

COUNCIL COMMUNICATION

From: The City Manager

Subject: Rental & Service Of Portable Toilets

Manager's Recommendation:

I recommend an annual purchase order be issued to Jonnie-On-The-Spot, Inc. in the amount of \$2,096.09 for the balance of fiscal year 2009-10 and \$4,347.00 for fiscal year 2010-11 totaling \$6,443.09 for both years.

This vendor meets all requirements of §14.23, "Vendors", of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing, of "Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds are budgeted in the General Fund Building and Grounds Division Operating Services Account, No.101-7575-821.80-05 for fiscal year 2010 and will be budgeted for in this account for fiscal year 2011.

Justification:

Bids for portable toilets were opened on October 20, 2009, with initially two bids being received. A second bidder who later withdrew their bid due to a mathematical error only recently advised Purchasing they could not honor their bid. A temporary purchase order was issued to take care of immediate and ongoing requirements for portable toilets; therefore, the total amount required for the current fiscal year 2009-10 is \$2,096.09 instead of the full year cost of \$4,347.00. Portable toilets are located in various City parks for a period of seven months per year.

Council Action:

Council _____ moved that the recommendation of the City Manager be approved.