THE CITY OF DAYTONA BEACH
OFFICE OF THE PURCHASING AGENT

Post Office Box 2451   Phone (386) 671-8080
Daytona Beach, Florida 32115-2451   Fax   (386) 671-8085

DATE: November 4, 2019

TO: James Chisholm, City Manager

FROM: Kirk Zimmerman, Buyer

SUBJECT: Quotes for Portable Toilet Rental

REQUEST
The Purchasing Division requests the City Manager approve a 1 year agreement with **United Site Services of Florida, LLC,** 11192 Boggy Creek Road Orlando, FL 32824 for Portable Toilet Rental

CONSIDERATION
On November 1, 2019 quotes were received for Portable Toilet Rental. 9 companies were sent invitations as well as being posted on the City website. 2 quotes were received. The lowest of which was **United Site Services of Florida, LLC.** This is a unit price quote in which the City will pay awarded vendor only for the work they complete based on the unit prices they stated in their quote. Based on the quantities used in the past year the estimated annual total quote was **$15,789.66**. This quote is good from the date of your approval and good for 1 year. The City will have the option to renew this quote for up to 4 terms of 1 year each by providing the Contractor written notice at least 60 days before the end of the current term.

Section 30-52 (a)
The city manager may authorize expenditures and enter into contracts for small purchases; however, where more than one purchase or expenditure is made or entered into in connection with and directly related to the same project, the cumulative value of such purchases or expenditures will not exceed $25,000 without approval of the city commission. Expenditures for normal maintenance and operational expenses for city facilities and departments are not expenditures for "projects" subject to the cumulative value spending limitation. Small purchases may be made without competitive selection; however, the city manager will adopt written guidelines for use of informal procedures to insure cost efficiency.

Please indicate approval by signing below:

_____   ___11-8-19___
James V. Chisholm, City Manager   Date

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