

REPORT OF GENERAL MANAGER

NO. 04-117

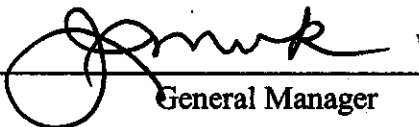
DATE April 7, 2004

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: FINDING UNDER CHARTER SECTION 1022 THAT CONTRACTING FOR PORTABLE TOILET RENTAL, MAINTENANCE AND CLEANING IS MORE ECONOMICALLY AND FEASIBLY PERFORMED BY CONTRACT THAN BY CITY EMPLOYEES

J. Combs	_____	H. Fujita	_____
G. Stigile	_____	K. Chan	_____
F. Mok	<u> H </u>	J. Kolb	_____
M. Mariscal	_____	K. Regan	_____



 General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board find that in accordance with Charter Section 1022, the Department does not have the personnel available in its employ, together with the appropriate equipment, facilities and expertise to undertake the specialized servicing, disposal and cleaning tasks associated with portable chemical toilets, and that it is more feasible and economical to secure the services by contract.

SUMMARY:

The Department of Recreation and Parks currently rents portable chemical toilets from Waste Management for use of its park patrons under an annual City contract (number 58183) administered by the General Services Department, Supply Services Division. The contract term ends June 30, 2004, however five one-year options to renew are available. City requirements necessitate that any contract with a service or labor component, must have a Charter Section 1022 finding before a renewal option can be exercised. As the largest user of this contract, the Department of Recreation and Parks (DRP) was requested by General Services Department to initiate a Charter Section 1022 Finding. General Services Department has been informed that the Board of Recreation and Park Commissioners' 1022 Finding is applicable only for DRP, and not citywide use of this contract.

Rental of these portable toilets is necessary where it is not economically feasible to build permanent restroom facilities in those areas of the parks. Waste Management is responsible for providing and servicing those rented portable toilets. Their personnel use specialized trucks with pumps and multiple storage tanks to pump the waste out of the portable toilets and store it in one tank, while replacing the pumped out waste with clean solution from another tank. Their trucks are also

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equipped with pressure washers as well as steam cleaning equipment.

Waste Management has various facilities to safely store the chemicals used in the operation; and to properly dispose of the waste pumped from the portable toilets. Their personnel have the expertise to handle chemical solutions. They also maintain a fleet of specialized tanker trucks needed for the regular servicing of the portable toilets and a fleet of flatbed trucks needed for the transport of the portable toilets.

The Department currently lacks storage facilities, equipment and personnel for the operation and maintenance of the rented portable toilets currently placed in various parks.

This report was prepared by Raymond Chang of Administrative Resources.