



LAKE COUNTY FOREST PRESERVES

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Preservation, Restoration, Education and Recreation

DATE: June 4, 2015

Agenda Item# 9.6

MEMO TO: S. Michael Rummel, Chair
Finance and Administrative Committee

FROM: John E. Nelson, Director of Operations and Infrastructure

SUBJECT: Resolution Awarding a Three-Year Contract for Rental and Service of Portable Restroom Units

RECOMMENDATION: Recommend approval of a Resolution awarding a Contract for Portable Restroom Rental and Services to Service Sanitation, Inc., Gary, Indiana for a three-year period with the option to renew for two one-year renewal periods, in the estimated Contract Price of \$11,106.00 per year.

BACKGROUND: The District rents portable restrooms for use at various sites and during various times, including: year-round at Brae Loch and Fort Sheridan; seasonally at Almond Marsh, Bonner Heritage Farm and Heron Creek; and for special events, such as Civil War Days and the Farm Heritage Fest at Lakewood.

Staff solicited bids for a three-year Contract for rental and service of portable restroom units. Five potential bidders picked up bid information and three bidders responded by the April 24, 2015, bid opening deadline. Those bidders are:

<u>BIDDER</u>	<u>BID AMOUNTS</u>
Service Sanitation, Inc., Gary, Indiana	\$11,106.00/Annually
Drop Zone Portable Services, Joliet, Illinois	\$11,660.00/Annually
Waste Management, Lombard, Illinois	\$16,300.00/Annually

REASON FOR RECOMMENDATION: Committee recommendation and Board approval are required to authorize contracts valued over \$20,000.00.

REVIEW BY OTHERS: Chief Operations Officer, Director of Finance, Director of Operations and Infrastructure, Director of Facilities, Director of Education and Purchasing Manager.

FINANCIAL DATA: The District currently uses portable restroom services at various District sites in an amount that exceeds \$10,000.00 annually. This contract will secure pricing for the next three fiscal years, FY2015/16 through FY2017/18, and may be extended for up to two more years. Line items are included in the operating budget for each Department that requires these services to cover the projected expenses.

PRESENTER: John E. Nelson

**LAKE COUNTY FOREST PRESERVE DISTRICT
LAKE COUNTY, ILLINOIS**

**A RESOLUTION AWARDING A CONTRACT TO SERVICE SANITATION, INC.,
FOR PORTABLE RESTROOM RENTAL AND SERVICE**

WHEREAS, the Lake County Forest Preserve District (the "District") has advertised in The News Sun for sealed bids for the rental and service of portable restroom units at multiple District locations under a three-year contract (the "Work"); and

WHEREAS, all sealed bids were received and opened by the District at its General Offices, 1899 West Winchester Road, Libertyville, Illinois on April 24, 2015, at 10:00 a.m.; and

WHEREAS, bids were received in the unit price amounts and from the bidders set forth on Exhibit A attached hereto and made a part hereof;

WHEREAS, the District's staff, the Purchasing Manager, the Director of Operations and Infrastructure, and the Finance and Administrative Committee have reviewed the bids and recommend that the Board of Commissioners find Service Sanitation, Inc., to be the lowest responsible bidder, and award a three-year contract for the Work to Service Sanitation, Inc. (the "Contract");

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, **THAT**:

Section 1: Recitals. The recitals set forth above are incorporated as part of this Resolution by this reference.

Section 2: Award of Contract. The bid submitted by Service Sanitation, Inc., in the unit price amounts set forth in Exhibit A and in the estimated amount of \$11,106.00 per year (the "Contract Price"), for the three-year period from July 1, 2015 to June 30, 2018 is hereby accepted and a three-year Contract for the Work is hereby awarded to Service Sanitation, Inc.

Section 3: Execution of Contract. The Executive Director of the District is hereby authorized and directed to execute the Contract for the Services in the amount of the Contract Price.

Section 4: Payments. The District Treasurer shall make payments under the Contract only pursuant to and in accordance with the Contract terms.

Section 5: Effective Date. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this _____ day of _____, 2015.

AYES:

NAYS:

APPROVED this _____ day of _____, 2015.

Ann B. Maine, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Secretary
Lake County Forest Preserve District

Exhibit No. _____

EXHIBIT A

Portable Restroom Service 2015

	Number units/yr	Est rentals/yr	Each	Service Sanitation	Each	Waste Mngmt	Each	Drop Zone
Standard Unit with once a week service	15	27	65.00	1,755.00	75.00	2,025.00	75.00	2,025.00
Handicap unit with once a week service	8	21	90.00	1,890.00	105.00	2,205.00	95.00	1,995.00
Standard unit with twice a week service	10	25	100.00	2,500.00	100.00	2,500.00	135.00	3,375.00
Special event standard unit	25	25	89.00	2,225.00	70.00	1,750.00	75.00	1,875.00
Special event handicap unit	8	8	99.00	792.00	100.00	800.00	85.00	680.00
Special event handwash station	6	6	84.00	504.00	60.00	360.00	60.00	360.00
Special event x- service - all units	90	90	15.00	1,350.00	20.00	1,800.00	15.00	1,350.00
Delivery Charge	162		0.00	0.00	30.00	4,860.00	0.00	0.00
Pick-up Charge	162		0.00	0.00	0.00	0.00	0.00	0.00
Estimated annual spend				\$11,016.00		\$16,300.00		\$11,660.00