

DATE: SEPTEMBER 26, 2023

FROM: CONSTRUCTION AND MAINTENANCE

SUBJECT: RESOLUTION NO. _____ - AWARD OF CONTRACT NO. 40014 TO PACIFIC PORTABLE SERVICES, LLC FOR PORTABLE SANITARY FACILITIES AND SERVICES

SUMMARY:

Staff requests approval of Contract No. 40014 (Contract) with Pacific Portable Services, LLC (Pacific Portable), of Orange, CA, for the rental of portable sanitary facilities and services. The proposed Contract will be for a one-year term with two, one-year options for an amount not to exceed \$200,000 for the initial year. If the two renewal options are exercised, \$220,000 will be authorized for the second year, and \$240,000 will be authorized for the third year for an overall total not-to-exceed amount of \$660,000. The City of Los Angeles Harbor Department (Harbor Department) will be financially responsible for the payment of expenditures incurred under the proposed Contract.

RECOMMENDATION:

Staff recommends that the Board of Harbor Commissioners (Board):

1. Find that the Director of Environmental Management has determined that the proposed action is administratively and categorically exempt from the California Environmental Quality Act (CEQA) in accordance with Article II Section 2(f) and Article III Classes 3(4) and 11(4) of the Los Angeles City CEQA Guidelines;
2. Find that in accordance with Los Angeles City Charter Section 1022, work under the subject contract can be performed more feasibly by independent contractors than by City employees;
3. Approve Contract No. 40014 with Pacific Portable for the rental of portable sanitary facilities and services in the amount of \$200,000 for a period of one year, with two one-year renewal options in the amount of \$220,000 for the second year, and \$240,000 for the third year to be exercised by the Executive Director or his/her designee;
4. Authorize the Executive Director to execute and Board Secretary to attest to Contract No. 40014 for and on behalf of the Board; and
5. Adopt Resolution No. _____ .

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DISCUSSION:

Background/Context – Occupational Safety & Health Administration (OSHA) requires employers to provide all workers with sanitary and immediately-available toilet facilities (restrooms) and portable hand washing fixtures at or adjacent to each toilet facility to promote health. Contract No. 40014 will be used to rent, place, and service portable sanitation facilities at locations where public sewage treatment systems or on-site sewage management systems are not available or not sufficient in number. Temporary portable sanitation units are used for Construction & Maintenance Division (C&M) maintenance projects, construction related capital improvement projects, and development areas where building repair is taking place. The duration of the portable sanitary facility rental varies depending on the length and needs of the project. For example, C&M is obligated to provide temporary portable sanitation facilities and services to POLA tenants when repairing water lines at terminals where the water source is shut off during the repairs. C&M currently has plumbing replacement projects at Pasha and Vopak terminals spanning from Berth 150 through Berth 195. Temporary portable sanitation units are also needed for POLA's various year-round traditional events, POLA Community Investment and other big and small celebrations and festivals. LA Waterfront signature events include the annual Cars & Stripes Forever!, L.A. Fleet Week, Sail Grand Prix, Lunar New Year, and Happy Harbor Halloween & Pet Parade among many others.

Selection Process - C&M submitted a purchase requisition to the Contracts and Purchasing Division (CPD). The CPD released a Request for Bids (RFB) No. F-1172 on July 5, 2023. It was advertised on the City of Los Angeles Regional Alliance Market Place (RAMP) and the Harbor Department website.

Per statistics on RAMP, the bid was viewed by 23 companies (Transmittal No. 1). The bid document was downloaded by 14 companies (Transmittal No. 2). One (1) vendor, Pacific Portable, submitted a bid for this contract opportunity by the deadline. The CPD prepared a recap of the Bid No. F-1172 (Transmittal No. 3).

Pacific Portable was the only responsive bidder. Therefore, staff is recommending approval of the proposed Contract with Pacific Portable (Transmittal No. 4).

ENVIRONMENTAL ASSESSMENT:

The proposed action is an approval of the proposed Contract No. 40014 with Pacific Portable for the rental of portable sanitary facilities and services, which is an administrative activity related to the installation of new equipment involving negligible or no expansion of use if required for health and public convenience and the placement of seasonal or temporary use items, such as portable restrooms. Therefore, the Director of

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Environmental Management has determined that the proposed action is administratively and categorically exempt from the requirements of CEQA in accordance with Article II Section 2(f) and Article III Classes 3(4) and 11(4) of the Los Angeles City CEQA Guidelines.

FINANCIAL IMPACT:

Approval of the proposed one-year contract with two, one-year renewal options will authorize expenditures of up to \$200,000 for a period of one year, \$220,000 for the second year, and \$240,000 for the third year for portable sanitary facilities and services. Fiscal Year 2023-2024 funds in the amount of \$200,000 have been budgeted within Account No. 59010 (Equipment Rental - Maintenance), Center No. 0510, Program No.000.

Funds are anticipated to be expended as follows:

Fiscal Year (FY)	\$ Amount
2024	\$200,000
2025	\$220,000
2026	\$240,000
Total	\$660,000

Future fiscal year funds will be requested and budgeted as part of the annual budget process, pending Board Approval.

If in any subsequent fiscal year funds are not appropriated for work required by the Contract, the Contract shall be terminated. However, such termination shall not relieve the parties of liability for any obligation previously incurred.

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CITY ATTORNEY:

The Office of the City Attorney has reviewed and approved the subject contract as to form and legality.

TRANSMITTALS:

1. Bid No. F-1172 Views
2. Bid No. F-1172 Downloaded
3. Recap of Bid No. F-1172
4. Contract No. 40014, Formal Bid No. F-1172

FIS Approval: MB

CA Approval: SO



TIM CLARK
Director of Port Construction & Maintenance



DINA ARYAN-ZAHLAN
Deputy Executive Director

APPROVED:



EUGENE D. SEROKA
Executive Director

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