023	
	F. Conflict of Interest Form Submitted to Ethics: May 4, 2023	
	G. Protest Period End Date: July 25, 2023	
5.	**Solicitations Picked up/Downloaded**: 4	**Bids/Proposals Received**: 2
6.	**Contract Administrator**: Manchi Yi	**Telephone Number**: (213) 418-3332
7.	**Project Manager**: David Daniels	**Telephone Number**: (213) 922-5190

A. Procurement Background

This Board Action is to approve Contract No. PS96427000 to United Site Services of California, Inc. to provide portable toilets, handwash stations and holding waste tank services at selected locations in support of the Los Angeles County Metropolitan Transportation Authority's (Metro) bus and rail operations. Board approval of contract awards are subject to resolution of any properly submitted protest(s).

On March 30, 2023, the Invitation for Bids (IFB) was issued in accordance with Metro's Acquisition Policy and the contract type is a firm fixed unit rate. The Diversity & Economic Opportunity Department did not recommend an SBE/DVBE participation goal for this procurement due to lack of small businesses that perform these services.

One amendment was issued during the solicitation phase of this IFB:

- Amendment No. 1, issued on April 20, 2023, revised the Compensation and Payment section of the pro-forma Contract to remove the requirement for retention.

A virtual pre-bid conference was held on April 6, 2023, with two firms in attendance.

Three companies downloaded the IFB and were included on Metro's planholders list. Thirty questions were received, and responses were released prior to the bid due date.

A total of two bids were received by the due date of May 3, 2023 and are listed below in alphabetical order:

1. Diamond Environmental Services, LP
2. United Site Services of California, Inc. (United)

B. Evaluation of Bids

This procurement was conducted in accordance with and complies with Metro's Acquisition Policy for a competitive sealed bid.

Both firms were determined to be responsive to the solicitation requirements and have provided portable toilet services to various public agencies, including Metro.

The recommended firm, United, is the lowest responsive and responsible bidder and has been determined to be qualified to perform the required services based on the IFB requirements.

C. Price Analysis

The award amount of $1,460,525 has been determined to be fair and reasonable based on adequate competition, price analysis, independent cost estimate (ICE) and technical analysis. The award amount is higher than the original bid amount by $1,100 or 0.08% due to a clerical error on the bid. Clarification revealed that the bidder made a calculation error on one of the bid items for the option term.

	Bidder Name	Bid Amount	Metro ICE	Award Amount
1.	United Site Services of California, Inc.	$1,459,425	$2,119,588	$1,460,525
2.	Diamond Environmental Services, LP	$2,372,291		

D. Background on Recommended Contractor

The recommended firm, United Site Services of California, Inc. (United) headquartered in Westborough, Massachusetts, with an operational yard in El Monte, California, has been in business for about 19 years. United provides portable toilets, handwashing stations, restroom/shower trailer rentals and services and temporary fencing. Public agency clients that United currently services include County of Orange, City of Los Angeles, and City of Santa Cruz. United provided portable toilet services to Metro from December 2010 through December 2013 and performance was satisfactory.