



City of Homer

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Public Works

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Memorandum 20-124

TO: City Council
THROUGH: Rob Dumouchel, City Manager
FROM: Jan Keiser, PE, JD, Director of Public Works
DATE: August 18, 2020
SUBJECT: Proposal for Sole Source Contract for Porta Potty Services

Issue: The City uses porta potties in areas where plumbed restrooms are not available. There is one vendor in the City of Homer that provides and services porta potties, Moore & Moore Services, Inc. We have dispatched more portable units within City parks and campgrounds to increase opportunities for social distancing, provide hand washing capability, and address maintenance issues. We need an increased appropriation to cover the extra expenses as well as authorization to issue a sole source contract to Moore & Moore Services, Inc.

Background: We've relied on porta potties in the past to service areas where plumbed restrooms are not available. In 2019, we had 10 porta potties, distributed around City parks and other public spaces. Moore & Moore dispatched these units, as-needed, when called upon by City staff and then, serviced them on either a one-two times/week schedule.

We currently have 20 porta potties dispatched around the City, some of which are serviced at least twice a week. Further, some of the porta potties are accompanied by portable water-operated hand wash stations, which the City has not used before. We have taken these enhanced measures as part of our Covid response efforts; that is, to improve sanitation for the public in City parks/facilities.

One reason we have taken these enhanced measures is that we are seeing heavier use in some of our open spaces this year than we did last year. Generally, the day use, which we don't keep records on but observe anecdotally, has significantly increased from 2019 to 2020, particularly at Mariner Park and Bishop's Beach. While our camping attendance records for June 2020 show the number of campers is about 25% less than it was for June 2019, our camping numbers for the first week of July caught up with the rate for 2019. While there was a downturn in the number of campers over the last week of July, we are still getting large numbers of day users.

Another reason we geared up is to provide opportunities for hand washing. We tried to provide hand sanitizer, but it kept getting used up or stolen. We could not supply enough of it. The hand wash stations give people a way to wash their hands where there is no plumbing. Another reason we like the plastic porta potties is that they are easier to keep sanitary than the pit privies.

The 2020 budget included \$27,000 for porta potties, to be furnished and serviced by the sole-source vendor, Moore & Moore Services, Inc. Throughout the entire 2020 season, we expect to need \$56,100. This creates a shortfall of \$29,100, which we attribute to the extra measures we put in place to address Covid-related issues.

Action Recommended: That the City Council pass the proposed ordinance authorizing:

(1) an increase to the budget line item 100-0175-5210, Parks – Cemetery, Professional Services, to cover the extra \$29,100 as a Covid-related expense for extra porta potties and hand wash stations for 2020; and

(2) a sole source contract to Moore & Moore Services, Inc., in an amount not to exceed \$56,100, part of which would be covered by the original \$27,000 from the 2020 budget and part of which would be covered by the new appropriation.