



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2019-0241

TO: Mayor and City Council Members

FROM: Alan Buckenmeyer, Parks Manager
Ken Elwert, Director of Parks and Natural Resources

DATE: June 3, 2019

SUBJECT: Increase to Blanket Purchase Order for Portable Toilets

REQUEST:

City Council is requested to increase the blanket purchase order to Metro Environmental Services, Inc., 1025 Metro Drive, Walled Lake, MI 48390 for portable toilets in the amount of \$10,000.00 for a new not-to-exceed amount of \$35,000.00 through February 28, 2020.

REASON FOR PURCHASE:

The City provides portable toilets for usage in the City's parks from approximately April through November. Additional units are required from time to time for special events (excluding Festival of the Hills) throughout the year. The City issued a solicitation in 2017 for the rental of portable toilets utilizing the MITN system. Two (2) quotes were received and Metro Environmental Services, Inc., Walled Lake, Michigan was awarded as the lowest responsive responsible quote.

There have been changes in park operations over the last several years that have led to this request. A unit is now provided at the Tienken Road parking lot for Paint Creek Trail users. This unit had been paid for by the Trailway Commission but is now funded through the Park's budget. The City also has a small budget for a unit in Innovation Hills. There has been an increasing number of visitors to the park that required more temporary restrooms and an expanded cleaning schedule to meet visitor capacity. In addition, when the City hosts tournaments, organizers previously paid the vendor directly for the portable restrooms. Metro Environmental Services Inc. will no longer accept direct payment from the tournament organizations. The additional capacity is necessary to support the larger tournaments. The City is reimbursed for these units (estimated at \$1,200), however the expense flows through Park's budget.

PROCESS:

Vendor Name and Address:

Metro Environmental Services, Inc.
1025 Metro Drive
Walled Lake, MI 48390

Reason for Selection:

Lowest, Responsive, Responsible Quote

Method of Purchase:

Blanket Purchase Order

BUDGET:

Partial funding is included in the FY 2019 Adopted Budget.

If approved by City Council, a 2nd quarter Budget Adjustment will be forthcoming to re-allocate funds within the Parks Budget to cover this overage, so as to not request any additional City funds.

Fund Name	Department Account No	Account No. Description	3-Year Budget Amount	3-Year Cost	3-Year Remaining Budget
General Fund	756.807000	Contractual Services	\$25,000	\$35,000	(\$10,000)

RECOMMENDATION:

It is recommended that City Council authorize an increase to the blanket purchase order to Metro Environmental Services, Inc., 1025 Metro Drive, Walled Lake, MI 48390 for portable toilets in the amount of \$10,000.00 for a new not-to-exceed amount of \$35,000.00 through February 28, 2020.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		

Contract Reviewed by City Attorney Yes N/A