

**EVALUATION REPORT
REQUEST FOR PROPOSALS REQUIREMENTS CONTRACT FOR
RENTAL SERVICES OF PORTABLE TOILETS AND HANDWASHING STATIONS
RFP NO. 9670**

BACKGROUND

The intent of this Request for Proposals (RFP) was to solicit proposals to provide rental services of portable toilets and handwashing stations at various locations Citywide. The service provider will be responsible for providing rental, delivery, regular maintenance, and removal of portable toilets, handwashing stations, and 250-gallon waste tanks.

In response to the RFP, one proposal was received from Knight's Site Services, Inc. by the June 6, 2023 deadline.

EVALUATION NOTES

The Purchasing Division and the Department of Public Works, Street Maintenance Division reviewed the single proposal received. The proposal was evaluated on criteria set forth in the specifications. The evaluation criteria for this RFP included:

- 1) Cost as shown on the proposal form
- 2) Ability to meet the stated service requirements
- 3) Past Performance and Experience based on References and experience shown on "Statement of Qualifications and Experience"
- 4) Conformance to the terms and conditions of the RFP
- 5) Financial Stability based on information provided in the Statement of Qualifications
- 6) Other related information provided.

This requirements contract will be used by City departments for ongoing services and additional services as needed. Examples of current services include:

- The City Attorney Office, Code Enforcement Division, utilizes toilet rentals daily for the Abatement Team.
- The Department of Public Utilities, Solid Waste Management Division, uses toilet rentals to support employees assigned to Operation Clean Up.
- The Airports Department for uses toilet rentals at their air cargo ramp for flight and ground crews.
- The PARCS Department utilizes toilet and handwashing station rentals at various parks, complexes, and other locations year-round including special events.
- The Fire Department uses toilet rentals to support firefighters at large fires and training events.
- The Department of Transportation, Fresno Area Express, utilizes toilet rentals to support drivers stopping at Court House Park.
- The Department of Public Works utilizes numerous rentals for landscape maintenance, street maintenance, and similar operations throughout the year.

KNIGHT'S SITE SERVICES, INC.

The proposed services ensure the availability of clean and functional sanitation facilities. Knight's Site Services, Inc.'s has extensive experience in portable toilet and handwashing station rentals and maintenance. Knight's Site Services, Inc. has a proven track record in providing these services throughout the City of Fresno.

The proposal from Knight's Site Services, Inc. included a pricing for services requested by the City:

<u>DESCRIPTION</u>	<u>UNIT COST</u>
Trailer Mounted Portable Toilet Rental	\$20
Standard Portable Toilets	\$10
ADA Compliant Portable Toilets	\$10
Handwashing Stations (as needed)	\$10
Daily Rentals (As needed)	\$200
250 Gal Waste Tank Rental & Service Charge	\$395
Emergency Rental and/or Service (One Time Charge Per Emergency Service Call)	\$500
Monthly Portable Restroom Service	\$95
Monthly ADA Compliant Portable Toilet Service Charge	\$190
Monthly Hand Washing Station Service Charge	\$100
Miscellaneous Service Charge (Delivery, Installation, etc.)	\$150/hr

SUMMARY RECOMMENDATION

Knight's Site Services, Inc. submitted a comprehensive proposal and is recommended for award of the two-year plus three optional one-year extensions contract in an amount not to exceed \$250,000 per year plus annual CPI increases. They are a local business as defined in the Fresno Municipal Code.