To: Saint Charles County Council  
From: Ryan Graham, Director of Parks  
Date: 7/7/2020  
Re: Missouri Bluffs Composting Restrooms.

For your consideration is a Request for Approval for a sole source bid for an Advanced Composting restroom for Missouri Bluffs Park. In an effort to open the park and facilitate public use, these restrooms are essential for new park development and trail accessibility. Advanced Composting Systems is the sole manufacturer of the Phoenix and Klondike composting toilet systems. The company holds the patent on these composting systems and is the sole installer of the restroom. These restrooms use an aerobic composting system that turns human waste into rich organic mulch. They are odorless and require no water for flushing, making it very environmentally friendly. The lack of flush toilets in this system results in preventing jams and clogs that pose a significant and reoccurring maintenance problem during weekend hours when staff are not available to remedy. Most importantly, this type of restroom is being sought because it is cost effective. There is no reliable sewage connection in or near the park that we could connect with.

These restrooms have been used in nearly every county park and have proven to be reliable and effective. These restrooms will allow us to provide facilities to the remote areas of the park and continue our standard of putting these in parks.

This purchase of two Double Klondike composting restroom project is being purchased as part of the Parks Capital Budget which was approved in August 2019 and as part of the 2020 County Budget in December 2020. The total cost to purchase this restroom system and install it on site is $306,652.72.

Please let me know if you have any questions, concerns or would like to discuss further.

Thank you,

[Signature]

Ryan Graham  
Director of Parks
Title of Bid: Composting Restroom System - Missouri Bluffs

Dept.: Parks and Recreation

Description (product/service, justification and use):

Purchase of Two Double Klondike composting restroom systems for Missouri Bluffs Park. These restrooms use an aerobic composting system that turns human waste into rich organic mulch. They are odorless and require no water for flushing, making it very environmentally friendly. Advanced Composting Systems are the sole manufacturer of composting restrooms and they hold the patent on the system.

These restrooms have been used in nearly every county park and have proven to be reliable and effective. These restrooms will allow us to provide facilities to the remote areas of the park and continue our standard of putting these in parks.

This purchase of two Double Klondike composting restroom project is being purchased as part of the Parks Capital Budget which was approved in August 2019 and as part of the 2020 County Budget in December 2020. The total cost to purchase this restroom system and install it on site is $306,652.72.

Award to: Advanced Composting Systems
Location: 195 Meadows Rd. Whitefish, MT. 59937

Price: $306,652.72

Bid opening held on: [Date]
Opened by: [Name]
Account number to be charged for purchase: 2453300-47398

If bid was not awarded to lowest bidder, please explain:

If paying for with grant funds, please indicate (1) grant name, (2) total grant amount, (3) what portion of purchase is being paid for by a grant, and (4) when grant period ends as applicable:
**FORMAL BID – REQUEST FOR APPROVAL**

**Bid #:** Sole Source

**Additional Bids Received**

The following additional bids were received:

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For each vendor that doesn't meet specifications, please explain why:

- Vendor: 
- Vendor: 

☐ Sole source justification memos from (1) dept. and (2) vendor attached.

*Department Director/Elected Official must sign the request prior to routing to the Purchasing Manager.*

\[Signature\]  
**Date:** 7/17/2020

*Approval or Concurrence of Director of Finance*

\[Signature\]  
**Date:** 7/15/2020

**BELOW ONLY TO BE COMPLETED FOR BIDS AT LEAST $15,000 AND LESS THAN $50,000. See instructions at the top of pg. 1.**

**Director of Administration Signature**  
**Date**