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TO: Hamburg Township Board of Trustees

FROM: Deby Henneman, Township Coordinator

DATE: February 25, 2025

AGENDA ITEM TOPIC: Portable Toilet Vendor – 3-year Contract for Manly Bennett Park and Trailheads

Number of Supporting Documents: **1 Bid Tab with Quotes & 1 RFP Doc**

Requested Action

To enter into an agreement with PTS for portable toilet services for a 3-year contract and to direct the Clerk or Supervisor to sign and forward all necessary documents. Contract to start effective 3/10/25.

Background

The quotes have been included in the bid tab, and I did my best to compare pricing, even though each company has add ons which can make that difficult. I will say that PTS is our current vendor and has been amazing to work with. They are extremely responsive and work well with our staff. Their pricing didn't come in at the lowest, however, with the distance that the other two vendors would have to travel to service our accounts, I worry about extra costs for fuel and slow response times.

On average, we pay about \$25,000 a year for portable toilet services, with the trailheads having units all year long. We have had no issues with this vendor and they work well with our user groups/events as well.