



**DATE: JULY 8, 2020**

**FROM: CONSTRUCTION AND MAINTENANCE**

**SUBJECT: RESOLUTION NO. \_\_\_\_\_ - AWARD OF CONTRACT NO. 39916 TO PACIFIC PORTABLES FOR PORTABLE SANITATION FACILITIES AND SERVICES**

**SUMMARY:**

Staff requests approval of a one-year contract with two one-year renewal options, Contract No. 39916, with Pacific Portables of Orange, California for the rental of portable sanitation facilities and services. The amount of this agreement shall not 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. The total contract amount will not exceed of \$660,000 for the duration of the three-year agreement. This contract is the financial responsibility of the Harbor Department.

**RECOMMENDATION:**

It is recommended that the Board of Harbor Commissioners (Board):

1. Find that the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II Section 2(f) 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. 39916 with Pacific Portables in the amount of \$200,000 for a period of one year, with two one-year renewal options for the not to exceed amounts of \$220,000 in the first renewal option year, and \$240,000 in the second renewal option year, for a total compensation amount of \$660,000; and authorize said expenditures;
4. Authorize the Executive Director to execute and Board Secretary to attest to Contract No. 39916 for and on behalf of the Board; and
5. Adopt Resolution No. \_\_\_\_\_.

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**DISCUSSION:**

Background/Context – Contract No. 39916 will be used to rent, place, and service portable sanitation facilities which are used for special events and for stationing throughout the Port of Los Angeles on an on-going basis. In addition, in an effort to comply with City of Los Angeles, County of Los Angeles, State of California, and Centers for Disease Control and Prevention (CDC) guidelines to increase hygiene and sanitation in light of the COVID-19 pandemic, hand washing facilities are deployed at the job-sites of capital and maintenance improvement projects when facilities are not nearby.

Selection Process – A requisition was submitted by Construction & Maintenance (C&M) with specifications for Port-wide portable sanitation facilities and services in May 2019. The Contracts and Purchasing Division (C&P) released Request for Bids No. F-1063 in August 2019. The bid was advertised on the City of Los Angeles Business Assistance Virtual Network (LABAVN) for 30 days, as well as being included on the Port of Los Angeles website. Only two bids were received. After review of the submissions for the bid, C&P found both to be non-responsive and recommended a re-bid (Transmittal 1).

The Request for Bids No. F-1074 was re-advertised in January 2020 on LABAVN and on the Port of Los Angeles website. Per statistics on LABAVN, the bid was viewed by 32 companies. The bid document was downloaded by 20 companies. Eight vendors submitted bids for this contract opportunity (Transmittal No. 2). Pacific Portables was the lowest bidder. C&P prepared a recap of the bid (Transmittal No. 3). Staff is recommending approval of the award of Contract No. 39916 to Pacific Portables (Transmittal No. 4).

**ENVIRONMENTAL ASSESSMENT:**

The proposed action is the approval of the award of Contract No. 39916 with Pacific Portables of Orange, California for the rental of portable sanitation facilities and services, which is an administrative activity. Therefore, the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of CEQA in accordance with Article II Section 2(f) of the Los Angeles City CEQA Guidelines.

**FINANCIAL IMPACT:**

Approval of the proposed contract for the rental of portable sanitation facilities and services authorizes the Harbor Department to expend the not-to-exceed amount of \$660,000 over three years.

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Funding in the amount of \$110,000 has been budgeted in Account 59010 (Equipment Rental - Maintenance), Center No. 0510 (Construction and Maintenance

Division), Program No. 000 (Base Budget) in Fiscal Year 2020-2021. A funding out clause is included in the contract. In order to fund the contract renewal option, future fiscal year funding will be requested as part of the annual budget process upon Board approval.

The Harbor Department's financial obligations beyond FY 2020-2021 are contingent upon the Board's appropriation of funds. If any subsequent fiscal year funds are not appropriated by the Board for the work required under the contract, the contract shall be terminated. However, such termination shall not relieve the parties of liability for any obligations previously incurred.

**CITY ATTORNEY:**

The Office of the City Attorney has reviewed and approved this Agreement for form and legality.

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**TRANSMITTALS:**

1. Memo to Re-Bid Request for Bid No. F-1063
2. City of Los Angeles Business Assistance Virtual Network Record for Bid. No. F1056
3. Recap of Bid No. F-1074
4. Contract No. 39916

FIS Approval: \_\_\_\_\_

CA Approval: \_\_\_\_\_



TIM CLARK  
Director of Port Construction & Maintenance

ANTONIO V. GIOIELLO, P.E.  
Deputy Executive Director

APPROVED:

EUGENE D. SEROKA  
Executive Director

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