



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.** 6j

**ACTION ITEM**

**Date of Meeting** July 24, 2018

**DATE:** July 16, 2018  
**TO:** Stephen P. Metruck, Executive Director  
**FROM:** Michael Ehl, Director Aviation Operations  
Jeffrey Hoebet, Senior Manager Airport Operations  
**SUBJECT:** Portable Restrooms, Airport Landside Operations

**Amount of this request:** \$2,040,000  
**Total estimated project cost:** \$2,040,000

**ACTION REQUESTED**

Request Commission authorization for the Executive Director to advertise and award contracts in the amount of \$2,040,000 for the provision of portable restroom services primarily at ground transportation locations at Seattle-Tacoma International Airport. This contract will be for one year with two one-year options.

**EXECUTIVE SUMMARY**

Combined, Sea-Tac Airport Landside Operations' annual expenses for portable restroom services are projected to be about \$480,000 in 2018 which exceeds the budgetary limits delegated to the Executive. Staff recommends consolidating portable restroom services under a single, open-order contract with sufficient capacity to satisfy Landside Operations' business requirements for three years. The contract shall be written with enough flexibility to allow other Port Divisions to utilize the contract if needed.

**JUSTIFICATION**

This contract will provide portable restrooms for commercial operators and the traveling public at Sea-Tac Airport and other Port locations. Sanitation facilities are essential to providing high levels of customer service and maintaining public health.

The number of portable restrooms leased by Sea-Tac Landside Operations has increased during the past two years due to the six-fold increase (from 2,000 to 12,000) in the number of commercial operators at Sea-Tac Airport, and the 10 percent increase in the number of passengers.

The Transportation Network Companies (TNCs) staging lot requires the largest number of portable restrooms as the TNC lot is full almost 20 hours per day. The Port has already

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responded to a Labor and Industries (L&I) complaint made regarding the facilities in the TNC lot. With the 7 units provided, the Port has met the Washington Administrative Code 296-800-2320 requirement for portable restrooms.

The requested contract amount includes additional margin--about \$200,000 per year--for other Port Divisions to request portable restrooms when needed. The recommended alternative calls for an open order contract that means the Port may spend up to \$2,040,000 or less depending on the need.

**DETAILS**

The table below describes anticipated Landside Operations spending for portable restrooms from 2018 to 2020 and the amount of contract capacity left for other Port Divisions.

*Anticipated Portable Restroom Spending and Contract Capacity 2018 to 2020*

	(A) 2018	(B) 2019	(C) 2020	3-year Summary (A+B+C)
Landside Operations/1	\$480,000	\$480,000	\$480,000	\$1,440,000
Capacity for other Port Divisions	\$200,000	\$200,000	\$200,000	\$600,000
Annual Total	\$680,000	\$680,000	\$680,000	\$2,040,000

Note: Projected spending levels are based on current activity and restroom distribution patterns. Significant programmatic changes are not anticipated during the contract duration.

Once Commission approval is received, the Port will issue solicitation in July 2018 with anticipated start date in Q4 2018.

***Scope of Work***

At a minimum, provide and service portable restrooms at the following locations:

- Cell Phone Lot (4 units)
- 160<sup>th</sup> Street TNC Holding Lot (7 units)
- 160<sup>th</sup> Street Taxi Staging Lot (2 units)
- Taxi feeder lines on 3<sup>rd</sup> floor of the garage (2 units)
- Charter Bus Lot (2 units)
- Port Valet location (1 unit)

**ALTERNATIVES AND IMPLICATIONS CONSIDERED**

**Alternative 1 – Discontinue Service**

This option would remove all portable restrooms and cease services to all Airport facilities. The current purchase method is unsustainable and could lead to a violation of Port policy. Instead of exceeding the limits of Executive power, Port staff would discontinue service to the Airport's

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facilities. This action may result in significant negative public reaction, increased hazardous waste and non-compliance with L&I requirements.

Cost Implications: \$0 direct cost to implement this option

Pros:

- (1) Cessation of portable restroom service prior to exceeding the \$300,000 threshold is consistent with Port procurement policies

Cons:

- (1) Significant reduction in customer service at public-facing remote lots like the Cell Phone Lot
- (2) Increased likelihood of uncontained hazardous waste in remote lots
- (3) Out of compliance with Washington State L&I standards for basic employee sanitation facilities

This is not the recommended alternative.

**Alternative 2 – Request for Proposals**

This option would authorize the Executive Director to enter into agreements with a portable restroom services provider to support Airport operations in the Cell Phone Lot, 160th Street Ground Transportation Lot, Charter Bus Lot, and other areas. Approving this option consolidates portable restroom purchases under one open order contract with sufficient capacity to meet Landside Operations’ needs for the next three years and support other Port Divisions’ portable restroom needs.

Cost Implications: \$0 direct cost to implement this option

Pros:

- (1) Maintain consistency with Port of Seattle procurement policies
- (2) Comply with Washington State L&I facilities standards
- (3) Provide continuity of operations—existing practice is unsustainable on a policy basis and eventually requires an abrupt end of service without remedy
- (4) Formalize contractor business requirements such as billing intervals and rates
- (5) Opportunity to *lower* existing service rates due to competitive process

Cons:

- (1) Possible marginal increase in time to process paperwork and apply charges against the contract limit

**This is the recommended alternative.**

**FINANCIAL IMPLICATIONS**

***Annual Budget Status and Source of Funds***

Portable restrooms are an on-going operating expense for the Airport’s Public Parking and Ground Transportation operations and affect net operating income. No new or supplemental

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funds are requested as part of this action. The actual costs incurred under this contract will be included in annual operating budgets.

***Future Revenues and Expenses (Total cost of ownership)***

This request addresses an immediate need; portable restroom expenses will continue to affect net operating income from both Ground Transportation and Public Parking operations at the Airport in the near term.

**ATTACHMENTS TO THIS REQUEST**

None

**PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

None