



RESOLUTION NO. U-11597

1 A RESOLUTION related to the purchase of materials, supplies, equipment and
2 the furnishing of services; authorizing the City officials to enter into
3 contracts and, where specified, waive competitive bidding requirements,
4 authorize sale of surplus property, or increase or extend existing
5 agreements.

6 WHEREAS the City of Tacoma, Department of Public Utilities, requested
7 bids or proposals for the purchase of certain materials, supplies, equipment or
8 the furnishing of certain services, or proposes to purchase off an agreement
9 previously competitively bid and entered into by another governmental entity or
10 a purchasing cooperative, or for the sales of surplus, or desires to increase or
11 extend an existing agreement, all as explained by the attached Exhibit "A,"
12 which by this reference is incorporated herein, and

13 WHEREAS in response thereto, bids or proposals (or prices from
14 another governmental or cooperative agreement) were received, all as
15 evidenced by Exhibit "A," and

16 WHEREAS the Board of Contracts and Awards or the requesting division
17 have heretofore made their recommendations, which may include waiver of the
18 formal competitive bid process because it was not practicable to follow said
19 process, or because the purchase is from a single source, or there is an
20 emergency that requires such waiver, or because a directly negotiated contract
21 was determined to be in the best interest of the City, or waiver of minor
22 deviations, and in the case of sale of surplus, a declaration of surplus has been
23 made certifying that said items are no longer essential for continued effective
24 utility service, as explained in Exhibit "A," Now, therefore,
25
26



**Contract and Award Letter
Purchase Resolution – Exhibit “A”**

TO: Board of Contracts and Awards
FROM: Andy Cherullo, Director, Finance
Patsy Best, Procurement and Payables Division Manager, Finance
COPY: Public Utility Board, Director of Utilities, Board Clerk, City Council, City Manager,
City Clerk, EIC Coordinator, LEAP Coordinator, and Hailey Erichsen, Senior
Buyer, Finance/Procurement
SUBJECT: Citywide – Portable Toilet Rental and Septic Pumping Services
Request for Proposals Specification No. CT22-0368F, Contract No. CW2256970
– April 22, 2026 Public Utility Board and April 28, 2026 City Council
DATE: April 6, 2026

RECOMMENDATION SUMMARY:

The Finance Department requests approval to increase and extend Contract No. CW2256970, to United Site Services of Nevada Inc (USS), Tacoma, WA, by \$1,550,000, plus applicable taxes, budgeted from various funds across the city, for portable toilet rental, servicing, septic and vault pumping services. This increase will bring the contract to a projected total of \$2,500,000, plus applicable taxes and extend contract through May 31, 2027.

STRATEGIC POLICY PRIORITY:

- Strengthen and support a safe city with healthy residents.
- Ensure all Tacoma residents are valued and have access to resources to meet their needs.
- Foster a vibrant and diverse economy with good jobs for all Tacoma residents.
- Assure outstanding stewardship of the natural and built environment.
- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

BACKGROUND:

The City of Tacoma has ongoing needs for long term rental of portable toilets and other sanitary equipment at city sites that lack satisfactory permanent facilities. Sites include those within city limits as well as more remote sites such as the hydro projects and headworks. Additionally, the City often uses these services on a short-term basis to support crews working on sites that lack facilities, as well as to provide sanitation for city events. In addition to the rental services, the city also owns a number of septic tanks and vaults that require periodic pumping.

ISSUE: Initially the City executed two contracts for this body of work but due to their performance, the vast majority of the work has been ordered through USS causing the current contract to approach spending limits early. The increase proposed is anticipated to cover the contract including future extensions.

ALTERNATIVES: The city could choose to not increase and extend the current citywide contract which would then force departments to solicit services on a project-by-project basis. This alternative would lead to a great deal of redundant work and likely void advantageous pricing this contract offers.



COMPETITIVE ANALYSIS:

Contractual terms ensure the contract continues to offer competitive pricing and so the decision was made to extend versus resolicit the services at this point.

CONTRACT HISTORY: Contract No. CW2256970 was originally awarded to United Site Services of Nevada Inc, Tacoma, WA, as a result of Request for Proposals Specification No. CT22-0368F with a contract value not to exceed \$750,000, approved by governing body Resolution No. RES41182 on April 25, 2023. The initial term of the contract was June 1, 2023 through May 1, 2026 with the option to renew for up to three one-year periods.

Effective February 1, 2024, the City and United Site Services of Nevada Inc entered into Amendment No. 1 to the contract in order to add combo shower and toilet trailer rentals at City of Tacoma maintained sites.

Effective June 15, 2024, the City and United Site Services of Nevada Inc entered into Amendment No. 2 to the contract in order to increase the not to exceed contract value by \$200,000 for a new not to exceed contract value of \$950,000.

SUSTAINABILITY: Five percent of the final RFP scoring was reserved for sustainability considerations.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: Five percent of the final scoring was reserved for EIC considerations.

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: Not Applicable

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various			\$1,550,000
TOTAL			Up to \$1,550,000

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various			(\$1,550,000)
TOTAL			Up to (\$1,550,000)

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$ 1,550,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? N/A

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A



**Contract and Award Letter
Purchase Resolution – Exhibit “A”**

TO: Board of Contracts and Awards
FROM: Andy Cherullo, Director, Finance
Patsy Best, Procurement and Payables Division Manager, Finance
COPY: Public Utility Board, Director of Utilities, Board Clerk, City Council, City Manager,
City Clerk, EIC Coordinator, LEAP Coordinator, and Brittany Riolo, Senior Buyer,
Finance/Procurement
SUBJECT: Citywide Off-Site Records Storage and Secure Records Destruction – Request
for Proposal Specification No. CT21-0027F, Contract No. CW2243385– April 22,
2026 Public Utility Board and April 28, 2026 City Council
DATE: March 3, 2026

RECOMMENDATION SUMMARY:

The Finance Department requests approval to extend Contract No. CW2243385 with Access Information Management Corporation, Woburn, MA, budgeted from various departmental funds, for an additional two-year period, with the option to renew for three additional one-year terms. This will extend the contract through June 30, 2031.

STRATEGIC POLICY PRIORITY:

Secure storage and destruction of City’s records supports the City Council’s strategic policy priorities of ensuring access to public information resources and compliance with the public records laws.

- Ensure all Tacoma residents are valued and have access to resources to meet their needs.
- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

BACKGROUND:

This contract allows the City of Tacoma to comply with RCW 40.14 (Preservation and Destruction of Public Records), RCW 42.56 (the Public Records Act), standards set by state and federal retention schedules, and other requirements as may be contractually agreed upon or mandated by grants. Secure storage and destruction services are necessary to manage records for their retention periods and to protect the City’s information at the time of destruction. The contract additionally provides transfer of documents back to the City. As of April 2026, The original contract amount was \$600,000. Total spending to-date against that total is \$318,241.

ISSUE: The current agreement expires on June 30, 2026. This contract enables the City to manage records for their retention periods and to protect the City’s information at the time of destruction. The City is required to comply with RCW 40.14 (Preservation and Destruction of Public Records), RCW 42.56 (the Public Records Act), standards set by state and federal retention schedules, and other requirements as may be contractually agreed upon or mandated by grants.

In the original contract, records management staff anticipated that usage of off-site storage would remain stable or decrease over the original contract term. This has held true, with the number of cartons in storage decreasing from approximately 23,000 cartons to 22,300 cartons between 2021 and 2026, and the frequency of on-site shred bin services decreasing for most



departments. Stable or decreased off-site storage usage is expected through the extended contract period due to regular review of retention and disposal requirements, and the continued shift to digital records and electronic business processes.

ALTERNATIVES: This is the lowest cost option to comply with applicable laws, regulations, and other requirements. Costs have remained much lower than anticipated throughout the existing contract, and maintaining the existing contract pricing through an extension will result in continued cost savings.

There are no practical alternatives to off-site storage for the City’s inactive paper records and secure on-site shred bins. Prior market research has identified only two major vendors offering these services in the region. The City held a previous contract with the other major vendor, but staff experienced ongoing service and billing issues, and pricing offered by that vendor’s 2021 bid offered significantly higher pricing in nearly every service category.

COMPETITIVE ANALYSIS:

Pricing has remained competitive throughout the term of the contract and because the City has been spending against the contract more slowly than anticipated, it was considered to be in the best interest to extend the existing contract versus returning to bid at this time.

CONTRACT HISTORY: This contract was originally awarded to Access Information Management Corporation as a result of RFP Specification No. CT21-0027F in April 2021. On July 21, 2021, the City of Tacoma entered into a citywide contract with Access Information Management Corporation for \$600,000 plus applicable taxes, for the purpose of citywide records storage and destruction for a two-year term with an option to extend for three additional one-year terms. This contract was reviewed and approved on by the Public Utility Board, Resolution U-11271 on July 28, 2021, and the City Manager on August 3, 2021 pursuant to the City of Tacoma March 12, 2020, state of emergency proclamation in response to COVID-19, made in accordance with Tacoma Municipal Code Chapter 1.10.

On May 1, 2023, the City and Access Information Management Corporation entered into Amendment No. 1 to extend the termination date to June 30, 2024, and to amend the Scope of Work and Fee Schedule to include additional services (on-site destruction via shred bins).

On June 30, 2024, the City and Access Information Management Corporation entered into Amendment No. 2 to extend the termination date to June 30, 2025.

On June 30, 2025, the City and Access Information Management Corporation, now doing business as Retrievox, Inc., entered into Amendment No. 3 to extend the termination date to June 30, 2026.

SUSTAINABILITY: Per the Sustainable Procurement policy in section XXIV.A of the Purchasing Policy Manual, the specification included requirements to demonstrate the firm’s commitment to sustainable business practices and efforts to mitigate industry environmental impacts in the delivery of services; 5 percent of the scoring was awarded based upon review of respondents’ statements on the firm’s efforts toward sustainability



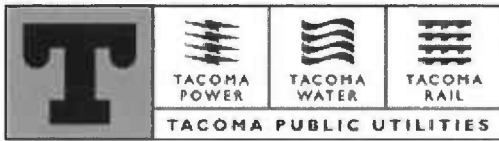
CITY OF
Tacoma

**Contract and Award Letter
Purchase Resolution – Exhibit “A”**

EQUITY IN CONTRACTING (EIC) COMPLIANCE: Not applicable - Service contract - EIC Regulations are not yet established

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: Not applicable.

FISCAL IMPACT: There is no fiscal impact.



Resolution No.: U-11597
Item No.: 3
Meeting Date: APRIL 22, 2026

TO: Board of Contracts and Awards
FROM: Chris Robinson, Power Superintendent, Tacoma Power
Chris Mattson, Section Manager, Power Generation
Matt Bleich, Assistant Section Manager, Power Generation Natural Resources
Andrew Ollenburg, Manager, Natural Resources, Power Generation Cushman Fish Facilities
COPY: Public Utility Board, Director of Utilities, Board Clerk, EIC Coordinator, LEAP Coordinator, and Ryan Foster, Senior Buyer, Finance/Purchasing
SUBJECT: Interagency Agreement for Fisheries Assistance at the Cushman Hydroelectric Facility
Contract No. CW2281268 – April 22, 2026 Public Utility Board
DATE: February 26, 2026

RECOMMENDATION SUMMARY:

Tacoma Power recommends awarding a contract to the Skokomish Indian Tribe, Skokomish, WA, in the amount of \$3,732,444.00, plus applicable taxes, budgeted from Power Fund 4700, for a contract term of five (5) years, for a projected contract amount of \$3,732,444.00, plus applicable taxes, for professional fisheries assistance at the Cushman Hydro Project.

STRATEGIC POLICY PRIORITY:

- Assure outstanding stewardship of the natural and built environment.
By partnering with the Skokomish Indian Tribe to perform the tasks described in this letter, Tacoma Power will continue to build on an important, trusted partnership in the Cushman Hydro watershed.

BACKGROUND:

Tacoma Power is required to implement fish habitat monitoring and supplementation activities under the Cushman Federal Energy Regulatory Commission (FERC) Hydropower License in coordination with regulatory agencies and tribal co-managers. Two license articles supporting these obligations include Article 413 - Fish Habitat and Monitoring, and Article 417 - Fish Supplementation Program.

Since 2015, the Skokomish Indian Tribe has supported Tacoma Power's compliance with these license requirements under contract. Services have included conducting spawning ground surveys, collecting steelhead eggs from redds, and supporting fish production activities at Tacoma Power's North Fork and Saltwater hatcheries for the release goals of 375,000 spring Chinook salmon, 10,000 coho salmon, 15,225 steelhead, and 2,000,000 sockeye salmon as required by the FERC license.

Spawner surveys and steelhead redd mining provide critical biological data used to estimate adult fish returns and support fisheries co-management decisions among Tacoma Power, the Skokomish Indian Tribe, and state regulatory agencies. The work also supports Tacoma Power's hatchery supplementation program and helps achieve annual fish production targets required under the Cushman Hydropower License.

Providing direct employment opportunities at Cushman for tribal members and funding to the Skokomish Indian Tribe to continue this work helps to strengthen the relationship between the



Skokomish Indian Tribe and Tacoma Power, which is vital for the implementation of the Cushman license.

The Contract is based on specific annual task orders for each of the described tasks that allow for flexibility by Tacoma.

ISSUE:

Tacoma Power must continue contracting for these services required under the Cushman Hydropower License to maintain compliance with license obligations and support fisheries co-management activities.

ALTERNATIVES: There is no other vendor, provider, or entity that can perform the work which will ensure continuity of service and data collection quality, no other alternative vendor is suitable that possesses the Skokomish Indian Tribe's expertise. This work helps to continue to build on the valued and ongoing relationship as well as the critical continuity of the highly technical tasks being performed for Tacoma in partnership with the Skokomish Indian Tribe.

COMPETITIVE ANALYSIS:

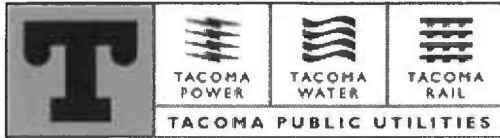
The Skokomish Indian Tribe is the only entity given approval by the Endangered Species Act (ESA) lead agencies to perform a subset of the tasks in this contract. Further, this contract will continue the critical work under the Cushman license obligations and will further strengthen the relationship between the Skokomish Indian Tribe and Tacoma Power, which is vital for implementation of the Cushman license, allowing Tacoma to conduct the work in the most cost-effective manner possible while providing direct employment and partnering opportunities with the Skokomish Indian Tribe in the community.

CONTRACT HISTORY: New contract.

SUSTAINABILITY: Sustainability factors were considered in accordance with the City of Tacoma's Sustainability-Related Resolutions, Proclamations, and Ordinances. Due to the nature of the proposed agreement, no specific sustainability considerations were identified.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: Not applicable - Service contract - EIC Regulations are not yet established

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: Not applicable.



FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4700 – Power Fund	10000176462	5310100	\$1,641,158.00
	10000176455	5310100	\$831,038.70
	10000176460	5310100	\$1,260,247.30
TOTAL			Up to \$3,732,444.00

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4700 – Power Fund	10000176462	5310100	(\$1,641,158.00)
	10000176455	5310100	(\$831,038.70)
	10000176460	5310100	(\$1,260,247.30)
TOTAL			Up to (\$3,732,444.00)

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$380,000.00

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? YES

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A



Resolution No.: U-11597

Item No.: 4

Meeting Date: APRIL 22, 2026

TO: Board of Contracts and Awards
FROM: Alan Matheson, Rail Superintendent, Tacoma Rail
Kyle Kellem, Tacoma Rail Maintenance of Way / Roadmaster
COPY: Public Utility Board, Director of Utilities, Board Clerk, EIC Coordinator, LEAP
Coordinator, and Sara Bird, Senior Buyer, Finance/Purchasing
SUBJECT: Lincoln Avenue and Port of Tacoma Road Railroad Crossings Signal Installation
Request for Bid Specification No. TR25-0051F, Contract No. CW2280951, April
22, 2026, Public Utility Board
DATE: March 23, 2026

RECOMMENDATION SUMMARY:

Tacoma Rail recommends awarding a contract to Liberty Electric Inc, Clackamas, OR in the amount of \$2,895,203.20, plus applicable taxes, budgeted from the Tacoma Rail fund 4500, with a contract term of two years, for the installation of new railroad crossing signals and associated work.

STRATEGIC POLICY PRIORITY:

- Foster a vibrant and diverse economy with good jobs for all Tacoma residents.

BACKGROUND:

Tacoma Rail was awarded two grants from the Federal Highway Administration (FHA) through the Railway-Highway Crossings (Section 130) Program for the signalization of Lincoln Avenue and Port of Tacoma Road crossings on their respective roadways. The Tacoma Public Utility Board approved both grants on June 30, 2021, through Resolution U-11262 and City Council approval was on July 13, 2021, through Resolution 40809. The Federal grants cover a portion of the costs of the grade crossing signalization installations, and it is the railroad crossing owner's responsibility for maintenance thereafter.

ISSUE: FHA through the Washington State Department of Transportation (WSDOT) Local Programs has deemed it to be in the public's best interest for the installation of railroad signals and lights at grade crossings on Port of Tacoma Road and Lincoln Avenue. Port of Tacoma Road is a highly traveled roadway and Lincoln Avenue is a moderately traveled roadway. The lights and signals will make them more visible for the traveling public.

ALTERNATIVES: There is no viable option for the signalization and lights. These improvements will provide additional safety to motorists and have been funded by the FHA managed through WSDOT Local Programs.

COMPETITIVE SOLICITATION:

Request for Bid Specification No. TR25-0051F was opened March 3, 2026. Ten companies were invited to bid in addition to normal advertising of the project. Three submittals were received.

Liberty Electric Inc submitted a bid that resulted in the lowest evaluated submittal. The table below reflects the amount of the base award.



<u>Respondent</u>	<u>Location</u> <i>(city and state)</i>	<u>Submittal Amount</u>
Liberty Electric Inc	Clackamas, OR	\$2,895,203.20
Stacy and Witbeck, Inc.	Portland, OR	\$3,255,657.00
Granite Construction Company	Everett, WA	\$3,857,237.00

Pre-bid Estimate: \$2,257,695.35

The recommended award is 28.2 percent above the pre-bid estimate.

CONTRACT HISTORY: New contract.

SUSTAINABILITY: Installing new grade crossing signals, connected to intelligent traffic signage, will help manage traffic flow efficiently reducing the amount of time idling at occupied crossings, which cuts down on fuel consumption and associated greenhouse gas emissions.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: There is an FSBE goal of 7 percent, Liberty Electric Inc is registered as an SBE, they qualify for FSBE and can self-perform and meet the goal.

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: Not applicable.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4500 Tacoma Rail	RAL-00113	5320100	\$2,895,203.20
TOTAL			Up to \$2,895,203.20

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4500 Tacoma Rail	RAL-00113	5320100	(\$2,064,676.20)
WSDOT Grant Agreement Lincoln Ave and Port of Tacoma Rd (Section 130)	RAL-00113	5320100	(\$830,527.00)
TOTAL			Up to (\$2,895,203.20)



FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$2,895,203.20

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A