



**COMMISSION
AGENDA MEMORANDUM**

Item No. 8f

ACTION ITEM

Date of Meeting October 12, 2021

DATE: September 10, 2021

TO: Stephen P. Metruck, Executive Director

FROM: Laurel Dunphy, Director Airport Operations
Nora Huey, Director of Central Purchasing Office

SUBJECT: **Portable Restrooms, Airport Landside Operations**

Amount of this request: \$1,500,000

Total estimated project cost: \$1,500,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute a contract for an estimated value of \$1,500,000 for the provision of portable restroom services for the Ground Transportation lots, the Cell Phone lot at SEA Airport and other various Port locations, with a Contract Length of One (1) Year with Two (2) One-year Options for Renewal.

EXECUTIVE SUMMARY

The Port of Seattle supports a variety of transportation modes at SEA Airport (Airport) and other Port locations. As part of the ongoing effort to provide amenities to public customers and commercial ground transportation operators, the airport's Landside team coordinates a contract for portable restroom and hand washing facilities. The airport team has managed the current agreement since 2018 and recognizes the continuing need. The annual expenses for Aviation Landside Operations for portable restrooms services are projected to be in the amount of \$275,000 for the October 1, 2021 to September 30, 2022 time period, and \$350,000 each for the second and third years of this contract resulting in a 3-year anticipated expenditure in the amount of \$975,000. Portable restrooms are also essential in other operating areas that do not have permanent restroom facilities. These requests are usually ad-hoc and are for immediate use due to unplanned circumstances. Thus, CPO recommended adding \$525,000 in additional contract capacity to cover unanticipated needs of other Departments. The total estimated contract value for portable restroom services is \$1.5 million.

JUSTIFICATION

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

Meeting Date: October 12, 2021

There has been a consistent demand for restroom facilities at Landside properties. While demand has fluctuated with passenger activity, it's anticipated that both commercial and passenger activity levels will increase in 2022 and 2023 and the number of portable restrooms needed will increase as well.

DETAILS

The table below describes anticipated spending for portable restrooms in Landside Operations and other Port locations for each contract year from October 1, 2021 to September 30, 2024.

	(A) Year 1	(B) Year 2	(C) Year 3	3-Year Total (A+B+C)
Landside Operations	\$275,000	\$350,000	\$350,000	\$975,000
Other Port Locations	\$175,000	\$175,000	\$175,000	\$525,000
Combined Total	\$450,000	\$525,000	\$525,000	\$1,500,000

Note: The contract year is October 1 to September 30. The anticipated spending amount for 2021 is based on current activity. Spending levels for 2022 and 2023 are based on projected activity. Projections are based on current rates. Rates are subject to change if a new vendor is awarded this contract. The Port issued a short-term change order to extend the contract until December 31, 2021. No additional money was needed to cover this time period.

In July 2018, the Commission authorized \$2,040,000 to execute a contract for portable restrooms. The requested amount in 2018 included \$600,000 for other Port divisions to request portable restrooms. The Port may still have needs outside of the airport and for efficiency we recommend a port-wide contract. CPO will work with Aviation to put into place an appropriate management system to address other Division needs.

Scope of Work

This contract will cover all Port locations. Landside Operations plans to provide portable restrooms at the following Airport locations:

- (1) Cell Phone Lot (2 units in 2021, 4 units in 2022 and 2023)
- (2) 160th Street TNC Holding Lot (4 units in 2021, 7 units in 2022 and 2023)
- (3) Taxi Feeder Lines on 3rd Floor of the Garage (2 units)
- (4) Cruise Bus Lot (2 units)
- (5) Port Valet bag sort location (1 unit)

Meeting Date: October 12, 2021

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – Discontinue portable restroom service

This option would remove all portable restrooms and cease services to all Airport facilities.

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

Pros:

- (1) Cessation of portable restroom service, eliminating \$275,000 - \$350,000 in annual costs.

Cons:

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

This is not the recommended alternative.

Alternative 2 – Issue a Competitive Solicitation

This option would authorize the Executive Director to enter into an agreement with a portable restroom service provider to support Port operations, including but not limited to Airport Operations in the Cell Phone Lot, the 160th Street Ground Transportation Lot, Cruise Charter Lot, and other areas.

Cost Implications: Commitment to fund contractual services up to \$1,500,000 for the duration of the agreement.

Pros:

- (1) Maintains consistency with Port of Seattle procurement policies
- (2) Complies with Washington state L&I facilities standards
- (3) Provides continuity of operations with no abrupt end of service without remedy
- (4) Formalizes contractor business requirements such as billing intervals and rates
- (5) Opportunity to lower existing services rates due to competitive process

Cons:

- (1) Adds up to \$1,500,000 to expense budget over the duration of the agreement.

This is the recommended alternative.

FINANCIAL IMPLICATIONS

Annual Budget Status and Source of Funds

Portable restrooms are an ongoing operating expense for the Airport’s Public Parking and Ground Transportation operations and affect net operating income. No new or supplemental funds are requested as part of this action. Should other Departments or Divisions other than Airport Operations use this contract, costs will be covered by their respective budget and they will be

Meeting Date: October 12, 2021

responsible for managing services in conjunction with the terms of the agreement. 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 Public Parking and Ground Transportation operations at the Airport in the near term.

ATTACHMENTS

None.

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

- July 24, 2018, the Commission authorized \$2,040,000 to execute a contract for portable restrooms.