

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: JASON NUTT, DIRECTOR - TRAFFIC, TRANSPORTATION AND
PUBLIC WORKS DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT

SUBJECT: APPROVE PURCHASE ORDER NO. 159531 – PREFABRICATED
RESTROOM ORDER, MADDEN INDUSTRIAL CRAFTSMEN, INC.

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Transportation and Public Works and Finance Departments that the Council, by resolution, approve Purchase Order No. 159531 with Madden Industrial Craftsmen, Inc., Portland, Oregon, for the acquisition and delivery of a Portland Loo™ prefabricated restroom unit, in the amount not to exceed \$125,000.

EXECUTIVE SUMMARY

This Purchase Order provides for the Director of Public Works to facilitate the order, fabrication, and delivery of a Portland Loo™ prefabricated restroom that will be installed by the City, or by a contractor via a separate public works award, at a location to be determined.

BACKGROUND

On June 19, 2018, the City Council directed City staff to evaluate and install a public toilet option to provide for a safe, economical and sustainable public restroom solution within the Downtown area.

The vendor is to provide a complete prefabricated restroom, one set of stamped engineered calculations, and the transportation necessary to make delivery of the unit. The City is taking a proactive step to acquire the unit in advance, due to the anticipated long fabrication lead time, which is approximately seven months from date of order.

The City's Department of Public Works is working in parallel with the order of the prefabricated restroom to determine the installation location. The install location will

PREFABRICATED RESTROOM
PAGE 2 OF 3

determine features such as an option for solar. The Department of Public Works will also determine whether to install the unit with their own forces, or to provide for a separate solicitation process in which to contract for a contractor to install the unit.

PRIOR CITY COUNCIL REVIEW

January 17-18, 2018, the Council requested that staff incorporate a Downtown area restroom as a Fiscal Year (FY) 2018-19 priority project during the City Council – Executive Team Sessions.

January 25, 2018, the Council requested that staff incorporate a Downtown area restroom as a FY 2018-19 priority project during the City Council – Executive Team Sessions.

May 16, 2018, the Council added the Downtown area restroom to the budget during the Budget Study Session for the FY 2018-19 Capital Improvement Program session.

June 19, 2018, the Council funded the Downtown area restroom project as part of the FY 2018-19 Capital Improvement Program budget.

ANALYSIS

On October 31, 2018, the City Purchasing Agent opened and facilitated Request for Proposals (RFP) 18-89 to evaluate prefabricated public restroom solutions. Of the two hundred and sixty-five (265) vendors notified, eighteen (18) identified themselves as prospective proposers. One (1) response was received which was evaluated by a committee composed of City staff who determined the proposal submitted by Madden Fabrication Inc., Portland, Oregon, the company who fabricates the Portland Loo™ responsive and responsible, and met the criteria established within the RFP.

FISCAL IMPACT

Funds for this expense were appropriated in the Fiscal Year 2018-19 budget from Project JL Key 17595 within the Transportation and Public Works Department.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable.

PREFABRICATED RESTROOM
PAGE 3 OF 3

NOTIFICATION

Not Applicable

ATTACHMENTS

Resolution

CONTACT

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