



# The Corporation of the Municipality of Arran-Elderslie

## Staff Report

Council Meeting Date: February 26, 2024

Subject: Award Contract for Portable Washroom Services

Report from: Carly Steinhoff, Park, Facilities and Recreation Manager

Appendices: None

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### **Recommendation**

Be It Resolved that Council hereby,

1. Award RFQ 01-2024-01 Portable Washroom Services to Scotty's Potty's for an annual amount of \$ 9,545.00 plus applicable taxes and enter into a two (2) year agreement.

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### **Report Summary**

To award the Request for Quotation for portable washroom services within Arran-Elderslie to Scotty's Potty's.

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### **Background**

The Municipality annually, from May through October, rent eight (8) portable washrooms at the following locations:

- Allenford Ball Park
- Chesley Ball Diamond
- Chesley Park/Pavilion (accessible unit)
- McTavish Park
- Dr. Milne Park in Paisley
- Paisley River Access (Saugeen River Access Point 9b)
- Paisley River Access (corner of Water Street and Albert Street)
- Tara Downtown Parkette

There is an additional year-round unit located at Riverside Park in Chesley.

Municipal staff requested quotations through an RFQ that was posted on the municipal website and Biddingo. Vendors were asked to quote on the above, plus the servicing /maintenance requirements needed for the municipally owned units at the Arran Landfill, Chesley Landfill and Paisley Splash Pad. Vendors were asked to provide pricing for additional years of service.

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### **Analysis**

The RFP closed on Monday February 5, 2024 and three (3) quotations were received:

<b><u>Vendor</u></b>	<b><u>2024 Annual Cost</u></b>	<b><u>2025 Annual Cost</u></b>
Scotty's Potty's	\$ 9,545.00 plus hst	\$ 9,545.00 plus hst
KK Nixon Inc. O/A: Ron Nickason Plumbing, Heating and Septic Pumping	\$ 10,200.00 plus hst	\$ 10,404.00 plus hst
Bluewater Sanitation	\$ 11,256.60 plus hst	\$ 11,256.60 plus hst

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### **Link to Strategic/Master Plan**

6.4 Leading Financial Management

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### **Financial Impacts/Source of Funding/Link to Procurement Policy**

This service is annually identified within the Recreation and Public Works operating budgets. Approval of service for year 2025 will assist staff to accurately reflect costs in the 2025 budget.

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Approved by: Sylvia Kirkwood, Chief Administrative Officer