



**City of Kingston
Report to Council
Report Number 19-194**

To: Mayor and Members of Council
From: Peter Huigenbos, Acting Commissioner, Community Services
Resource Staff: Luke Follwell, Director, Recreation & Leisure Services
Date of Meeting: July 9, 2019
Subject: Award of Contract – Portable Washroom Building

Executive Summary:

The purpose of this report is to seek Council approval to award the contract for the purchase of a Portable Washroom Building.

Request for Proposal (RFP) Number F31-CSG-RLS-2019-14, issued on May 21, 2019, solicited proposals from the marketplace for qualified proponents to design, manufacture and deliver a portable washroom to Breakwater Park.

The City did not receive a minimum of three proposals in response to the RFP and Section 3.4, Clause iv, of the Purchasing By-Law requires that approval be sought by report to Council when less than three valid responses from proponents have been received. The proposal received from Royal Flushers Ltd. scored highly, based on the evaluation criteria of price, qualifications and accessibility, and is within budget for the project.

Recommendation:

That the Mayor and Clerk be authorized to enter into a contract, in a form satisfactory to the Director of Legal Services, with Royal Flushers Ltd. for the manufacture and delivery of a portable washroom building (RFP F31-CSG-RLS-2019-14), for a total price of up to \$71,500.00 plus applicable taxes.

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Authorizing Signatures:



**Peter Huigenbos, Acting
Commissioner, Community
Services**



**Lanie Hurdle, Acting Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	OK
Sheila Kidd, Commissioner, Transportation & Public Works	SK
Deanne Roberge, Acting Commissioner, Corporate Enterprise Services	DR

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Options/Discussion:

On Wednesday, June 12, 2019, one (1) RFP submission was received for RFP F31-CSG-RLS-2019-14 'Portable Washroom Building'. The submission was evaluated on price, design and manufacture quality, methodology and schedule, qualifications of the proponent and experience on similar projects and accessibility.

The following table provides a breakdown of the criteria and weighting applied in the evaluation of the proposals:

Evaluation Criteria	Weighting
Financial Proposal	50%
Design and Manufacture Quality	30%
Methodology and Schedule	10%
Qualifications of the Proponent and Experience on Similar Projects	5%
Accessibility	5%

In their proposal, Royal Flushers Ltd. demonstrated a strong understanding of the scope of the work and services required in the RFP. They also demonstrated how their experience on relevant projects of comparable scope and magnitude will contribute to the success of this project.

The price submitted by Royal Flushers Ltd. for the manufacture and delivery of a portable washroom building was \$71,500. The result of the scoring, based on the criteria listed in the RFP, is indicated in the following table.

RFP Proponents	Price	Total Score
Royal Flushers Ltd.	\$71,500.00	86

A portable washroom building is required at Breakwater Park to accommodate park users between Victoria Day and Thanksgiving. Traditional rental portalets provide a less than satisfactory level of service from a user experience and accessibility perspective given the intensity of use that occurs in the park. Portalet toilets are currently on the site serving the park users. Traditional rental trailer washrooms generally provide a superior level of service over portalets, but are costly to rent for an entire season and have not proved to be adequately durable for the expected use.

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The proposed portable washroom building (attached as Exhibit A) is based on a small shipping container and is expected to improve upon the above mentioned challenges. The portable washroom building will be fabricated in the summer of 2019 and be in place later this year. The proponent has proposed to complete the washroom building this season but they have qualified that their schedule is dependent on a variety of factors. The washroom is expected to be situated in the park annually from Victoria Day weekend to Thanksgiving Day weekend as a temporary facility until such times as a more permanent facility can be developed. The Parks and Recreation Master Plan, currently undergoing public consultation, is expected to recommend that Breakwater Park be considered for a more permanent future washroom building.

Existing Policy/By-Law:

By-Law Number 2000-134 A By-Law to Establish Purchasing Policies and Procedures

Notice Provisions:

Not applicable

Accessibility Considerations:

Accessibility criteria were incorporated in the requirements for the washroom building product and the evaluation criteria in the RFP. The proponent demonstrated a thorough knowledge of the design of public spaces and the Facility Accessibility Design Standards (FADS). The portable washroom building will be designed to meet FADS.

Financial Considerations:

The submission from Royal Flushers Ltd. is within the approved budget for this project including necessary permits, contract administration and applicable taxes. Sufficient funds exist for these services in the current Council approved Recreation & Leisure Services Department capital budgets.

Annual operational costs to maintain the washroom will be incorporated into future Public Works operating budgets. Pumping fees and supplies will be included in those budget requests and are expected to range from \$15,000 to \$20,000 depending on usage. The pumping component of the maintenance cost will be required until such time as a permanent connection to the local sanitary service can be provided.

Contacts:

Luke Follwell, Director, Recreation & Leisure Services 613-546-4291 extension 1815

Other City of Kingston Staff Consulted:

Bill Linnen, Director, Public Works Services

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Troy Stubinski, Operations Manager, Public Works Services

Andrew Reeson, Associate Legal Counsel, Legal Services

Neal Unsworth, Manager, Parks Development, Recreation & Leisure Services

Exhibits Attached:

Exhibit A Concept and Floor Plan of Portable Washroom

Figure 1.0: Concept images of the proposed portable washroom

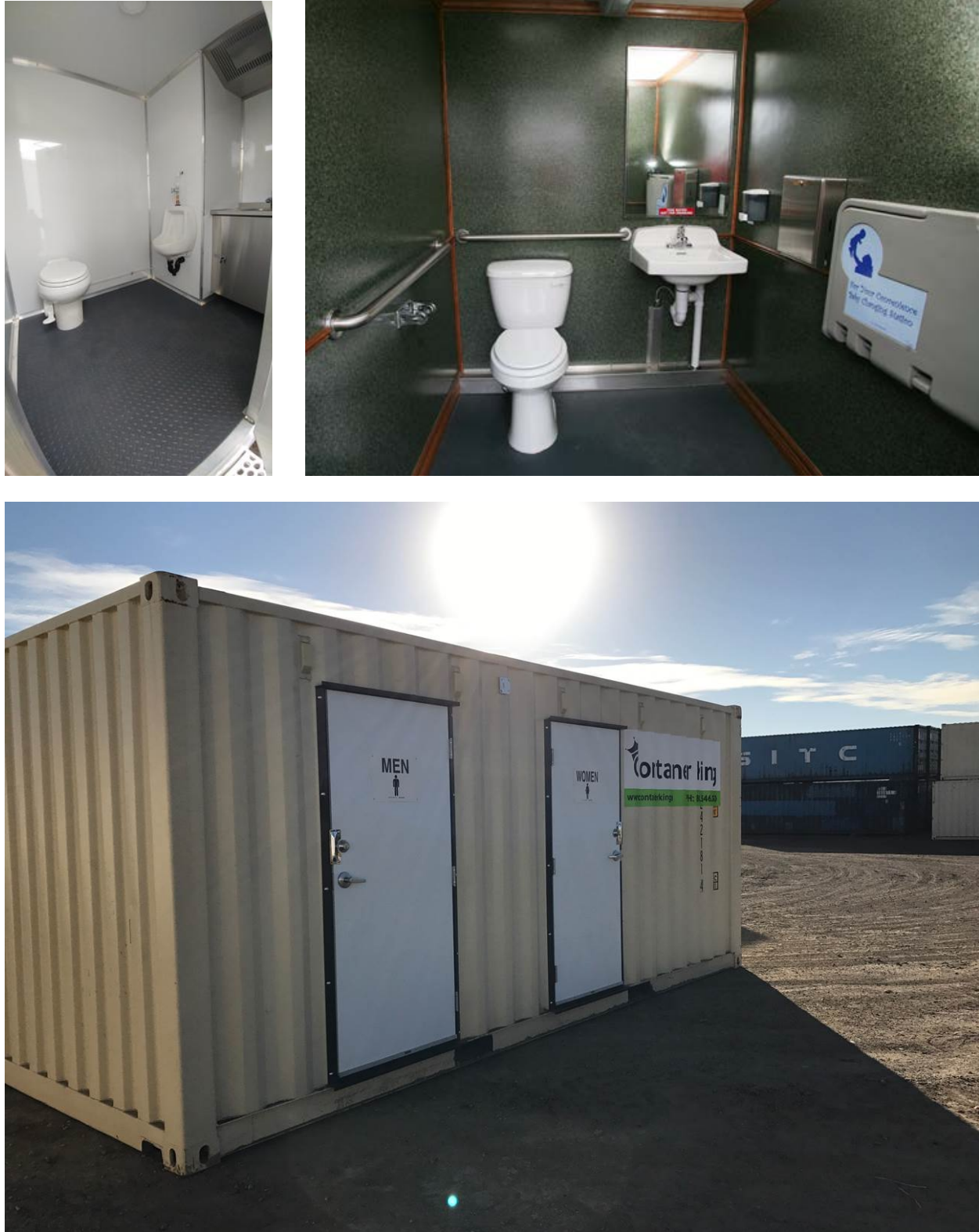


Figure 2.0: Floor plan of the proposed portable washroom

