



STAFF REPORT

Meeting Type: Board of Directors
Title: General Services Agreement for Portable Toilet Services for Watershed Facilities Fiscal Years 2027 – 2029 (MA 6536)
From: Shaun Horne, Director of Watershed Resources
Through: Ben Horenstein, General Manager
Meeting Date: May 26, 2026

TYPE OF ITEM: X Action Information

RECOMMENDATION: Approve a General Services Agreement for Portable Toilet Services for Watershed Facilities Fiscal Years 2027 – 2029 (MA 6536) and authorize a one-year extension for up to two additional years with an annual increase in rates in accordance with increases in the All Urban Consumer Price Index (CPI-U) for the San Francisco-Oakland-Hayward region

SUMMARY: On November 27, 2018, the District entered into a Professional Services Agreement (MA 5652) for Portable Toilet Services on the watershed for a period of two years. The initial contract was for 17 portable restrooms with servicing frequencies set at one day per week. In response to increases in visitation, the District increased total rentals to 28 portable restrooms with service set at two times per week. In March of this year, the District advertised for bids for a new Portable Toilet Services for Watershed Facilities agreement (MA 6536). District staff recommends awarding the agreement to the lowest qualified bidder, Pacific Sanitation, to include a one-year extension for up to two additional years with an annual increase in rates in accordance with increases in the CPI-U for the area.

DISCUSSION: The District’s watershed lands are part of a larger complex of publicly owned lands on Mt. Tamalpais that, taken together, support rich, natural ecosystems. Since before the turn of the last century, Mt. Tamalpais has been a magnet for recreationists. Regular visits by these different visitor groups to the District’s Mt. Tamalpais watershed lands are estimated at more than 2.3 million visitors annually (Alta Planning, 2023). In part due to the COVID 19 pandemic, the Watershed and other open space lands throughout Marin County have seen a higher than normal level of use since March of 2020. Increased visitation resulted in increased use of watershed restroom facilities, which resulted in the District increasing the level of servicing to all portable restrooms, installing hand sanitizer services, and increasing the total number of portable restrooms on the watershed. Since that time, the total number of restrooms has been slightly reduced and servicing has been reduced from three times a week for some sites to two times a week for all sites. The number of portable restrooms and servicing frequency is appropriate for the current levels of watershed visitation.

On November 27, 2018, the District entered into a Professional Services Agreement (MA 5652) for Portable Toilet Services for a period of two years. The contract was extended several times to add services and funding as needed since that date. The total cost for watershed portable restroom rentals and service over the past twelve months was approximately \$117,000 which is roughly \$9,750 a month. In March 2026, the District released a notice inviting bids for a new three (3)-year Portable Toilet Services for Watershed Facilities agreement. The notice was published in a local newspaper and posted on the District’s external bid website to inform contractors of the opportunity. The District received and evaluated bids, and Pacific Sanitation was determined to be the lowest qualified bidder. District staff recommends award of the contract to Pacific Sanitation. The selected proposal establishes a fixed annual cost that will remain unchanged throughout the initial three-year term, resulting in a consistent total cost over the duration of the agreement. The contract allows for two additional one-year extensions with an annual CPI-U escalation in prices.

The bid sheet included variable pricing components, such as per-unit and per-service rates, which Watershed maintenance staff used to project anticipated usage and develop an annual not-to-exceed amount. Costs for additional rentals and service fees (including septic and vault pumping) were estimated based on prior usage in previous years. These estimates were incorporated into the bid evaluation to establish a total fixed cost for the initial three-year term, resulting in an overall not-to-exceed agreement amount.

Final Bid Results (with portable toilet rental and use fee quantities)

Rank	Company Name	Bid Amount
1	Pacific Sanitation	\$ 38,361.00
2	American Portables	\$ 46,653.00
3	United Site Services	\$ 64,228.00

Budget:

FY 2027 (July 1, 2026 – June 30, 2027): \$38,361.00

FY 2028 (July 1, 2027 – June 30, 2028): \$38,361.00

FY 2029 (July 1, 2028 – June 30, 2029): \$38,361.00

Total budget: \$115,083

Budget Category: A1E04 and A1E05

Work is scheduled to take place across Fiscal Years 2027, 2028 and 2029.

ENVIRONMENTAL REVIEW: Not Applicable.

FISCAL IMPACT: Portable toilet services for watershed facilities over the initial three years, during FY27, FY28 and FY29, will be \$115,083.00. Funds for this contract are budgeted in the District’s Watershed Division operational budget.

ATTACHMENT(S): None

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
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Watershed



Shaun Horne
Watershed Resources
Director



Ben Horenstein
General Manager