



Board Report

File #: 2023-0366, File Type: Contract

Agenda Number: 7.

OPERATIONS, SAFETY, AND CUSTOMER EXPERIENCE COMMITTEE JULY 20, 2023

SUBJECT: PORTABLE RESTROOM SERVICES FOR METRO EMPLOYEES

ACTION: APPROVE CONTRACT AWARD

RECOMMENDATION

AUTHORIZE the Chief Executive Officer to award a firm fixed unit rate Contract No. PS96427000 to United Site Services of California, Inc. for portable restrooms and handwash stations in an amount not-to-exceed \$896,490 for a three-year base period and \$272,705 for the first one-year option term and \$291,330 for the second one-year term, for a combined not-to-exceed amount of \$1,460,525, effective on August 1, 2023, subject to the resolution of all properly submitted protest(s), if any.

ISSUE

Metro utilizes portable restrooms and handwash stations for its employees when fixed restrooms are not available at critical locations. The current contract that provides these services is set to expire on August 30, 2023. Establishing a new contract that can provide the required portable restrooms, handwash stations, and related support facilities is critical to a safe and healthy environment for our Metro employees.

BACKGROUND

Portable restrooms and handwash stations are necessary for Metro bus operators who have limited access to permanent restroom facilities at various Metro bus terminals and layovers. These temporary stations ensure that the health and well-being of our front-line employees are taken care of and are mandatory to comply with federal, state and county (local) health and environmental statutes. The services performed under this contract will be monitored by Operations through the Stops & Zones Department. To continue providing portable restrooms, and handwash stations, a new contract for portable restroom services is recommended for award.

Portable restrooms are also needed to support normal operations at bus layover zones, bus and rail operating divisions, and other Metro properties to support planned and unplanned maintenance work. Portable restrooms are also provided for special events at various local venues for Metro support staff.

DISCUSSION

This contract will provide portable restrooms and handwash stations at a minimum of 11 selected Metro bus terminals and layover sites, with a minimum of 21 units to be collectively serviced 105 times per week. These portable restrooms can be used by nearly 1,200 bus operators that stop at these 11 bus layover zones daily (M-F), with reduced usage on weekends. Additional portable restrooms will be provided for Metro staff for special events at various locations adjacent to the Los Angeles Coliseum, Pasadena Rose Bowl, and Metro Bus and Rail Rodeos. The proposed new contract includes provisions for contingencies for emergencies and unanticipated special events. The scope of work for this new contract also includes ADA accessible, elite or suite restrooms (flushable toilets with interior lighting, A/C and other amenities when requested by Metro project managers).

DETERMINATION OF SAFETY IMPACT

Award of this contract shall ensure compliance with federal, state and county (local) health and environmental statutes. Service of portable restrooms will be performed by a licensed contractor with certified technicians that have the training and experience to safely perform this service.

FINANCIAL IMPACT

The funding of \$337,710 for this service is included in the FY24 budget in cost center 3630, Stops and Zones under bus and rail operating projects. Since this is a multi-year contract, the cost center manager and the Deputy Chief Operations Officer will be accountable for budgeting the cost in future years.

Impact to Budget

The source of funds for this action includes the Federal, State grants, and operating eligible local sources including Transportation Development Act (TDA), Measure R, and Measure M. Allocation of these funds to this effort maximizes their intended use given approved funding guidelines and provisions. This is an ongoing operating maintenance cost as portable restrooms are required to provide clean and sanitary restrooms.

EQUITY PLATFORM

Portable units will be installed at Metro bus layover zones and other locations upon request. The benefits of this action are to ensure Metro bus operators and staff are provided safe, clean restrooms throughout Metro's service area.

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.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

Portable restrooms services support Strategic Goal 5: Provide responsive, accountable, and trustworthy governance within the organization. The routine service will ensure clean and sanitized portable restrooms for Metro bus operators and staff at bus terminals, layovers, and special events.

ALTERNATIVES CONSIDERED

An alternative is to have Metro employees perform these services in-house, however, this is not recommended. Performing the service in-house would require the purchase and maintenance of portable restrooms. In addition, it would require the hiring of additional personnel and the purchase of additional equipment and vacuum trucks. Metro employees also do not possess the necessary certifications to perform this work. In addition, Metro and the vacuum trucks would require Health Department, L.A. County, and waste disposal permits.

NEXT STEPS

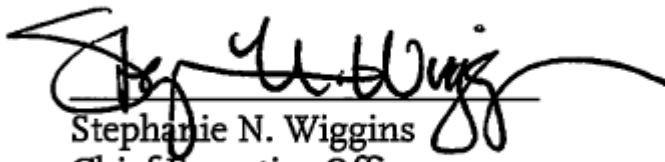
Upon approval by the board, staff will execute Contract No. PS96427000 to United Site Services of California, Inc. to provide portable restroom and waste tank services at selected Metro properties and locations effective on August 1, 2023.

ATTACHMENTS

Attachment A - Procurement Summary
Attachment B - DEOD Summary

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