



DATE 09/03/20

TO Jana Duran/Keri Burchard-Juarez/Mami Hara
Seattle Public Utilities

FROM Ajla Suta, Procurement Agent
ajla.suta@seattle.gov – 233-7185

DOCUMENT Sole Source
 Emergency Purchase
 Blanket Contract Request
 Other

Please review and sign the attached Emergency Exemption Purchase Form for the rental of one 4-stall shower/restroom combo trailer and one 1-stall ADA shower/restroom trailer from United Site Services for the Green Lake Community Center location. SPU has been renting shower trailers for both King Street and Seattle Center locations for a few months and now, there is a need for a shower trailer at Green Lake. There is a renovation project underway at Green Lake which is pulling the existing showers out of service for a few months. This rental is a temporary solution while construction is in progress. There is no need for pump out services as there is a sewer connection at this location.

At this time, Contracts & Procurement is implementing a policy for emergency purchases that allows for a Purchase Order to be issued for non-professional services and goods for up to a 6-month period with the flexibility to have the PO initially set up for 3 months and extended to no more than 6 months. Prior to PO creation, the PeopleSoft requisition could be approved for the dollar value of the 6-month period, but the PO would be created for the dollar value of the 3-month period. This approach eliminates the need for secondary approvals. If services are still required past the 6-month period, C&P will engage in identifying the best pathway forward that meets FEMA requirements.

Once this form is signed, a requisition will be created for a value of \$46,249 and the PO will be created to match the quote (1-month service). At this time, services will most likely last for 3 months.

Thank you,

Ajla Suta

SECTION A. Instructions

- Complete the emergency exemption form and attach any supporting documents (e.g. specifications, quotes), and submit to SPU_Purchasing@seattle.gov.
- A Contracts and Procurement (C&P) procurement agent will review the form and obtain signatures.
- Once signed, a requisition can then be generated. This can be done by a line of business/branch purchaser or a C&P procurement agent.
- The signed Emergency Exemption request and all reasonableness cost assessment documentation must be attached to the PeopleSoft requisition. If you have questions, contact SPU_Purchasing@seattle.gov.
- Once the requisition is generated and approved, the C&P procurement agent will then generate a purchase order (PO).
- Once you have the PO number, you can purchase your goods and/or services.

SECTION B. Information

1. Select the condition that best represents your situation: (select one)

- Emergency – A threat to life, public health or safety, or improved property requires immediate action to alleviate the threat.
- Exigency – There is a need to avoid, prevent, or alleviate serious harm or injury, financial or otherwise, to the City, and use of competitive procurement proposals would prevent the urgent action required to address the situation. Thus, a noncompetitive procurement may be appropriate.

2. Describe the emergency or exigent situation.

As part of the City's response to COVID-19 and the guidelines of Public Health – Seattle and King County, the Mayor's office has directed the deployment of hygiene stations, comprised of a combination of portable restrooms, handwashing stations, and hygiene trailers (portable showers) to support the unsheltered populations' access to urgent hygiene needs.

With the closure of many public facilities and businesses within the City, hygiene resources have been identified to help slow the spread of COVID-19, Hepatitis A, and other infectious diseases. The City recognizes hygiene as an essential need for our community and has stood up a coordinated response that includes resources from multiple departments including Seattle Public Utilities, Seattle Parks and Recreation, Human Services Department, Department of Neighborhoods, Department of Finance and Administrative Services, the Mayor's Office, as well as with community organizations.

Through coordination with its partners, the City is identifying high-need locations for hygiene facilities where they will have the most impact.

3. Describe goods and/or services you are expecting to purchase.

Rental of shower trailers for Green Lake Community Center location. We have been renting shower trailers for both King Street and Seattle Center locations for a few months and now, there is a need for a shower trailer while construction is in progress to have an operational facility for showers for the unsheltered population.

4. Describe steps taken to identify other qualified vendors and reason(s) for selecting this vendor. Attach any supporting documents (e.g. internet searches, e-mails, referrals)

Demand is still high and supply low for rental of shower trailers and United was able to offer a good deal based on our recent partnership at the King Street location. Quotes from VIP Restrooms and OK'S Cascade are being used for comparisons.

SECTION C. Reasonable Price Assessment

During an emergency or exigent situation, a reasonable cost assessment is required for medium or large purchases (non-blanket purchases).

- **What is a reasonable price assessment?** A documented process showing that the purchase price is fair and reasonable. Reasonableness can be tested by comparing pricing and availability between several suppliers.
- **How do I conduct/complete a reasonable price assessment for my purchase?** A reasonableness review can be performed by comparing pricing and fairness of selection.

Selecting a Supplier

Is there an existing blanket contract for this good or service? <i>If yes and deciding to not purchase from blanket supplier, explain why in the comments section.</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Comments:
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Obtain pricing from multiple suppliers for the desired goods/services. Use the table below to record your research to show that the cost of the purchase is fair and reasonable.

Supplier Name	Pricing Source (quote, supplier website, Google search)	Is Supplier a WMBE?	Supplier Selected	Total Cost (Excluding tax, fees)
United Site Services	Quote from supplier	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$6,941.5
OK's Cascade	Quote from supplier	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/>	\$11,879
VIP Restrooms	Quote from supplier	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/>	\$18,000

If the pricing of the selected supplier was significantly higher compared to other suppliers (exceeding 20% difference), what was the reasoning for selecting them?

Comments:
Price from selected supplier is the lowest.

Additional Comments/Notes:

The quote from VIP Restrooms shows pumping services but for the purposes of this analysis, the price of only the shower trailers is being compared.

Supplier	Type of trailer	Total Shower Stalls	Billing cycle	Total per month (excluding tax, fees)
United Site Services	One 4-stall trailer and one ADA trailer (shower+restroom combo)	5	28 days	\$6,941.5
OK's Cascade	One 3-stall trailer and one ADA trailer (shower+restroom combo)	4	30 days	\$11,879
VIP Restrooms	One 3-stall which includes 1 ADA (shower+restroom combo)	3	7 days	\$18,000 (\$4,500/week)

Emergency Exemption: Goods & Services
Contracts & Procurement Division

SECTION D. Requestor Details

Date of Request	09/03/2020		
Supplier	United Site Services of Nevada 5202 South Proctor Street Tacoma, WA 98409	Order Desk E-Mail	
Supplier Contact	Teresa Brown	Phone	253-405-7896
		E-mail	Teresa.Brown@unitedsit eservices.com
Estimated/Max Amount	\$46,249 (6-month period)	End Date	October 3, 2020 (could be longer)
Branch/Line of Business	PDEB		
Requestor Name	Hui Yang	Phone Number	206-233-5043

Accounting Codes

Org #	SU075	Project #	N000906	Activity Code	CORE_COVID_19
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SECTION E. Approvals (Procurement Agent will obtain signatures)

1. Contracts & Procurement Manager

Signature  [Jana Duran \(Sep 3, 2020 14:39 PDT\)](#)

2. Branch/Line of Business Deputy Director

Signature  [Keri Burchard-Juarez \(Sep 3, 2020 16:10 PDT\)](#)

3. General Manager/CEO

Signature  [Mami Hara \(Sep 10, 2020 12:56 PDT\)](#)

United Site Services of Nevada, Inc.

5202 South Proctor Street
Tacoma, WA 98409



Salesperson Contact

Teresa A. Brown
Mobile: 253-405-7896
Office: 206-701-8559 x18559
Fax: 206-763-5940
Teresa.Brown@unitedsiteservices.com

Site Service Quotation

Quote No.: 414-2055615

Quote Date: 08/19/20

Quote Expires: 09/18/20

Sell To: Seattle Public Utilities
Hui Yang
700 5th Ave
SEATTLE, WA 98104

Ship To: Seattle Public Utilities
Green Lake Trailers
7201 E GREEN LAKE DR
SEATTLE, WA 98115

Cust. #: USS-1215210

Phone: 206-549-7728

Attn: Hui Yang

Phone: 206-549-7728

Terms: Due Upon Receipt

Comments & Special Instructions

No services will be provided only rental and delivery.

Item	Unit	Quantity	From	Thru	Unit Price	Total Price
Shower Trailer 4 Stall Combo	EA	1	09/01/20	Indef	4,500.00	4,500.00 per billing cycle
Delivery, Setup, Removal	EA	1	09/01/20	09/01/20	2,800.00	2,800.00 one time
Shower Trailer 4 Stall Combo Subtotal:						7,300.00
ADA Shower Trailer Combo	EA	1	09/01/20	Indef	2,441.50	2,441.50 per billing cycle
Delivery, Setup, Removal	EA	1	09/01/20	09/01/20	1,800.00	1,800.00 one time
ADA Shower Trailer Combo Subtotal:						4,241.50

Total: 11,541.50

Accepted: _____ Date: _____

Remit To: United Site Services, PO Box 660475, Dallas, TX 75266-0475

NOTE: Total prices have been calculated for 1 billing period only. Damage Waiver is optional. Please read the terms and conditions on the last page of this document for more information.

Plus applicable fees and taxes



OK'S CASCADE

Equipment Lease Quotation

Expiration of Offering:

8/14/2020

Job # 0

SPU - King Street Station

Equipment	QTY	Lease Rate	Total
Single Stall ADA Shower/Restroom	1	\$ 4,859.00 Per Month	\$ 4,859.00
3 Stall Shower/Restroom Combo U	1	\$ 7,020.00 Per Month	\$ 7,020.00
0	-	\$ - Per Day	\$ -
0	-	\$ - Per Day	\$ -

Additional Charges

Refundable Cleaning & Security Deposit:	Waived	\$ -
Delivery/Return Charges	Included	\$ 2,400.00
Setup/Tear Down:	Included	\$ -
Additional six hour blocks of operations: \$250.00	N/A	\$ -
Layover days: \$500.00	N/A	\$ -
Potable Water Hauling: \$100.00 per hour	N/A	\$ -
Generator: \$200.00 per day	N/A	\$ -
Technical Support:	Included	\$ -
Airfare, Lodging, Food:	N/A	\$ -
Misc:		\$ -
SUBTOTAL		\$ 14,279.00
ESTIMATED TAX 10.10%		\$ 1,442.18
TOTAL:		\$ 15,721.18

AMOUNT DUE PRIOR TO DELIVERY: \$ 7,139.50
Includes: Delivery Charges and 50% of Monthly Lease Rate

Duration of Usage: 1.0 Months Beginning: 8/14/2020 Ending: 9/13/2020

Acceptance Signature: _____ PO# _____

Acceptance Name: _____ Date: _____

Please Check Applicable Contract Extension

3 Year Contract Option

4 Year Contract Option

5 Year Contract Option

TERMS & CONDITIONS

1. Acceptance by OK'S Cascade Company is contingent on Customer's credit worthiness.
2. All pricing and fees subject to change at OK'S Cascade discretion.
3. 50% of event quote is due 60 days prior to event. Within 60 days 100% due prior to event start date.
4. Cancellation >30 days prior to event start date will result in 50% deposit forfeiture. Cancellation <30 days prior to event start date will result in full deposit forfeiture.
5. Mobilization and Demobilization charges are due prior to mobilization.
6. Equipment reserved once signed quote and deposit are received in full, all others subject to availability.
7. Invoice are due NET 14 days from date of invoice.
8. Customer responsible for providing written documentation of tax exemption and is liable for all applicable taxes (sales, etc.), permits, licenses, fees and utilities.
9. Delivery roads and site must accommodate 70 foot truck and trailer combo weighing in excess of 45,000 pounds.
10. Customer responsible for certificated potable water source, gray water drop or pumping service unless identified and included in quote
11. An additional service fee of 3% shall be collected on all payments via credit card
12. OK'S Cascade not responsible for delays or disruptions of service.
13. Customer agrees to payment of finance charges assessed at 1-1/2% monthly for past due invoices.

OK'S Cascade Company is an Equal Opportunity Employer.

1429 Ave D #166
Snohomish, WA 98290
Toll Free: 800.458.8061
www.oks.com

SPU - King Street Station CCS 08_12_2020



VIP Restrooms

P.O. Box 2267,
Carlsbad, CA, 92018
Tel: 866-222-8080
Email: quotes@viprestroom.com
Sales Rep.: Chad Rott

Order To:

Seattle Public Utilities (Cust. No. 041133)

Attn: Bob Stewart
Address: 700 5th Avenue, Seattle, WA 98104
Tel: 2670
Email: bob.stewart@seattle.gov

Date: 03/26/2020

Order No: 77268

Job Details

Job Type: Construction

Job Name: SPU Operations Center Cust Po: Event Date: TBD Delivery Date: 04/02/2020 Pickup Date: TBD
Del. Addr.: 2700 Airport Way South Cross Street: City: Seattle ST: WA Zip: 98134 Contact: Bob Phone: 206-549-7728

Description	Qty	Unit Price	Subtotal
2-STALL + ADA ULTRA LAV SHOWER/RESTROOM COMBO Per 7 day (1 WEEK) billing cycle. VIN 59561 & VIN 72934	2	4,500.00	9,000.00
DELIVERY CHARGE (WEEKDAY)	2	3,500.00	7,000.00
REMOVAL CHARGE (WEEKDAY)	2	3,500.00	7,000.00
PUMPING SERVICE (PER PUMP, PER TRAILER) WEEKDAY - Pumping only. Customer is responsible for interior janitorial service. 10 weekday services per 7 day billing cycle.	10	350.00	3,500.00
PUMPING SERVICE (PER PUMP, PER TRAILER) WEEKEND - Pumping only. Customer is responsible for interior janitorial service. 4 weekend services per 7 day billing cycle.	4	550.00	2,200.00
Total Unit Price			28,700.00
Services Are At The Option Of The Lessee.			Grand Total (USD)
			28,700.00

Note(s):
Call with ETA Bob 206-549-7728 Bill 206-290-1314

Buyer: Seattle Public Utilities

Sign and date to accept order and terms and conditions.