



CITY OF APPLETON

Department of Parks & Recreation
1819 East Witzke Blvd.
Appleton, WI 54911
p: 920-832-3919
f: 920-993-3103
www.appletonwi.gov

TO: Finance Committee

FROM: Tom Flick

DATE: 6/8/2026

RE: Action: Request approval to purchase one office trailer and one restroom trailer from Elk Creek Trailers for the temporary Transit Center operations site in the total amount of \$141,720.

BACKGROUND

The Transit Center replacement project will require Valley Transit operations to be temporarily relocated during construction. In order to keep bus service uninterrupted, a temporary transit terminal will be established.

The temporary terminal must provide functional accommodations for both Valley Transit staff and the public. This includes office space where Valley Transit employees can work, a public facing area where customers can purchase bus passes and ask questions, and restroom facilities for employees and the public.

Because the temporary transit terminal will be located in a parking lot and may need to be adjusted as construction progresses, the City needs portable, non-permanent structures that can be easily moved when needed. Both the office trailer and restroom trailer also need to be fully ADA accessible.

After reviewing available options, staff identified a trailer style that meets the operational needs of the temporary transit terminal. The proposed trailers can be lowered to the ground to meet ADA accessibility requirements and can be moved by one person using a standard Valley Transit maintenance truck. This is important because it allows Valley Transit maintenance staff to relocate the trailers without the need for specialized contractors or heavy equipment.

PROCUREMENT REVIEW

Staff conducted a search to identify companies that could provide portable, ADA accessible, easily movable trailers suitable for the temporary transit terminal.

Proposals were received as follows:

<u>Restroom Trailer Vendor</u>	<u>Proposal Amount</u>
Elk Creek Trailers	\$69,370
Portable Restroom Trailers	\$85,725
Advanced Containment Systems	No Proposal
<u>Office Trailer Vendor</u>	<u>Proposal Amount</u>
Elk Creek Trailers	\$72,350
TMG Industrial	\$74,999
Mobile Modular	No Proposal
Satellite Shelters	No Proposal

The Elk Creek trailers provide the best fit for the City's needs because they meet the accessibility, mobility, and temporary operational requirements for the site.

Staff also reviewed rental options for restroom and office trailers. Rental was not determined to be a cost effective option. The rental quote received for a restroom trailer was approximately \$1,600 per week. Over the anticipated two-year construction period, this would result in an estimated restroom trailer rental cost of approximately \$166,400. This exceeds the purchase cost of the proposed restroom trailer and would not provide the City with an asset at the end of the project. Similar concerns were identified with office trailer rental pricing.

Based on the proposals received and the operational requirements of the temporary transit terminal, staff determined that purchasing the trailers from Elk Creek Trailers provides the best overall value for the City.

RECOMMENDATION

Staff recommends purchasing one restroom trailer from Elk Creek Trailers in the amount of \$69,370 and one office trailer from Elk Creek Trailers in the amount of \$72,350, for a total purchase amount of \$141,720. This purchase will be funded through existing Valley Transit grant funds.

Please feel free to contact me at (920) 832-3915 with any questions, or by email at tom.flick@appletonwi.gov.