



AGENDA REPORT

City Council Meeting

TODAY'S DATE: November 14th, 2025

MEETING DATE: December 3rd, 2025

TO: Mayor Grimm, members of the Sandpoint City Council

FROM: Jason Welker, Planning & Community Development Director

SUBJECT: Approval of Agreement A26-5200-4 – Portable Toilet Rental and Service (2026–2027) with KGT Septic, Inc.

PURPOSE:

City Council approval is requested for Agreement A26-5200-4 between the City of Sandpoint and KGT Septic, Inc. for the rental, servicing, and maintenance of portable toilets at various City parks and facilities. The contract is for a two-year term, with a not-to-exceed amount of \$90,000, which exceeds administrative purchasing authority and therefore requires Council approval.

BACKGROUND:

On September 10, 2025, the City issued a Request for Proposals (RFP) for portable toilet rental and service for the upcoming contract period. The RFP closed on September 25, 2025, and no proposals were received.

Shortly after the closing date, KGT Septic, Inc., the City's incumbent service provider, submitted a proposal. Because the City received no other proposals, the late submission was accepted for consideration to ensure continuity of service and avoid operational disruptions at parks and public facilities.

The resulting agreement (attached) provides the full schedule of service locations, unit types, frequencies, cleaning requirements, and detailed pricing for both fiscal years covered by the contract. Pricing forms have been provided as a separate attachment for readability and transparency.

The contract term spans January 1, 2026 through September 30, 2027, aligning with City operational needs while crossing two fiscal years (FY2026 and FY2027).

Under the agreement, KGT Septic, Inc. will provide:

- A. Monthly Rental & Scheduled Cleaning
 - Year-round service at:
 - Pine Street Park – ADA unit
 - Lakeview Park – ADA unit
 - Sandcreek Water Treatment Plant – regular unit
 - Seasonal service (6–8 months depending on site) at:
 - City Beach (regular + ADA)

- Great Northern Park (2 regular + ADA)
- Centennial Park – regular unit
- Pine Street Park - regular seasonal unit (April 01 – Oct 31)
- Hickory Park – ADA unit
- 9th Grade Center - ADA unit
- Shooting Range (ADA + wash station)

B. Enhanced Service Locations

- Windbag Marina:
 - 2 regular + 1 ADA units
 - Four-day-per-week service (Fri–Mon)

C. Pricing

Pricing is defined in Exhibit B and includes:

- Monthly rental rates for FY2026 and FY2027
- Special request daily rental rates
- Additional service-call rates
- Vault toilet pumping - Mickinnick Trailhead
- Hourly labor and equipment rates for on-call sewer/septic services

The contract price is a not-to-exceed amount of \$90,000 for the entire term.

PROCUREMENT COMPLIANCE

- RFP issued: September 10, 2025
- RFP closed: September 25, 2025
- Proposals received: None
- KGT proposal received after deadline, accepted as allowed by State Procurement laws and City Policy

STAFF RECOMMENDATION:

Staff recommends approval of Agreement A26-5200-4 to KGT Septic for a not to exceed amount of \$90,000 for uninterrupted portable toilet service at high-use City parks and facilities to meet the City's operational, health, safety, and regulatory needs.

ACTION:

Council to approve Agreement A26-5200-4 to KGT Septic for a not to exceed amount of \$90,000 for uninterrupted portable toilet service at high-use City parks and facilities to meet the City's operational, health, safety, and regulatory needs.

WILL THERE BE ANY FINANCIAL IMPACT? Y HAS THIS ITEM BEEN BUDGETED? Y

This is a budgeted and ongoing operational cost across two fiscal years:

- FY2026 – costs allocated within Parks & Recreation and Public Facilities budgets
- FY2027 – budgeted in operational planning for that fiscal year

ATTACHMENTS:

Proposed Resolution

Agreement A26-5200-4 KGT Septic

Agreement A26-5200-4 KGT Septic Pricing Form