REPORT TO CITY COUNCIL

To: Honorable Mayor and Members of the City Council

From: Jason Simpson, City Manager

Prepared by: Rick DeSantiago, Public Works Manager

Date: September 26, 2023

Subject: Rental Agreement with WillScot Mobile Mini for Mobile Office Trailer Rental for Code Enforcement

Recommendation

Approve and authorize the City Manager to execute a Rental Agreement with WillScot Mobile Mini for Mobile Office Trailer in an amount not to exceed $45,426.23 per Fiscal Year for a term of two (2) years in such final form approved by the City Attorney and authorize the City Manager to execute change orders not to exceed a 10% contingency of $4,542.00 for unanticipated costs.

Background

The Code Enforcement Department plays a crucial role in maintaining the safety and quality of buildings and properties within a city. It is essential to ensure that their operations continue uninterrupted, even during City Hall Renovations. By providing a mobile office trailer, code enforcement officers can carry out their duties without significant disruption to their workflow.

Code Enforcement often interacts with residents, property owners, and other stakeholders on a regular basis. During the renovation of City Hall, having a mobile office located at Public Works will ensure that community members can easily access code enforcement services and receive assistance or information as needed.

Discussion

The Mobile Office Trailer provides a convenient, cost-effective solution for temporary space. The Mobile Office Trailer will be 64 feet long and 12 feet wide with a roof height of 8 feet. The Office Trailer offers a suitable environment with necessary amenities such as heating, and cooling. This helps maintain employee satisfaction and ensures that they can continue their work effectively.

Renting a mobile office trailer for the Code Enforcement Department during City Hall Renovations ensures that essential services are not disrupted, facilities collaboration and coordination, and provides a conducive workspace for employees.

WillScot Mobile Mini have been competitively bid and priced on OMNIA Partners, dba U.S. Communities, National IPA, & NCPA, Contract # R210503, with an expiration date of 9/30/2024. OMNIA Partners, formerly U.S. Communities, National IPA, & NCPA, was created by state law as a service cooperative to provide programs and services to members in the Public Sector. OMNIA Partners was established with the statutory purpose of assisting members in meeting specific needs which are more efficiently delivered cooperatively than by an entity individually. OMNIA Partners is authorized to establish competitively awarded cooperative purchasing contracts on behalf of itself and its member agencies. OMNIA Partners follows the competitive contracting law process to solicit, evaluate, and award cooperative purchasing contracts for goods and services. OMNIA Partners contract provides the ability to leverage the combined purchasing power of over 55,000 government agencies resulting in savings on every WillScot order.

Waive of Competitive Bidding Procedures

Under Section 3.08.070(G) of the Municipal Code, the City Council has the discretion to waive the competitive bidding requirement that would otherwise be utilized for this rental. In addition to the benefits outlined above, Mobile Office Trailer satisfies all of the City's requirements compared to competitors that have significant shortfalls in specifications and operating levels essential to the City's needs. These benefits and characteristics suited to the City's specific needs support the finding that waiving the competitive bidding requirement for this rental is in the best interest of the City. Therefore, staff recommends that the City Council waive the competitive bidding according to Municipal Code Section 3.08.070(G) and allow the City Manager for the Mobile Office Trailer Rental as outlined in this agenda report.

Fiscal Impact

Funds are available in the City's Fiscal Year 23/24 Annual Operating Budget.

Attachments

Attachment 1- Rental Agreement