Bid Tabulation Packet
for
Solicitation 667 Rental and Servicing of Portable Toilets

Rental and Servicing of Portable Toilets

Bid Designation: Public

Capitol Region Council of Governments
#667 Rental and Servicing of Portable Toilets - Rental and Servicing of Portable Toilets

**Creation Date**: Nov 20, 2017  
**End Date**: Dec 28, 2017 11:00:00 AM EST  
**Start Date**: Dec 14, 2017 8:37:48 AM EST  
**Awarded Date**: Not Yet Awarded

### 667 Rental and Servicing of Portable Toilets -- 01-01  
**Base Unit** Rentals and Services: Regular Units - **PER MONTH**

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Unit Price</th>
<th>Qty/Unit</th>
<th>Total Price</th>
<th>Attach.</th>
<th>Docs</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Royal Flush, Inc.</td>
<td>First Offer - $40.00</td>
<td>16 / each</td>
<td>$640.00</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td><strong>Product Code</strong>:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Agency Notes</strong>:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>United Site Services</td>
<td>First Offer - $57.10</td>
<td>16 / each</td>
<td>$913.60</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td><strong>Product Code</strong>:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Agency Notes</strong>:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Global Site Services, LLC [Ad]</td>
<td>First Offer - $59.00</td>
<td>16 / each</td>
<td>$944.00</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td><strong>Product Code</strong>:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Agency Notes</strong>:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 667 Rental and Servicing of Portable Toilets -- 01-02  
**Base Unit** Rentals and Services: Regular Units - **PER DAY**

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Unit Price</th>
<th>Qty/Unit</th>
<th>Total Price</th>
<th>Attach.</th>
<th>Docs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Site Services, LLC [Ad]</td>
<td>First Offer - $40.00</td>
<td>1 / each</td>
<td>$40.00</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td><strong>Product Code</strong>:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Agency Notes</strong>:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Royal Flush, Inc.</td>
<td>First Offer - $40.00</td>
<td>1 / each</td>
<td>$40.00</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td><strong>Product Code</strong>:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Agency Notes</strong>:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>United Site Services</td>
<td>First Offer - $57.10</td>
<td>1 / each</td>
<td>$57.10</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td><strong>Product Code</strong>:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Agency Notes</strong>:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 667 Rental and Servicing of Portable Toilets -- 01-03  
**Base Unit** Rentals and Services: Handicapped Accessible Units - **PER MONTH**

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Unit Price</th>
<th>Qty/Unit</th>
<th>Total Price</th>
<th>Attach.</th>
<th>Docs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Site Services, LLC [Ad]</td>
<td>First Offer - $67.00</td>
<td>6 / each</td>
<td>$402.00</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td><strong>Product Code</strong>:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Agency Notes</strong>:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Royal Flush, Inc.</td>
<td>First Offer - $80.00</td>
<td>6 / each</td>
<td>$480.00</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td><strong>Product Code</strong>:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Agency Notes</strong>:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>United Site Services</td>
<td>First Offer - $80.10</td>
<td>6 / each</td>
<td>$480.60</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td><strong>Product Code</strong>:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Agency Notes</strong>:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 667 Rental and Servicing of Portable Toilets -- 01-04  
**Base Unit** Rentals and Services: Handicapped Units - **PER DAY**

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Unit Price</th>
<th>Qty/Unit</th>
<th>Total Price</th>
<th>Attach.</th>
<th>Docs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Site Services, LLC [Ad]</td>
<td>First Offer - $80.00</td>
<td>1 / each</td>
<td>$80.00</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td><strong>Product Code</strong>:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Agency Notes</strong>:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Royal Flush, Inc.</td>
<td>First Offer - $80.00</td>
<td>1 / each</td>
<td>$80.00</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>
### 667 Rental and Servicing of Portable Toilets -- 01-05

**Base Unit Rentals and Services: ADA Compliant Units - PER MONTH**

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Unit Price</th>
<th>Qty/Unit</th>
<th>Total Price</th>
<th>Attch.</th>
<th>Docs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Site Services, LLC [Ad]</td>
<td>First Offer - $67.00</td>
<td>1 / each</td>
<td>$67.00</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>United Site Services</td>
<td>First Offer - $80.10</td>
<td>1 / each</td>
<td>$80.10</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>A Royal Flush, Inc.</td>
<td>First Offer - $120.00</td>
<td>1 / each</td>
<td>$120.00</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:** Pricing is for 1x/wk service.

### 667 Rental and Servicing of Portable Toilets -- 01-06

**Base Unit Rentals and Services: ADA Compliant Units - PER DAY**

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Unit Price</th>
<th>Qty/Unit</th>
<th>Total Price</th>
<th>Attch.</th>
<th>Docs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Site Services, LLC [Ad]</td>
<td>First Offer - $75.00</td>
<td>1 / each</td>
<td>$75.00</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>United Site Services</td>
<td>First Offer - $80.10</td>
<td>1 / each</td>
<td>$80.10</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>A Royal Flush, Inc.</td>
<td>First Offer - $120.00</td>
<td>1 / each</td>
<td>$120.00</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:** Pricing is for 1x/wk service.

### 667 Rental and Servicing of Portable Toilets -- 01-07

**Base Unit Rentals and Services: Stand Alone Sinks - PER DAY**

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Unit Price</th>
<th>Qty/Unit</th>
<th>Total Price</th>
<th>Attch.</th>
<th>Docs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Site Services, LLC [Ad]</td>
<td>First Offer - $50.00</td>
<td>1 / each</td>
<td>$50.00</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>A Royal Flush, Inc.</td>
<td>First Offer - $50.00</td>
<td>1 / each</td>
<td>$50.00</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>United Site Services</td>
<td>First Offer - $61.10</td>
<td>1 / each</td>
<td>$61.10</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

### 667 Rental and Servicing of Portable Toilets -- 02-01

**Additional / Optional Services: Additional Pumping/Cleaning**

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Regular Units</th>
<th>Handicapped Units</th>
<th>ADA Compliant Units</th>
<th>Notes</th>
<th>Attch.</th>
<th>Docs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Site Services, LLC [Ad]</td>
<td>First Offer - $20.00</td>
<td>$30.00</td>
<td>$30.00</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Royal Flush, Inc.</td>
<td>First Offer - $20.00</td>
<td>$20.00</td>
<td>$20.00</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>United Site Services</td>
<td>First Offer - $57.10</td>
<td>$80.10</td>
<td>$80.10</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 667 Rental and Servicing of Portable Toilets -- 02-02

### Additional / Optional Services: Emergency Cleaning

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Regular Units</th>
<th>Handicapped Units</th>
<th>ADA Compliant Units</th>
<th>Notes</th>
<th>Attach.</th>
<th>Docs</th>
</tr>
</thead>
<tbody>
<tr>
<td>United Site Services</td>
<td>First Offer - $18.45</td>
<td>$18.45</td>
<td>$18.45</td>
<td></td>
<td></td>
<td>Y</td>
</tr>
</tbody>
</table>

**Product Code:**
- **Agency Notes:** Tip overs are $18.45

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Product Code:</th>
<th>Supplier Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Site Services, LLC</td>
<td></td>
<td>Supplier Notes:</td>
</tr>
<tr>
<td>[Ad]</td>
<td></td>
<td>Tip overs are $18.45</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supplier Notes:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supplier Notes:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Regular Units</th>
<th>Handicapped Units</th>
<th>ADA Compliant Units</th>
<th>Notes</th>
<th>Attach.</th>
<th>Docs</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Royal Flush, Inc.</td>
<td>First Offer - $25.00</td>
<td>$35.00</td>
<td>$35.00</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

**Product Code:**
- **Agency Notes:** Attachment includes unit specs and Information Sheet

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Product Code:</th>
<th>Supplier Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Site Services, LLC</td>
<td></td>
<td>Supplier Notes:</td>
</tr>
<tr>
<td>[Ad]</td>
<td></td>
<td>Attachment includes unit specs and Information Sheet</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Regular Units</th>
<th>Handicapped Units</th>
<th>ADA Compliant Units</th>
<th>Notes</th>
<th>Attach.</th>
<th>Docs</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Royal Flush, Inc.</td>
<td>First Offer - $50.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td></td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

**Product Code:**
- **Agency Notes:**

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Supplier Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Royal Flush, Inc.</td>
<td>We will offer a damage waiver on all unit types of $20/mth/unit.</td>
</tr>
</tbody>
</table>

### Supplier Totals

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Total Price</th>
<th>Qty/Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Site Services, LLC</td>
<td>$1,833.00</td>
<td>(9/9 items)</td>
</tr>
<tr>
<td>[Ad]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bid Contact</td>
<td>Dan Dillon</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:dan@globalsiteservices.net">dan@globalsiteservices.net</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ph 888-324-7885</td>
<td></td>
</tr>
<tr>
<td>Qualifications</td>
<td>SB</td>
<td></td>
</tr>
<tr>
<td>Bid Notes</td>
<td>We will offer a damage waiver on all unit types of $20/mth/unit.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Supplier Notes:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Total Price</th>
<th>Qty/Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Royal Flush, Inc.</td>
<td>$1,740.00</td>
<td>(9/9 items)</td>
</tr>
<tr>
<td>[Ad]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bid Contact</td>
<td>Alexandra Townsend</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Alexandra@aroyalflush.com">Alexandra@aroyalflush.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ph 877-234-6545</td>
<td></td>
</tr>
<tr>
<td>Qualifications</td>
<td>SB</td>
<td></td>
</tr>
</tbody>
</table>

### Award Total

- $28,648.40 (Does not apply to percentage or no price items.)

**

---

12/28/2017

**
Global Site Services, LLC

Bid Contact: Dan Dillon
dan@globalsiteservices.net
Ph 888-324-7885
Address: PO Box 104
Seymour, CT 06483

Qualifications: SB

Bid Notes: We will offer a damage waiver on all unit types of $20/mth/unit.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Line Item</th>
<th>Notes</th>
<th>Unit Price</th>
<th>Qty/Unit</th>
<th>Total Price</th>
<th>Attch. Docs</th>
</tr>
</thead>
<tbody>
<tr>
<td>667 Rental and Servicing of Portable Toilets--01-01</td>
<td>Base Unit Rentals and Services: Regular Units - PER MONTH</td>
<td>Supplier Product Code: First Offer - Supplier Notes: Pricing is for 1x/wk service.</td>
<td>$59.00</td>
<td>16 / each</td>
<td>$944.00</td>
<td>Y</td>
</tr>
<tr>
<td>667 Rental and Servicing of Portable Toilets--01-02</td>
<td>Base Unit Rentals and Services: Regular Units - PER DAY</td>
<td>Supplier Product Code: First Offer -</td>
<td>$40.00</td>
<td>1 / each</td>
<td>$40.00</td>
<td>Y</td>
</tr>
<tr>
<td>667 Rental and Servicing of Portable Toilets--01-03</td>
<td>Base Unit Rentals and Services: Handicapped Accessible Units - PER MONTH</td>
<td>Supplier Product Code: First Offer - Supplier Notes: Pricing is for 1x/wk service.</td>
<td>$67.00</td>
<td>6 / each</td>
<td>$402.00</td>
<td>Y</td>
</tr>
<tr>
<td>667 Rental and Servicing of Portable Toilets--01-04</td>
<td>Base Unit Rentals and Services: ADA Compliant Units - PER DAY</td>
<td>Supplier Product Code: First Offer - Supplier Notes: Pricing is for 1x/wk service.</td>
<td>$80.00</td>
<td>1 / each</td>
<td>$80.00</td>
<td>Y</td>
</tr>
<tr>
<td>667 Rental and Servicing of Portable Toilets--01-05</td>
<td>Base Unit Rentals and Services: ADA Compliant Units - PER MONTH</td>
<td>Supplier Product Code: First Offer -</td>
<td>$67.00</td>
<td>1 / each</td>
<td>$67.00</td>
<td>Y</td>
</tr>
<tr>
<td>667 Rental and Servicing of Portable Toilets--01-06</td>
<td>Base Unit Rentals and Services: ADA Compliant Units - PER DAY</td>
<td>Supplier Product Code: First Offer -</td>
<td>$75.00</td>
<td>1 / each</td>
<td>$75.00</td>
<td>Y</td>
</tr>
<tr>
<td>667 Rental and Servicing of Portable Toilets--01-07</td>
<td>Base Unit Rentals and Services: Stand Alone Sinks - PER DAY</td>
<td>Supplier Product Code: First Offer -</td>
<td>$50.00</td>
<td>1 / each</td>
<td>$50.00</td>
<td>Y</td>
</tr>
</tbody>
</table>

Lot Total: $1,658.00

<table>
<thead>
<tr>
<th>Item #</th>
<th>Line Item</th>
<th>Notes</th>
<th>Regular Units</th>
<th>Handicapped Units</th>
<th>ADA Compliant Units</th>
<th>Attch. Docs</th>
</tr>
</thead>
<tbody>
<tr>
<td>667 Rental and Servicing of Portable Toilets--02-01</td>
<td>Additional /</td>
<td>Supplier Product</td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
</tr>
</tbody>
</table>

12/28/2017
<table>
<thead>
<tr>
<th>Optional Services: Additional Pumping/Cleaning</th>
<th>Supplier Product Code:</th>
<th>Supplier Code:</th>
<th>Notes: Attachment includes unit specs and Information Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>667 Rental and Servicing of Portable Toilets--02-02</td>
<td>First Offer: $20.00</td>
<td>First Offer: $25.00</td>
<td></td>
</tr>
<tr>
<td>Additional / Optional Services: Emergency Cleaning</td>
<td>$30.00</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$30.00</td>
<td>$35.00</td>
<td></td>
</tr>
</tbody>
</table>

Lot Total $175.00
<table>
<thead>
<tr>
<th>Global Site Services, LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item: <strong>Additional / Optional Services: Emergency Cleaning</strong></td>
</tr>
<tr>
<td>Attachments</td>
</tr>
<tr>
<td>scan0046.pdf</td>
</tr>
</tbody>
</table>
CAPITOL REGION PURCHASING COUNCIL
INVITATION TO BID
RENTAL & SERVICING OF PORTABLE TOILETS

INFORMATION SHEET

1. How many years has your firm been providing portable toilet services?  2+ years

2. During the last three years, we provided portable toilet services to the following municipalities:

<table>
<thead>
<tr>
<th>Town</th>
<th>Contact Person</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waterbury, CT</td>
<td>Mark Lombardo</td>
<td>185 S. Main St, Waterbury, CT</td>
<td>203-574-6793</td>
</tr>
<tr>
<td>Ledgewood, CT</td>
<td>Don Osner</td>
<td>41 Blender Park Rd, Ledgewood, CT</td>
<td>860-934-9112</td>
</tr>
<tr>
<td>Norwich, CT</td>
<td>John Johnson</td>
<td>180 Broadway, Norwich, CT</td>
<td>860-823-3799</td>
</tr>
<tr>
<td>Colchester, CT</td>
<td>Liz Keeler</td>
<td>227 Norwich Ave, Colchester, CT</td>
<td>860-537-7256</td>
</tr>
</tbody>
</table>

3. Please provide information on hiring practices for employees that deliver or service units to/on town property, specifically, background checks, criminal history checks, and licensing requirements.

We utilize Foley Services for our pre-employment screenings which includes criminal background checks, as well as verification of proper driver's licenses and medical cards.

4. Please check below which counties your company services (check all that apply):

- All counties
- Fairfield
- Hartford
- Litchfield
- Middlesex
- New Haven
- New London
- Tolland
- Windham
5. In order to insure that the successful bidder(s) can furnish acceptable services to a large number of CRPC members, the following information must be supplied:

   a. We own the following number of units, which will be made available for the performance of any contracts resulting from our bid (please specify the number of standard, handicapped accessible and ADA compliant units):
      Approximately - 600 standard and 150 handicapped/ADA

   b. We can obtain the following additional units (specify number) through lease, loan, or other subcontracting arrangements which will be available in order to fulfill our obligations under resulting contracts. Please specify the names of all partnering firms: 200 from Fairfield County Portables and/or CT Portables.

6. Please attach copies of the manufacturer’s specifications for each type of unit bid. See the Unit Specifications provision contained herein. Please be sure to indicate the range of colors available. All of our units are either gray, green, or blue.

7. Please indicate below the replacements costs for each type of unit bid:

   a. Regular Unit  - $800
   b. Handicapped Accessible Unit - $1,500
   c. ADA Compliant Unit - $1,500

8. Will your firm extend the pricing noted above to interested community groups?
   NO

9. Work can commence within 7 - 14 days of receipt of a purchase order.
PJN3 Series
Assembly Instructions

US PATENTS: 4,577,351 4,637,299 4,793,100 4,895,400

SPECIFICATIONS

<table>
<thead>
<tr>
<th>DIMENSION</th>
<th>IMPERIAL</th>
<th>METRIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exterior Height</td>
<td>91.0 in</td>
<td>231 cm</td>
</tr>
<tr>
<td>Interior Height</td>
<td>82.0 in</td>
<td>208 cm</td>
</tr>
<tr>
<td>Exterior Width</td>
<td>43.5 in</td>
<td>110 cm</td>
</tr>
<tr>
<td>Interior Width</td>
<td>41.0 in</td>
<td>104 cm</td>
</tr>
<tr>
<td>Exterior Length</td>
<td>47.0 in</td>
<td>119 cm</td>
</tr>
<tr>
<td>Interior Length</td>
<td>41.0 in</td>
<td>104 cm</td>
</tr>
<tr>
<td>Holding Tank</td>
<td>60.0 gal</td>
<td>227 ltr</td>
</tr>
<tr>
<td>Seat Height</td>
<td>19.0 in</td>
<td>48 cm</td>
</tr>
<tr>
<td>Weight (plastic base skid)</td>
<td>165.0 lb</td>
<td>74.25 kg</td>
</tr>
<tr>
<td>Side Panel Decal Area</td>
<td>12 in x 22.75 in</td>
<td>30 cm x 58 cm</td>
</tr>
<tr>
<td>Door Panel Decal Area</td>
<td>16 in x 21 in</td>
<td>40 cm x 53 cm</td>
</tr>
</tbody>
</table>

Optional Sink Tank Capacity | 15 gal    | 56.8 ltr |
Optional Recirculating Flush Tank Capacity | 35 gal    | 132 ltr |

For product identification, the serial number is located on the left inside surface (as viewed from the front) of the door jamb, near the door closure clip.

We recommend reading through the entire Assembly Instructions prior to proceeding with installation, service or maintenance. All references to left and right throughout this guide are as viewed from the front.

POLYJOHN
USA
PolyJohn Enterprises Corp
2500 Gaspar Ave.
Whiting, IN 46394
Phone: 800-292-1305
Fax: 219-659-0625
www.polyjohn.com
info@polyjohn.com

POLYJOHN
WORLDWIDE
PolyJohn (UK) Ltd.
Equinox 1 Audby Lane
Wetherby, England LS22 7RD
Phone: 44 (0) 1937-583333
Fax: 44 (0) 1937-583322
www.polyjohn.co.uk
sales@polyjohn.co.uk

POLYJOHN
CANADA
PolyJohn Canada
P.O. Box 2300
199 Forest Plain Rd.
Orillia, Ontario LV3 6S2
Phone: 800-465-9590
Fax: 705-325-8250
www.polyjohncanada.ca
info@polyjohncanada.ca
**PJN3-0003 FRONT ASSEMBLY**

**PJN3-0006 - Door Jamb**
(8) PC-000104 - Rivet
PC-000798 - Serial I.D. Plate

**TM01-0003 - Mirror**
(4) PC-000367 - Nylon Fastener

**PC-000223 - Handle**
(2) PC-000105 - Rivet

**PC-000800 - Door Spring Closure**

**PJN3-0038 - Slide Latch w/Decal**

**PJN3-0043 - Door Pull**

**PJN3-0005 - Door**
(Includes Door w/Hinges Only)

(4) PC-000170 - 3" Hinges
(12) PC-000104 - Rivet (Hinge to Door Jamb)
(12) PC-000102 - Rivet (Hinge to Door)

**PC-000181 - Cable Clip**
(2) PC-000104 - Rivet

**PC-000806 - Door Closure Clip**
(2) PC-000105 - Rivet

**PC-000200 - Door Check Cable**
(2) PC-000102 - Rivet (Clip to Door)
(1) PC-000104 - Rivet (Cable to Door Jamb)
(1) PC-000168 - 5/16" x 7/8" Washer (Cable to Door Jamb)
(1) PC-000106 - Washer (Cable to Door Jamb)

**PJN3-0004 - Front Wall Panel**

**Items are not included with PJN3-0003 Front Assembly.**
Parts bag PJN3-0201 is available for replacement purposes.

PJN3 Assembly - April 2017
Page 3 of 12
Optional
PSN1 Sink Exploded View

See Page 11 for Installation

Optional
FT02-1000 Recirculating Flush Tank Exploded View

See Page 7 for Installation

PJN3 Assembly - April 2017
Page 4 of 12
GENERAL OVERVIEW

- When using air operated screw drivers or impact wrenches, be sure that the torque setting does not exceed 28 inch pounds.
- When using a battery-operated drill, set it to the lowest torque setting.
- Please follow the instructions in the order they are presented. It is suggested that you read through the entire assembly instructions prior to proceeding with the assembly.
- All references to left, right, front and rear throughout the entire assembly instructions are as viewed from the front of the restroom.
- All rivet holes drilled 13/64" dia.
- Use 1/4" disposable shim strips.
- The PJN3 Model restroom assembly will require two people.
- These instructions are for restrooms shipped unassembled. If you receive assembled units, please retain these instructions for maintenance and repair purposes.
- We strongly suggest that these restrooms, as with all portable structures, be transported and handled with care. Dropping the restroom when loading and unloading could cause damage to the door jamb and other components.

FULL SIZE SCALE FASTENER DRAWINGS

(69) PC-000100 Rivet
Large Flange, Short

(2) PC-000104 Rivet
Small Flange, Long

(4) PC-000102 Rivet
Small Flange, Short

(4) PC-000105 Rivet
Small Flange, Hollow Wall

(8) PC-000103 Rivet
Large Flange, Medium

(1) PC-000117 Rivet
Small Flange, Long Hollow Wall

Optional - PC-000158
Self Tapping Screw
(1) Used in PSN1 Sink

(4) PC-000140 Nut
1/4"-20 Nylok

(19) PC-000192 Sems Assembly
1/4"x 1-1/4" Self Tapping

(80) PC-000106 Washer
3/16" Back-up

(4) PC-000123 Washer
1/4" x 5/8" Flat

(1) PC-000168 Washer
5/16" x 7/8" Flat

(4) PC-000367 Fastener
Nylon Push

(4) PC-000174 Screw
1/4"-20 x 1-1/4" Long
Optional - (1) Used in FT02-1000 Recirculating Tank

---TOOLS REQUIRED FOR ASSEMBLY---

- Drill
- 13/64" Drill Bit
- Marker
- Rivet Gun with 3/16" tip
- Phillips Cross-head Screwdriver
- Carpenters' Square
- Hammer
- Pliers
- Tape Measure
- Socket Wrench
- Vise-Grips
- 7/16" Socket

PJN3 Assembly - April 2017
Page 5 of 12

12/28/2017
BidSync
PH03 Comfort XL™
Assembly Instructions

USA PATENTS: 4,577,351, 4,637,299, 4,793,100, 4,831,671, 4,895,400, 4,918,765
Des. 304,082 CANADIAN PATENT: 1311898

SPECIFICATIONS

<table>
<thead>
<tr>
<th>DIMENSION</th>
<th>IMPERIAL</th>
<th>METRIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exterior Height</td>
<td>91 in</td>
<td>231 cm</td>
</tr>
<tr>
<td>Exterior Width</td>
<td>62 in</td>
<td>157 cm</td>
</tr>
<tr>
<td>Exterior Length</td>
<td>62 in</td>
<td>157 cm</td>
</tr>
<tr>
<td>Door Frame Height(I.D.)</td>
<td>74 in</td>
<td>188 cm</td>
</tr>
<tr>
<td>Door Frame Width(I.D.)</td>
<td>32 in</td>
<td>81 cm</td>
</tr>
<tr>
<td>Tank Seat Height</td>
<td>19 in</td>
<td>48 cm</td>
</tr>
<tr>
<td>Weight</td>
<td>240 lb</td>
<td>108 kg</td>
</tr>
<tr>
<td>Static Tank Capacity</td>
<td>33 gal</td>
<td>125 L</td>
</tr>
<tr>
<td>Recirc Tank Capacity</td>
<td>22 gal</td>
<td>83.6 L</td>
</tr>
<tr>
<td>Side Panel Decal Area</td>
<td>12” x 23”</td>
<td>30cm x 58cm</td>
</tr>
<tr>
<td>Door Panel Decal Area</td>
<td>27” x 27”</td>
<td>68cm x 68cm</td>
</tr>
</tbody>
</table>

We recommend reading through the entire Assembly Instructions prior to proceeding with installation, service or maintenance. All references to left and right throughout this guide are as viewed from the front.

POLYJOHN
USA
PolyJohn Enterprises Corp
2500 Gaspar Ave.
Whiting, IN 46394
Phone: 800-292-1305
Fax: 219-659-0625
www.polyjohn.com
info@polyjohn.com

POLYJOHN
WORLDWIDE
PolyJohn (UK) Ltd.
Equinox 1 Audby Lane
Wetherby, England LS22 7RD
Phone: 44 (0) 1937-583333
Fax: 44 (0) 1937-583322
sales@polyjohn.co.uk

POLYJOHN
CANADA
PolyJohn Canada
P.O. Box 2300
199 Forest Plain Rd.
Orillia, Ontario LVO 6S2
Phone: 800-465-9590
Fax: 705-325-8250
info@polyjohncanada.ca

PH03 Comfort XL - October 2016
Page 1 of 12
PH03-0003 Front Assembly

PC-000200 - Door Check Cable
(1) PC-000104 - Rivet (To Jamb)
(3) PC-000105 - Rivets (To Door)
(1) PC-000106 - Washer
(1) PC-000168 - Washer

PC-000181 - Cable Clip
(2) PC-000108 - Rivets

PC-000806 - Spring Retainer
(2) PC-000105 - Rivets

PC-000800 - Spring Assembly

PC-000223 - Handle
(2) PC-000105 - Rivets

PC-000574C - Rotary Latch w/Decal
(2) PC-000121 - Fender Washers
(1) PC-000122 - Screw
(1) PC-000140 - Nylon Lock Nut

PH03-0006 - Door w/Hinges
(15) PC-000102 - Rivets (Hinge to Door)
(15) PC-000104 - Rivets (Hinge to Jamb)
(5) PC-000170 - Hinges

PH03-0006 - Door Jamb
(10) PC-000104 - Rivets
(4) PC-000175 - Screw 1/4"-20 x 1.5"
(2) PC-000174 - Bolt 1/4-20 x 1.25"
(6) PC-000140 - Nylon Lock Nut 1/4-20
(6) PC-000123 - Washer 1/4" x 5/8"

Not Shown
PC-000794 - Serial I.D. Plate
(2) PC-000108 - Rivets

PH03 Comfort XL - October 2016
Page 3 of 12
Optional Recirculating Flush System - Exploded View

**NOT SHOWN**
PC-000786 Decal - Flush Tank

PC-00591
Pump Handle
PC-00093 Cotter Pin

PC-000597
Pump Cover

PC-000592
Pump Handle Boot

PC-00620 Hose
1" x 20"

(4) PC-000352
Hose Clamp

PC-01-1000
Filter Complete

CH100-020
Flush Tank Pump

PC-1005590
Flush Tank Pump

SG1-0013 Cup Flapper Valve
PC-100620 Counterweight
(2) PC-000153 Screw
(2) PC-000233 Nut

PH03-0009R
Tank

FS3-0022P
Bowl/Lid Pewter

(2) PC-0000235
Shoulder Bolt

CH100-014
Hose 1" x 14"

FT02-0011 Prop Rod
PC-000232 Screw
PC-000233 Nut

PC-100372B Nozzle
(2) PC-000102 Nut
(2) PC-000106 Washer

GENERAL OVERVIEW

- Please follow directions in the sequence they are presented. It is suggested you read through the entire assembly instructions prior to proceeding.
- Proper handling is required, especially structures that have flat floors with minimal foundations. Dropping this unit during transport and site set-up may cause structural damage or misalignment of the front assembly and door.
- Position on clear level ground, shims may be used under the floor to aid in leveling, or the door may be out of alignment.
- The PH03 Model restroom assembly will require two people.
- All drilling with 13/64" and 1/4" drill bits. All rivet holes drilled 13/64" dia.
- All references to left, right, front and rear throughout the entire assembly instructions are as viewed from the front of the restroom.

~~~Tools Required for Assembly~~~

- 13/64" Drill Bit
- 1/4" Drill Bit
- Tapered Awls
- Rivet Gun w/ 3/16" nose piece
- Phillips & Slotted Screwdriver
- Tape Measure
- (2) 7/16" Wrenches
- Vise-Grips (Locking Pliers)

PH03 Comfort XL – October 2016
Page 4 of 12
### FULL SIZE SCALE FASTENER DRAWINGS

<table>
<thead>
<tr>
<th>Part Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC-000100</td>
<td>(13) Rivet, Large Flange, Short</td>
</tr>
<tr>
<td>PC-000102</td>
<td>(2) Rivet, Small Flange, Short</td>
</tr>
<tr>
<td>PC-000103</td>
<td>(4) Rivet, Large Flange</td>
</tr>
<tr>
<td>PC-000104</td>
<td>(5) Rivet, Small Flange, Long</td>
</tr>
<tr>
<td>PC-000105</td>
<td>(31) Rivet, Small Flange, Short</td>
</tr>
<tr>
<td>PC-000107</td>
<td>(1) Rivet, Small Flange, Extra Long</td>
</tr>
<tr>
<td>PC-000108</td>
<td>(2) Rivet, Small Flange, Extra Short</td>
</tr>
<tr>
<td>PC-000117</td>
<td>(1) Rivet, Hollow Wall 3/4&quot; Grip</td>
</tr>
<tr>
<td>PC-000175</td>
<td>(4) Screw, 1/4&quot;-20 x 1-1/2&quot; Phillips</td>
</tr>
<tr>
<td>PC-000174</td>
<td>(2) Bolt, 1/4&quot;-20 x 1-1/4&quot; Hex Head</td>
</tr>
<tr>
<td>PC-000122</td>
<td>(1) Screw, 1/4&quot;-20 x 2-1/4&quot; Truss Head</td>
</tr>
<tr>
<td>PC-000139</td>
<td>(23) Bolt, 1/4&quot;-20 x 1&quot; Hex Head</td>
</tr>
<tr>
<td>PC-000140</td>
<td>(30) Nut, 1/4&quot;-20 Nylok</td>
</tr>
<tr>
<td>PC-000106</td>
<td>(144) Washer, 3/16&quot; Back-up</td>
</tr>
<tr>
<td>PC-000123</td>
<td>(29) Washer, 1/4&quot; x 5/8&quot; Flat</td>
</tr>
<tr>
<td>PC-000168</td>
<td>(1) Washer, 5/16&quot; x 7/16&quot; Flat</td>
</tr>
<tr>
<td>PC-000121</td>
<td>(27) Washer, 1/4&quot; x 1-1/4&quot; Fender</td>
</tr>
</tbody>
</table>

PH03 Comfort XL · October 2016
Page 5 of 12
We’ll Care III™ Assembly Instructions

U.S. PATENTS: 5,682,022 D384,751

SPECIFICATIONS

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Imperial</th>
<th>Metric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exterior Height</td>
<td>92.5 in</td>
<td>235 cm</td>
</tr>
<tr>
<td>Exterior Width</td>
<td>85.2 in</td>
<td>216 cm</td>
</tr>
<tr>
<td>Exterior Length</td>
<td>92.4 in</td>
<td>235 cm</td>
</tr>
<tr>
<td>Door Frame Height (I.D.)</td>
<td>80 in</td>
<td>203 cm</td>
</tr>
<tr>
<td>Door Frame Width (I.D.)</td>
<td>32.75 in</td>
<td>83 cm</td>
</tr>
<tr>
<td>Seat Height</td>
<td>19 in</td>
<td>48 cm</td>
</tr>
<tr>
<td>Interior Turning Circle</td>
<td>60 in</td>
<td>152 cm</td>
</tr>
<tr>
<td>Grab Bar Height</td>
<td>33 in</td>
<td>84 cm</td>
</tr>
<tr>
<td>Threshold Height</td>
<td>.5 in</td>
<td>1.2 cm</td>
</tr>
<tr>
<td>Side Wall Panel Decal Area</td>
<td>6&quot; x 37&quot;</td>
<td>15cm x 94cm</td>
</tr>
<tr>
<td>Tank Capacity:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Static</td>
<td>50 gal</td>
<td>189 L</td>
</tr>
<tr>
<td>Recirculating</td>
<td>34 gal</td>
<td>129 L</td>
</tr>
<tr>
<td>Weight (Static)</td>
<td>395 lbs</td>
<td>179 kg</td>
</tr>
</tbody>
</table>

We recommend reading through the entire Assembly Instructions prior to proceeding with installation, service or maintenance. All references to the left and right throughout this guide are as viewed from the front.

~~~Tools Required for Assembly~~~

- Rivet Gun
- Hammer
- Vise-grips
- Phillips Screwdriver
- Rubber Mallet
- Drill
- Tape Measure
- Paper Clip
- 13/64" (5.33mm) Drill Bit
- 2 - 1/4" (57.15mm) Hole Saw
- 1/2" (12.70 mm) Wrench
- 7/16" (11.17 mm) Wrench

POLYJOHN
USA
PolyJohn Enterprises Corp
2500 Gaspar Ave.
Whiting, IN 46394
Phone: 800-292-1305
Fax: 219-659-0625
www.polyjohn.com
info@polyjohn.com

POLYJOHN
WORLDWIDE
PolyJohn (UK) Ltd.
Equinox 1 Audby Lane
Wetherby, England LS22 7RD
Phone: 44 (0) 1937-583333
Fax: 44 (0) 1937-583322
www.polyjohn.co.uk
sales@polyjohn.co.uk

POLYJOHN
CANADA
PolyJohn Canada
P.O. Box 2300
199 Forest Plain Rd.
Orillia, Ontario LVO 652
Phone: 800-465-9590
Fax: 705-325-8250
www.polyjohncanada.ca
info@polyjohncanada.ca

We’ll Care III - November 2010 Page 1 of 14
Elevation View
ADA - Requirements
Floor Plan
ADA - Requirements

We'll Care III - November 2010
Page 5 of 14
Channel looks
Standard seated screw diver
Right gun
DIY with 1/36+4-1/2" Drill

TOOLS REQUIRED FOR MAINTENANCE

SKX-2000 - Applause Sink with Hand Inner Line

Fresh water is supplied in the main outer tank and gray water is stored in a hand inner line. Fresh water capacity of 33 gallons and gray water capacity of 34 gallons. All materials including fittings and adhesives are UL's Food grade contact. The hand inner line is supplied with Teflon tape and is supplied with 30 oz. soap dispenser, 2 1/2 oz. pump capacity, and 12 gals. per minute (gpm) water capacity. 6 gals. per minute (gpm) water capacity.

SKX-3000 - Applause Sink with Hand Inner Line

General Product Overview

**Specifications**

- **Color Options:**
  - Champagne
  - Graphite Gray

**Operations & Maintenance Guide**

SKX Applause™ 1000/2000

**Dimensions Imperial Metric**

- **Height:** 47.5 in / 121 cm
- **Width:** 35 in / 89 cm
- **Depth:** 21.7 in / 55 cm
- **Weight:** 80 lb / 36 kg

**Dimensions Metric**

- **Height:** 121 cm
- **Width:** 89 cm
- **Depth:** 55 cm
- **Weight:** 36 kg

**Dimensions Imperial**

- **Height:** 47.5 in
- **Width:** 35 in
- **Depth:** 21.7 in
- **Weight:** 80 lb

**Maintenance**

Misting system is a type of liquid sprayer that can be used to maintain the correct humidity level in the building. The unit is designed to provide a consistent misting rate, ensuring that the plants receive the appropriate amount of moisture. The system is easy to install and requires minimal maintenance. It is typically used in greenhouses and other environments where humidity control is necessary.
Supplier: Global Site Services, LLC

Capitol Region Purchasing Council
241 Main Street, 4th Floor
Hartford, CT 06106

STANDARD BID AND RFP TERMS AND CONDITIONS

PURCHASING COUNCIL PURPOSE
The Capitol Region Purchasing Council (“Council”) is a purchasing cooperative, acting under the auspices of the Capitol Region Council of Governments, which attempts to provide volume-based discounts to its Member Agency base through various cooperative procurement initiatives. To date, some 115 towns, boards of education and agencies across the State (38 of which are located in the Greater Hartford area) are eligible to take advantage of the Council’s services.

BID FORMS/SUBMISSION OF BIDS
The Council exclusively uses Bid Sync for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addenda which could ultimately render your bid non-compliant. The Council accepts no responsibility for the receipt and/or notification of solicitations through any other company.

No oral, telegraphic or telephonic submittal will be accepted. IFB’s, RFP’s, RFQ’s and RFI’s shall be submitted in electronic format via BidSync. All Invitations For Bid (IFB), Requests For Proposals (RFP), Requests For Quotes (RFQ), Requests For Information (RFI) submitted electronically via BidSync shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the IFB, RFP, RFQ and/or RFI. A formal, in-person bid opening will not be held.

EXCEPTIONS TO SPECIFICATIONS

Vendors are directed to make sure that they understand the terms and conditions as specified in this Invitation for Bid. Unless exceptions to any of the terms and conditions, including pricing, are specified as part of the bid response, it will be expected that all terms and conditions expressed herein are acceptable and shall govern resulting contracts. Any variance from specifications, including product substitutes (as well as replacements for discontinued items) and pricing units (pounds, 50 lb bags vs. 100 lb bags, etc.) must be clearly noted in the vendor’s bid response.

SUBSTITUTION FOR NAMED BRANDS

Should brand name items appear in this bid, the bidder must make available specifications on any substitutions, and explain how the substitution compares with the named brand’s specifications.

BID AWARD

A bid award shall be made by each respective Member Agency to the lowest responsible bidder(s). A Purchase Order issued by the member Town constitutes an award. The lowest responsible bidder is that person or firm whose bid to perform the work is lowest, who is qualified and competent to do the work, whose past performance of work is satisfactory to the Member Agency and whose bid documents comply with the procedural requirements stated herein. The award process may also include additional considerations such as the information provided on the bid forms and the bidder’s perceived ability to fulfill his/her obligations as prescribed by these specifications. Each bidder must be prepared to show evidence of having satisfactorily carried out a similar contract, as inability to do so may be cause for rejection.
CONTRACT EXTENSION
Contracts may be extended by mutual agreement of the parties – for bids with a one year contract period, a one year extension will be permitted if there is mutual agreement; for bids with a two year contract period, a two year contract extension will be permitted if there is mutual agreement. All extensions shall be completed before the next bid invitation is issued. A schedule of bid invitations and openings is posted on the CRPC website.

ESTIMATED QUANTITIES
The quantities as listed herein are estimates only and have been provided for the purpose of competitive bidding. Actual quantities will be contingent upon the total number of Member Agencies that decide to make an award off of this bid (as participation is voluntary) and the needs of the using departments in the various Member Agencies.

INCLUSION OF NON-PARTICIPATING TOWNS AND BOARDS OF EDUCATION
Any Member Agency, current or future, within the Capitol Region Purchasing Council shall be allowed to participate in this bid during the life of the contract, even if it is not listed amongst the bid participants.

WITHDRAWAL OF BIDS
No bid submitted may be withdrawn, in whole or in part, without the written consent of the Capitol Region Purchasing Council.

REJECTION AND/OR CANCELLATION OF BIDS
The Council reserves the right to reject or cancel any and all bids, or any part of any or all bids, if such action is deemed to be in its best interest to do so.

RIGHT TO WAIVE ANY INFORMALITY
The cooperating Member Agencies reserve the right to waive any informality in a bid when such a waiver is in their best interest.

BID PRICES
All prices bid must be on the basis of F.O.B. delivery point, unloaded inside, unless otherwise indicated in the proposal. A bid on any other basis than that indicated in the proposal may be considered informal. Note: The Capitol Region Purchasing Council strictly prohibits the unilateral imposition of additional surcharges (fuel, delivery, etc.) on the participating communities at any point during the contract period. Prices bid shall apply throughout the term of the contract and will be construed as all-inclusive.

TAXES
Member Agencies are exempt from the payment of any sales, excise or federal transportation taxes. The prices bid, whether a net unit price or a trade discount from catalog list prices, must be exclusive of taxes and will be so construed.

BILLING
Billing shall be made to each bid participant according to the terms set forth on each purchase order.

2% ADMINISTRATIVE FEE
The Capitol Region Council of Governments uses BidSync to distribute and receive bids and proposals. Responding vendors agree to pay to BidSync an administrative fee of two percent (2%) of the total ordered amount of all contracts for goods and/or services awarded to the vendor. The fee shall be payable for all Council bids unless specifically exempted by the Council. Refer to www.bidsync.com for further information.
REPORTING REQUIREMENTS
All orders placed on CRPC bids shall be reported to BidSync on a quarterly basis. Please contact Jason Sanchez to set up this important reporting function at (512) 717-6149 (telephone); or email jsanchez@periscopeholdings.com.

FAILURE TO COMPLY
All awarded vendors must comply with the 2% Administrative Fee and Reporting Requirements outlined in the CRPC General Terms and Conditions. Failure to comply within 90 days of orders and/or awards by CRPC members may result in the vendor being restricted from participating in future bids.

DELIVERY ARRANGEMENTS AND REQUIREMENTS
No delivery shall become due or be acceptable without a written order issued by the Member Agency concerned. Such order will contain the quantity, time of delivery and other important data.

REFERENCES
Upon request, vendors shall supply the names of other customers (preferably municipalities) to interested Member Agencies.

BIDDER PERFORMANCE/LIABILITY FOR DELIVERY FAILURES
Failure of any successful bidder to adhere to specifications, prices, terms or conditions of their agreement during the course of the contract period may preclude such bidder from bidding on future CRPC bids in addition to any action that Member Agencies may take as a result of the vendor’s failure to perform. It should be noted that the awarded vendor shall assume full responsibility for the negligence of any sub-contractor(s) utilized to fulfill any and all obligations under resulting contracts.

Moreover, if the contractor fails to make proper delivery within the time specified or if the delivery is rejected by the Member Agency, the Member Agency may obtain such commodities or any part thereof from other sources in the open market or on contract. Should the new price be greater than the contract price, the difference will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference.

INSURANCE REQUIRED OF SUCCESSFUL BIDDERS
The Successful bidder shall furnish a certificate of insurance which includes the coverages and limits set forth below; identifies the Member Agency as an additional insured; and provides for at least ten (10) days prior notice to the Member Agency of cancellation or non-renewal. Coverage is to be provided on a primary, non-contributory basis:

a. General Liability Insurance, including Contractual Liability Insurance and Products/Completed Operations Insurance issued by an insurance company licensed to conduct business in the State of Connecticut with: limits not less than $1,000,000 for all damages because of bodily injury sustained by each person as the result of any occurrence and $1,000,000 bodily injury aggregate per policy year; and limits of $500,000 for all property damage aggregate per policy year or a limit of $1,000,000 Combined Single Limit (CSL). A Waiver of Subrogation shall be provided. All, if any, deductibles are the sole responsibility of the contractor to pay and/or indemnify.
b. Automobile Liability Insurance issued by an insurance company licensed to conduct business in the State of Connecticut with: limits not less than $1,000,000 for all damages because of bodily injury sustained by each person as a result of any occurrence and $1,000,000 aggregate per policy year; and limits of $500,000 for all damages because of property damage sustained as the result of any one occurrence or $1,000,000 Combined Single Limit (CSL). All, if any, deductibles are the sole responsibility of the contractor to pay and/or indemnify.

c. Worker’s Compensation Insurance in accordance with Connecticut State Statutes.

The insurance requirements listed above are minimum requirements for successful bidders. Awarding agencies may require higher insurance limits.

FOR THE TOWN OF WEST HARTFORD ONLY
Please see Attachment A concerning the town’s insurance requirements.

FUTURE BID INVITATIONS
Future bid invitations may not be sent to vendors who do not bid on this invitation, unless they specifically request that their names be continued on the invitation list.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION
The Capitol Region Purchasing Council, an affiliate of the Capitol Region Council of Governments, subscribes to the Council of Governments’ policy of Equal Employment Opportunity and Affirmative Action, and pledges to lend its support and cooperation to private and public agencies who are promoting public policy in this vital area of human relations. Vendors will be required to sign the certificate incorporated in the bid document relative to Equal Employment Opportunity and Minority/Female Business Enterprise (if applicable).

SEVERABILITY
If any terms or provisions of this bid shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this bid shall remain in full force and effect.

ADDITIONAL TERMS AND CONDITIONS
The Vendor assigns to CRCOG all rights title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the general statutes. This assignment occurs when the Contractor is awarded the contract.

Vendor agrees that it is in compliance with all applicable federal, state and local laws and regulations, including but not limited to Connecticut General Statutes Sections 4a-60 and 4a-60a. The Contractor also agrees that it will hold CRCOG harmless and indemnify CRCOG from any action which may arise out of any act by the contractor concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Section 22a-194 to Section 22a-194g of the Connecticut General Statutes related to product packaging.

Resulting contracts are subject to the provisions of Executive Order N. Three of Governor Thomas J. Meskill promulgated February 15, 1973 and section 16 of P.A. 91-58 nondiscrimination regarding sexual orientation, an the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated august 4, 1999 regarding Violence in the Workplace Prevention Policy.
The contract arising from the bid may be subject to the provisions of §1-218 of the Connecticut General Statutes, as it may be modified from time to time. In accordance with this section, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (1) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (2) indicate that such records and files are subject to the Freedom of Information Act and may be disclosed by the public agency pursuant to the Freedom of Information Act. No request to inspect or copy such records or files shall be valid unless the request is made to the public agency in accordance with the Freedom of Information Act. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission in accordance with the provisions of sections 1-205 and 1-206 of the Connecticut General Statutes.

Incorporated by reference into this contract is Section 4-61dd(g)(1) and 4-61dd(3) and (f) of the Connecticut General Statutes which prohibits contractors from taking adverse action against employees who disclosed information to the Auditors of Public Accounts or the Attorney General.

**QUESTIONS**

General inquiries should be directed to Maureen Goulet, Purchasing Program Manager, at the:

Capitol Region Purchasing Council  
241 Main Street, 4th Floor  
Hartford, CT 06106  
Tel: 860-522-2217 ext. 37  
Fax: 860-724-1274  
E-mail: mgoulet@crcog.org

However, no oral interpretations shall be made to any respondent as to the meaning of any of the bid documents. Every request for an interpretation shall be made in writing, addressed and forwarded either to the address above, **faxed to (860) 724-1274**, **emailed to mgoulet@crcog.org**, or **posted to the BidSync online bidding system**. To receive consideration, such questions must be received at least five (5) calendar days before the established date for receipt of proposals.

The Program Manager will arrange as addenda, which shall be made a part of this Invitation for Bid and any resulting contracts, all questions received as above provided and the decisions regarding each. At least three (3) days prior to the receipt of bid proposals, the Program Manager will **post a copy of any addenda to the BidSync system**. In special cases, the Program Coordinator reserves the right to post clarifying information in the form of an addendum outside of the aforementioned timeline. It shall be the responsibility of each respondent to determine whether any addenda have been issued and if so, to download copies directly from the BidSync website.
Supplier: Global Site Services, LLC

Insurance Exhibit (West Hartford)

For the purpose of this exhibit: the term "Contractor" shall also include their respective agents, representatives, employees or subcontractors; and the term "Town of West Hartford and West Hartford Board of Education" (hereinafter called the "Town") shall include their respective officers, agents, officials, employees, volunteers, boards and commissions.

The Contractor shall procure and maintain the required insurance coverage against claims that may arise from, or in connection with the services and goods provided by the Contractor for the duration of the contract term, including any and all extensions. The Contractor shall provide the Town with a certificate of insurance confirming compliance with this exhibit prior to commencement of the contract. Such insurance shall be written for not less than specified, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever is greater. The Contractor shall assume any and all premiums and deductibles in the described insurance policies. Both the Contractor and Contractor's insurer(s) agree to have no right of recovery or subrogation against the Town and the described insurance shall be primary coverage. Any failure to comply with the claim reporting provisions of the policy shall not affect coverage provided to the Town. Each required insurance policy shall not be suspended, voided, cancelled or reduced except after thirty (30) days prior written notice, ten (10) days notice for non-payment, has been given to the Town.

All liability policies (with the exception of Worker’s Compensation) shall include the Town of West Hartford, the West Hartford Board of Education, and their respective officers, agents, officials, employees, volunteers, boards and commissions as an Additional Insured and shall include, but not be limited to investigation, defense, settlement, judgment or payment of any legal liability. Failure to maintain the required insurance coverage and Additional Insured Endorsements shall be grounds for termination of the contract. It is agreed that the scope and limits of the insurance specified are minimum requirements and shall in no way limit or exclude the Town from additional limits or coverage provided under each policy. The policies shall be on the occurrence form and must be written by companies licensed to do business in the State of Connecticut. The Town’s Risk Manager shall review any and all exceptions.

Commercial General Liability: $1,000,000 combined single limit per occurrence for bodily injury, personal injury, property damage, contractual liability and products/completed operations. Contractor shall continue to provide products/completed operations coverage for two (2) years after completion of the work.

Automobile Liability and Physical Damage Coverage: $1,000,000 combined single limit per occurrence for any auto, including statutory uninsured/underinsured motorists coverage and $1,000 medical payments. Policy to include collision and comprehensive coverage for any auto used for the purpose of this contract.

Umbrella Liability: $1,000,000 per occurrence, $2,000,000 aggregate following form.

Workers’ Compensation: Statutory limits including Employer’s Liability with limits of $100,000 each accident, $500,000 for each disease/policy limit, and $100,000 for disease for each employee as required by the State of Connecticut. If the Contractor decides not to procure workers’ compensation in accordance with Connecticut law, the Contractor agrees to comply with the Connecticut Workers’ Compensation Act’s (Act) requirements for withdrawing from the provisions of the Act, including, but not limited to, filing the appropriate notice of withdrawal with the commissioner. The Contractor is wholly responsible for taking the actions necessary to withdraw from the provisions of the Act. In lieu of procuring workers’ compensation insurance and providing the Town with proof thereof, the Contractor agrees to hold the Town of West Hartford, the West Hartford Board of Education, their respective boards and commissions, officers, agents, officials, employees, servants, volunteers, contractors and representatives harmless from any and all suits, claims, and actions arising from personal injuries sustained by him during the course of the performance of this contract, however caused.

Personal Property for "all risk" insurance on a replacement cost basis to cover the value of personal property belonging to the Contractor and others (including but not limited to the personal property of subcontractors) located on Town property while in use or in storage for the duration of the contract. Deductible not to exceed $1,000.

Daniel J Dillon
Duly Authorized
12.27.17
Date

Daniel J Dillon
(Print Name Here)
667 Rental and Servicing of Portable Toilets

while in use or in storage for the duration of the contract. Deductible not to exceed $1,000.

the Contractor and others (including but not limited to the personal property of subcontractors) located on Town property.

Personal Property

from personal injuries sustained by him during the course of the performance of this contract, however caused.

employees, servants, volunteers, contractors and representatives harmless from any and all suits, claims, and actions arising.

Hartford, the West Hartford Board of Education, their respective boards and commissions, officers, agents, officials,

compensation insurance and providing the Town with proof thereof, the Contractor agrees to hold the Town of West

responsible for taking the actions necessary to withdraw from the provisions of the Act.

Act, including, but not limited to, filing the appropriate notice of withdrawal with the commissioner.

comply with the Connecticut Workers

Umbrella Liability:

and comprehensive coverage for any auto used for the purpose of this contract.

Automobile Liability and Physical Damage Coverage:

including statutory uninsured/underinsured motorists coverage and $1,000 medical payments.

Commercial General Liability:

each policy.

minimum requirements and shall in no way limit or exclude the Town from additional limits or coverage provided under

shall be grounds for termination of the contract.

or payment of any legal liability

insurer(s) agree to have no right of recovery or subrogation against the Town and the described insurance shall be

assume any and all premiums and deductibles in the described insurance policies.

exhibit prior to commencement of the contract.

and all extensions.

connection with the services and goods provided by the Contractor for the duration of the contract term, including any

The Contractor shall procure and maintain the required insurance coverage against claims that may arise from, or in

“Town”) shall include their respective officers, agents, officials, employees, volunteers, boards and commissions as an Additional Insured.

Supplier:

Daniel J Dillon

Duly Authorized

Date

Daniel J Dillon

(Print Name Here)
Supplier: Global Site Services, LLC

GENERAL VENDOR INFORMATION

VENDORS ARE ASKED TO FILL OUT THIS FORM SO THAT THEIR BID RESPONSES ARE CONSIDERED COMPLETE.

The undersigned: is aware that any CRPC member may reject any and all bids, or any part of any and all bids; is aware that quantities furnished herein are estimates only; has not included any state or federal taxes for which the CRPC members are not liable; and is making this bid without collusion with any person, individual or corporation.

COMPANY

Global Site Services, LLC

REPRESENTATIVE

Daniel J Dillon

POSITION

President/Managing Member

ADDRESS

PO Box 104

Seymour, CT

(ZIP)

06483

TELEPHONE #

8883247885

FAX #

NA

TAX ID #

47-5321414

E-MAIL ADDRESS

dan@globalsiteservices.net

PAYMENT TERMS

0%

30 Days

DATE:

12/27/17
VENDORS ARE ASKED TO FILL OUT THIS FORM SO THAT THEIR BID RESPONSES ARE CONSIDERED COMPLETE.

The undersigned: is aware that any CRPC member may reject any and all bids, or any part of any and all bids; is aware that quantities furnished herein are estimates only; has not included any state or federal taxes for which the CRPC members are not liable; and is making this bid without collusion with any person, individual or corporation.

Supplier: Global Site Services, LLC

COMPANY: Global Site Services, LLC

REPRESENTATIVE: Daniel J Dillon

POSITION: President/Managing Member

ADDRESS: PO Box 104
Seymour, CT

ZIP: 06483

TELEPHONE #: 8883247885

FAX #: NA

TAX ID #: 47-5321414

E-MAIL ADDRESS: dan@globalsiteservices.net

SIGNATURE: Daniel J Dillon

PAYMENT TERMS: 0% 30 Days

DATE: 12/27/17
# A Royal Flush, Inc.

**Bid Contact:**  
Alexandra Townsend  
Alexandra@aroyalflush.com  
Ph 877-234-6545

**Address:**  
P.O. Box 3126; 146 Andover Street  
Bridgeport, CT 06605

**Qualifications:** SB

## 667 Rental and Servicing of Portable Toilets

<table>
<thead>
<tr>
<th>Item #</th>
<th>Line Item</th>
<th>Notes</th>
<th>Unit Price</th>
<th>Qty/Unit</th>
<th>Total Price</th>
<th>Attch. Docs</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-01</td>
<td>Base Unit Rentals and Services: Regular Units - PER MONTH</td>
<td>Supplier Product Code: First Offer - $40.00</td>
<td>$640.00</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01-02</td>
<td>Base Unit Rentals and Services: Regular Units - PER DAY</td>
<td>Supplier Product Code: First Offer - $40.00</td>
<td>$40.00</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01-03</td>
<td>Base Unit Rentals and Services: Handicapped Accessible Units - PER MONTH</td>
<td>Supplier Product Code: First Offer - $80.00</td>
<td>$480.00</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01-04</td>
<td>Base Unit Rentals and Services: Handicapped Accessible Units - PER DAY</td>
<td>Supplier Product Code: First Offer - $80.00</td>
<td>$80.00</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01-05</td>
<td>Base Unit Rentals and Services: ADA Compliant Units - PER MONTH</td>
<td>Supplier Product Code: First Offer - $120.00</td>
<td>$120.00</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01-06</td>
<td>Base Unit Rentals and Services: ADA Compliant Units - PER DAY</td>
<td>Supplier Product Code: First Offer - $120.00</td>
<td>$120.00</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01-07</td>
<td>Base Unit Rentals and Services: Stand Alone Sinks - PER DAY</td>
<td>Supplier Product Code: First Offer - $50.00</td>
<td>$50.00</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Lot Total:** $1,530.00

<table>
<thead>
<tr>
<th>Item #</th>
<th>Line Item</th>
<th>Notes</th>
<th>Regular Units</th>
<th>Handicapped Units</th>
<th>ADA Compliant Units</th>
<th>Attch. Docs</th>
</tr>
</thead>
<tbody>
<tr>
<td>02-01</td>
<td>Additional /</td>
<td>Supplier</td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>Optional Services</td>
<td>Product Code:</td>
<td>Supplier</td>
<td>Product Code:</td>
<td>Product Code:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------</td>
<td>----------</td>
<td>--------------</td>
<td>--------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Pumping/Cleaning</td>
<td>First Offer</td>
<td>$20.00</td>
<td>$20.00</td>
<td>$20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional / Optional Services: Emergency Cleaning</td>
<td>First Offer</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Lot Total $210.00
STANDARD BID AND RFP TERMS AND CONDITIONS

PURCHASING COUNCIL PURPOSE
The Capitol Region Purchasing Council (“Council”) is a purchasing cooperative, acting under the auspices of the Capitol Region Council of Governments, which attempts to provide volume-based discounts to its Member Agency base through various cooperative procurement initiatives. To date, some 115 towns, boards of education and agencies across the State (38 of which are located in the Greater Hartford area) are eligible to take advantage of the Council’s services.

BID FORMS/SUBMISSION OF BIDS
The Council exclusively uses Bid Sync for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addenda which could ultimately render your bid non-compliant. The Council accepts no responsibility for the receipt and/or notification of solicitations through any other company.

No oral, telegraphic or telephonic submittal will be accepted. IFB’s, RFP’s, RFQ’s and RFI’s shall be submitted in electronic format via BidSync. All Invitations For Bid (IFB), Requests For Proposals (RFP), Requests For Quotes (RFQ), Requests For Information (RFI) submitted electronically via BidSync shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the IFB, RFP, RFQ and/or RFI. A formal, in-person bid opening will not be held.

EXCEPTIONS TO SPECIFICATIONS
Vendors are directed to make sure that they understand the terms and conditions as specified in this Invitation for Bid. Unless exceptions to any of the terms and conditions, including pricing, are specified as part of the bid response, it will be expected that all terms and conditions expressed herein are acceptable and shall govern resulting contracts. Any variance from specifications, including product substitutes (as well as replacements for discontinued items) and pricing units (pounds, 50 lb bags vs. 100 lb bags, etc.) must be clearly noted in the vendor’s bid response.

SUBSTITUTION FOR NAMED BRANDS
Should brand name items appear in this bid, the bidder must make available specifications on any substitutions, and explain how the substitution compares with the named brand’s specifications.

BID AWARD
A bid award shall be made by each respective Member Agency to the lowest responsible bidder(s). A Purchase Order issued by the member Town constitutes an award. The lowest responsible bidder is that person or firm whose bid to perform the work is lowest, who is qualified and competent to do the work, whose past performance of work is satisfactory to the Member Agency and whose bid documents comply with the procedural requirements stated herein. The award process may also include additional considerations such as the information provided on the bid forms and the bidder’s perceived ability to fulfill his/her obligations as prescribed by these specifications. Each bidder must be prepared to show evidence of having satisfactorily carried out a similar contract, as inability to do so may be cause for rejection.
**CONTRACT EXTENSION**
Contracts may be extended by mutual agreement of the parties – for bids with a one year contract period, a one year extension will be permitted if there is mutual agreement; for bids with a two year contract period, a two year contract extension will be permitted if there is mutual agreement. All extensions shall be completed before the next bid invitation is issued. A schedule of bid invitations and openings is posted on the CRPC website.

**ESTIMATED QUANTITIES**
The quantities as listed herein are estimates only and have been provided for the purpose of competitive bidding. Actual quantities will be contingent upon the total number of Member Agencies that decide to make an award off of this bid (as participation is voluntary) and the needs of the using departments in the various Member Agencies.

**INCLUSION OF NON-PARTICIPATING TOWNS AND BOARDS OF EDUCATION**
Any Member Agency, current or future, within the Capitol Region Purchasing Council shall be allowed to participate in this bid during the life of the contract, even if it is not listed amongst the bid participants.

**WITHDRAWAL OF BIDS**
No bid submitted may be withdrawn, in whole or in part, without the written consent of the Capitol Region Purchasing Council.

**REJECTION AND/OR CANCELLATION OF BIDS**
The Council reserves the right to reject or cancel any and all bids, or any part of any or all bids, if such action is deemed to be in its best interest to do so.

**RIGHT TO WAIVE ANY INFORMALITY**
The cooperating Member Agencies reserve the right to waive any informality in a bid when such a waiver is in their best interest.

**BID PRICES**
All prices bid must be on the basis of F.O.B. delivery point, unloaded inside, unless otherwise indicated in the proposal. A bid on any other basis than that indicated in the proposal may be considered informal. **Note: The Capitol Region Purchasing Council strictly prohibits the unilateral imposition of additional surcharges (fuel, delivery, etc.) on the participating communities at any point during the contract period. Prices bid shall apply throughout the term of the contract and will be construed as all-inclusive.**

**TAXES**
Member Agencies are exempt from the payment of any sales, excise or federal transportation taxes. The prices bid, whether a net unit price or a trade discount from catalog list prices, must be exclusive of taxes and will be so construed.

**BILLING**
Billing shall be made to each bid participant according to the terms set forth on each purchase order.

**2% ADMINISTRATIVE FEE**
The Capitol Region Council of Governments uses BidSync to distribute and receive bids and proposals. Responding vendors agree to pay to BidSync an administrative fee of two percent (2%) of the total ordered amount of all contracts for goods and/or services awarded to the vendor. The fee shall be payable for all Council bids unless specifically exempted by the Council. Refer to www.bidsync.com for further information.
REPORTING REQUIREMENTS
All orders placed on CRPC bids shall be reported to BidSync on a quarterly basis. Please contact Jason Sanchez to set up this important reporting function at (512) 717-6149 (telephone); or email jsanchez@periscopeholdings.com.

FAILURE TO COMPLY
All awarded vendors must comply with the 2% Administrative Fee and Reporting Requirements outlined in the CRPC General Terms and Conditions. Failure to comply within 90 days of orders and/or awards by CRPC members may result in the vendor being restricted from participating in future bids.

DELIVERY ARRANGEMENTS AND REQUIREMENTS
No delivery shall become due or be acceptable without a written order issued by the Member Agency concerned. Such order will contain the quantity, time of delivery and other important data.

REFERENCES
Upon request, vendors shall supply the names of other customers (preferably municipalities) to interested Member Agencies.

BIDDER PERFORMANCE/LIABILITY FOR DELIVERY FAILURES
Failure of any successful bidder to adhere to specifications, prices, terms or conditions of their agreement during the course of the contract period may preclude such bidder from bidding on future CRPC bids in addition to any action that Member Agencies may take as a result of the vendor’s failure to perform. It should be noted that the awarded vendor shall assume full responsibility for the negligence of any sub-contractor(s) utilized to fulfill any and all obligations under resulting contracts.

Moreover, if the contractor fails to make proper delivery within the time specified or if the delivery is rejected by the Member Agency, the Member Agency may obtain such commodities or any part thereof from other sources in the open market or on contract. Should the new price be greater than the contract price, the difference will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference.

INSURANCE REQUIRED OF SUCCESSFUL BIDDERS
The Successful bidder shall furnish a certificate of insurance which includes the coverages and limits set forth below; identifies the Member Agency as an additional insured; and provides for at least ten (10) days prior notice to the Member Agency of cancellation or non-renewal. Coverage is to be provided on a primary, non-contributory basis:

a. General Liability Insurance, including Contractual Liability Insurance and Products/Completed Operations Insurance issued by an insurance company licensed to conduct business in the State of Connecticut with: limits not less than $1,000,000 for all damages because of bodily injury sustained by each person as the result of any occurrence and $1,000,000 bodily injury aggregate per policy year; and limits of $500,000 for all property damage aggregate per policy year or a limit of $1,000,000 Combined Single Limit (CSL). A Waiver of Subrogation shall be provided. All, if any, deductibles are the sole responsibility of the contractor to pay and/or indemnify.
b. Automobile Liability Insurance issued by an insurance company licensed to conduct business in the State of Connecticut with: limits not less than $1,000,000 for all damages because of bodily injury sustained by each person as a result of any occurrence and $1,000,000 aggregate per policy year; and limits of $500,000 for all damages because of property damage sustained as the result of any one occurrence or $1,000,000 Combined Single Limit (CSL). All, if any, deductibles are the sole responsibility of the contractor to pay and/or indemnify.

c. Worker’s Compensation Insurance in accordance with Connecticut State Statutes.

The insurance requirements listed above are minimum requirements for successful bidders. Awarding agencies may require higher insurance limits.

FOR THE TOWN OF WEST HARTFORD ONLY
Please see Attachment A concerning the town’s insurance requirements.

FUTURE BID INVITATIONS
Future bid invitations may not be sent to vendors who do not bid on this invitation, unless they specifically request that their names be continued on the invitation list.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION
The Capitol Region Purchasing Council, an affiliate of the Capitol Region Council of Governments, subscribes to the Council of Governments’ policy of Equal Employment Opportunity and Affirmative Action, and pledges to lend its support and cooperation to private and public agencies who are promoting public policy in this vital area of human relations. Vendors will be required to sign the certificate incorporated in the bid document relative to Equal Employment Opportunity and Minority/Female Business Enterprise (if applicable).

SEVERABILITY
If any terms or provisions of this bid shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this bid shall remain in full force and effect.

ADDITIONAL TERMS AND CONDITIONS
The Vendor assigns to CRCOG all rights title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the general statutes. This assignment occurs when the Contractor is awarded the contract.

Vendor agrees that it is in compliance with all applicable federal, state and local laws and regulations, including but not limited to Connecticut General Statutes Sections 4a-60 and 4a-60a. The Contractor also agrees that it will hold CRCOG harmless and indemnify CRCOG from any action which may arise out of any act by the contractor concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Section 22a-194 to Section 22a-194g of the Connecticut General Statutes related to product packaging.

Resulting contracts are subject to the provisions of Executive Order N. Three of Governor Thomas J. Meskill promulgated February 15, 1973 and section 16 of P.A. 91-58 nondiscrimination regarding sexual orientation, an the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated august 4, 1999 regarding Violence in the Workplace Prevention Policy.
The contract arising from the bid may be subject to the provisions of §1-218 of the Connecticut General Statutes, as it may be modified from time to time. In accordance with this section, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (1) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (2) indicate that such records and files are subject to the Freedom of Information Act and may be disclosed by the public agency pursuant to the Freedom of Information Act. No request to inspect or copy such records or files shall be valid unless the request is made to the public agency in accordance with the Freedom of Information Act. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission in accordance with the provisions of sections 1-205 and 1-206 of the Connecticut General Statutes.

Incorporated by reference into this contract is Section 4-61dd(g)(1) and 4-61dd(3) and (f) of the Connecticut General Statutes which prohibits contractors from taking adverse action against employees who disclosed information to the Auditors of Public Accounts or the Attorney General.

**QUESTIONS**

General inquiries should be directed to Maureen Goulet, Purchasing Program Manager, at the:

Capitol Region Purchasing Council
241 Main Street, 4th Floor
Hartford, CT 06106
Tel: 860-522-2217 ext. 37
Fax: 860-724-1274
E-mail: mgoulet@crceg.org

However, no oral interpretations shall be made to any respondent as to the meaning of any of the bid documents. Every request for an interpretation shall be made in writing, addressed and forwarded either to the address above, **faxed to (860) 724-1274, emailed to mgoulet@crceg.org, or posted to the BidSync online bidding system**. To receive consideration, such questions must be received at least five (5) calendar days before the established date for receipt of proposals.

The Program Manager will arrange as addenda, which shall be made a part of this Invitation for Bid and any resulting contracts, all questions received as above provided and the decisions regarding each. At least three (3) days prior to the receipt of bid proposals, the Program Manager will **post a copy of any addenda to the BidSync system**. In special cases, the Program Coordinator reserves the right to post clarifying information in the form of an addendum outside of the aforementioned timeline. It shall be the responsibility of each respondent to determine whether any addenda have been issued and if so, to download copies directly from the BidSync website.
Insurance Exhibit (West Hartford)

For the purpose of this exhibit: the term "Contractor" shall also include their respective agents, representatives, employees or subcontractors; and the term "Town of West Hartford and West Hartford Board of Education" (hereinafter called the "Town") shall include their respective officers, agents, officials, employees, volunteers, boards and commissions.

The Contractor shall procure and maintain the required insurance coverage against claims that may arise from, or in connection with the services and goods provided by the Contractor for the duration of the contract term, including any and all extensions. The Contractor shall provide the Town with a certificate of insurance confirming compliance with this exhibit prior to commencement of the contract. Such insurance shall be written for not less than specified, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever is greater. The Contractor shall assume any and all premiums and deductibles in the described insurance policies. Both the Contractor and Contractor's insurer(s) agree to have no right of recovery or subrogation against the Town and the described insurance shall be primary coverage. Any failure to comply with the claim reporting provisions of the policy shall not affect coverage provided to the Town. Each required insurance policy shall not be suspended, voided, cancelled or reduced except after thirty (30) days prior written notice, ten (10) days notice for non-payment, has been given to the Town.

All liability policies (with the exception of Worker’s Compensation) shall include the Town of West Hartford, the West Hartford Board of Education, and their respective officers, agents, officials, employees, volunteers, boards and commissions as an Additional Insured and shall include, but not be limited to investigation, defense, settlement, judgment or payment of any legal liability. Failure to maintain the required insurance coverage and Additional Insured Endorsements shall be grounds for termination of the contract. It is agreed that the scope and limits of the insurance specified are minimum requirements and shall in no way limit or exclude the Town from additional limits or coverage provided under each policy. The policies shall be on the occurrence form and must be written by companies licensed to do business in the State of Connecticut. The Town’s Risk Manager shall review any and all exceptions.

Commercial General Liability: $1,000,000 combined single limit per occurrence for bodily injury, personal injury, property damage, contractual liability and products/completed operations. Contractor shall continue to provide products/completed operations coverage for two (2) years after completion of the work.

Automobile Liability and Physical Damage Coverage: $1,000,000 combined single limit per occurrence for any auto, including statutory uninsured/underinsured motorists coverage and $1,000 medical payments. Policy to include collision and comprehensive coverage for any auto used for the purpose of this contract.

Umbrella Liability: $1,000,000 per occurrence, $2,000,000 aggregate following form.

Workers’ Compensation: Statutory limits including Employer’s Liability with limits of $100,000 each accident, $500,000 for each disease/policy limit, and $100,000 for disease for each employee as required by the State of Connecticut. If the Contractor decides not to procure workers’ compensation in accordance with Connecticut law, the Contractor agrees to comply with the Connecticut Workers’ Compensation Act’s (Act) requirements for withdrawing from the provisions of the Act, including, but not limited to, filing the appropriate notice of withdrawal with the commissioner. The Contractor is wholly responsible for taking the actions necessary to withdraw from the provisions of the Act. In lieu of procuring workers’ compensation insurance and providing the Town with proof thereof, the Contractor agrees to hold the Town of West Hartford, the West Hartford Board of Education, their respective boards and commissions, officers, agents, officials, employees, servants, volunteers, contractors and representatives harmless from any and all suits, claims, and actions arising from personal injuries sustained by him during the course of the performance of this contract, however caused.

Personal Property for "all risk” insurance on a replacement cost basis to cover the value of personal property belonging to the Contractor and others (including but not limited to the personal property of subcontractors) located on Town property while in use or in storage for the duration of the contract. Deductible not to exceed $1,000.

Alexandra Townsend
Duly Authorized

alexandra@aroyalflush.com

(Print Name Here)

Duly Authorized

Date

12-28-17
The Contractor shall procure and maintain the required insurance coverage against claims that may arise from, or in connection with the services and goods provided by the Contractor for the duration of the contract term, including any extension thereof.

**Commercial General Liability:**

- The policies shall be on the occurrence form and must be written by companies licensed to do business in Connecticut.
- Each policy shall include statutory limits including Employer's Liability.
- Each policy shall be written for not less than $1,000,000 combined single limit per occurrence for bodily injury, personal injury, property damage, contractual liability, and products/completed operations.
- Umbrella Liability:
  - $1,000,000 per occurrence, $2,000,000 aggregate following form.
- Automobile Liability and Physical Damage Coverage:
  - Including statutory uninsured/underinsured motorists coverage and $1,000 medical payments.
- Products/completed operations coverage for two (2) years after completion of the work.
- Damage, contractual liability and products/completed operations.

**Workers Compensation:**

- The Contractor shall comply with the Connecticut Workers Compensation Act, including, but not limited to, filing the appropriate notice of withdrawal with the commissioner.
- The Contractor decides not to procure workers compensation insurance and providing the Town with proof thereof, the Contractor agrees to hold the Town of West Hartford and West Hartford Board of Education, and their respective officers, agents, officials, employees, volunteers, boards and commissions as an Additional Insured.
- All liability policies (with the exception of Workers Compensation) shall be on the occurrence form and must be written by companies licensed to do business in Connecticut.
- The policies shall be on the occurrence form and must be written by companies licensed to do business in Connecticut.
- The policies shall be on the occurrence form and must be written by companies licensed to do business in Connecticut.
- Any failure to comply with the claim reporting provisions of the policy shall not affect coverage.
- It is agreed that the scope and limits of the insurance specified are minimum requirements and shall in no way limit or exclude the Town from additional limits or coverage provided under any policy.
- The Contractor shall continue to provide the Town with a certificate of insurance confirming compliance with this requirement.
- Both the Contractor and Contractor's employees, servants, volunteers, contractors and representatives harmless from any and all suits, claims, and actions arising from personal injuries sustained by him during the course of the performance of this contract, however caused.
- Failure to maintain the required insurance coverage and Additional Insured Endorsements will be grounds for termination of the contract.
- The policies shall be on the occurrence form and must be written by companies licensed to do business in Connecticut.
- The policies shall be on the occurrence form and must be written by companies licensed to do business in Connecticut.
- Any failure to comply with the claim reporting provisions of the policy shall not affect coverage.
GENERAL VENDOR INFORMATION

VENDORS ARE ASKED TO FILL OUT THIS FORM SO THAT THEIR BID RESPONSES ARE CONSIDERED COMPLETE.

The undersigned: is aware that any CRPC member may reject any and all bids, or any part of any and all bids; is aware that quantities furnished herein are estimates only; has not included any state or federal taxes for which the CRPC members are not liable; and is making this bid without collusion with any person, individual or corporation.

COMPANY
A Royal Flush, Inc.

REPRESENTATIVE
Alexandra Townsend

POSITION
Vice President

ADDRESS
P.O. Box 3126
Bridgeport, ct

(ZIP)
06605

TELEPHONE #
877-234-6545

FAX #
866-799-9386

TAX ID #
06-1353581

E-MAIL ADDRESS
alexandra@aroyalflush.com

PAYMENT TERMS:
0%
30 Days

DATE:
12-28-17
alexandra@aroyalflush.com

SIGNATURE

Alexandra R. Townsend

PAYMENT TERMS: 0% 30 Days

DATE: 12-28-17
## United Site Services

**Bid Contact** Benny Gronowicz  
Bernard.Gronowicz@unitedsiteservices.com  
**Address** WESTBOROUGH, MA 01581

### 667 Rental and Servicing of Portable Toilets

<table>
<thead>
<tr>
<th>Item #</th>
<th>Line Item</th>
<th>Notes</th>
<th>Unit Price</th>
<th>Qty/Unit</th>
<th>Total Price</th>
<th>Attch. Docs</th>
</tr>
</thead>
<tbody>
<tr>
<td>667 Rental and Servicing of Portable Toilets--01-01</td>
<td>Base Unit Rentals and Services: Regular Units - PER MONTH</td>
<td>Supplier Product Code: Supplier Product Code: Supplier Product Code: Supplier Product Code:</td>
<td>First Offer - $57.10</td>
<td>16 / each</td>
<td>$913.60</td>
<td>Y Y</td>
</tr>
<tr>
<td>667 Rental and Servicing of Portable Toilets--01-02</td>
<td>Base Unit Rentals and Services: Regular Units - PER DAY</td>
<td>Supplier Product Code: Supplier Product Code: Supplier Product Code:</td>
<td>First Offer - $57.10</td>
<td>1 / each</td>
<td>$57.10</td>
<td>Y</td>
</tr>
<tr>
<td>667 Rental and Servicing of Portable Toilets--01-03</td>
<td>Base Unit Rentals and Services: Handicapped Accessible Units - PER MONTH</td>
<td>Supplier Product Code: Supplier Product Code: Supplier Product Code:</td>
<td>First Offer - $80.10</td>
<td>6 / each</td>
<td>$480.60</td>
<td>Y</td>
</tr>
<tr>
<td>667 Rental and Servicing of Portable Toilets--01-04</td>
<td>Base Unit Rentals and Services: Handicapped Units - PER DAY</td>
<td>Supplier Product Code: Supplier Product Code: Supplier Product Code:</td>
<td>First Offer - $80.10</td>
<td>1 / each</td>
<td>$80.10</td>
<td>Y</td>
</tr>
<tr>
<td>667 Rental and Servicing of Portable Toilets--01-05</td>
<td>Base Unit Rentals and Services: ADA Compliant Units - PER MONTH</td>
<td>Supplier Product Code: Supplier Product Code: Supplier Product Code:</td>
<td>First Offer - $80.10</td>
<td>1 / each</td>
<td>$80.10</td>
<td>Y</td>
</tr>
<tr>
<td>667 Rental and Servicing of Portable Toilets--01-06</td>
<td>Base Unit Rentals and Services: ADA Compliant Units - PER DAY</td>
<td>Supplier Product Code: Supplier Product Code: Supplier Product Code:</td>
<td>First Offer - $80.10</td>
<td>1 / each</td>
<td>$80.10</td>
<td>Y</td>
</tr>
<tr>
<td>667 Rental and Servicing of Portable Toilets--01-07</td>
<td>Base Unit Rentals and Services: Stand Alone Sinks - PER DAY</td>
<td>Supplier Product Code: Supplier Product Code: Supplier Product Code:</td>
<td>First Offer - $61.10</td>
<td>1 / each</td>
<td>$61.10</td>
<td>Y</td>
</tr>
</tbody>
</table>

**Lot Total** $1,752.70

<table>
<thead>
<tr>
<th>Item #</th>
<th>Line Item</th>
<th>Notes</th>
<th>Regular Units</th>
<th>Handicapped Units</th>
<th>ADA Compliant Units</th>
<th>Attch. Docs</th>
</tr>
</thead>
<tbody>
<tr>
<td>667 Rental and Servicing of Portable Toilets--02-01</td>
<td>Additional / Optional Services: Additional Pumping/Cleaning</td>
<td>Supplier Product Code:</td>
<td>Supplier Product Code:</td>
<td>Supplier Product Code:</td>
<td>First Offer - $57.10</td>
<td>$80.10</td>
</tr>
</tbody>
</table>

**Lot Total** $1,752.70
<table>
<thead>
<tr>
<th>Item #</th>
<th>Line Item</th>
<th>Notes</th>
<th>Unit Price</th>
<th>Qty/Unit</th>
<th>Total Price</th>
<th>Attch. Docs</th>
</tr>
</thead>
<tbody>
<tr>
<td>667 Rental and Servicing of Portable Toilets--02-01</td>
<td>Base Unit</td>
<td>Rentals and Services: Regular Units - PER MONTH</td>
<td>Supplier Product Code: First Offer</td>
<td>$57.10</td>
<td>16 / each</td>
<td>$913.60</td>
</tr>
<tr>
<td>667 Rental and Servicing of Portable Toilets--02-02</td>
<td>Additional / Optional Services: Emergency Cleaning</td>
<td>Supplier Product Code: First Offer</td>
<td>$18.45</td>
<td>$18.45</td>
<td>$18.45</td>
<td>Y</td>
</tr>
<tr>
<td>667 Rental and Servicing of Portable Toilets--02-03</td>
<td>Base Unit</td>
<td>Rentals and Services: Handicapped Accessible Units - PER MONTH</td>
<td>Supplier Product Code: First Offer</td>
<td>$80.10</td>
<td>6 / each</td>
<td>$480.60</td>
</tr>
<tr>
<td>667 Rental and Servicing of Portable Toilets--02-04</td>
<td>Base Unit</td>
<td>Rentals and Services: Handicapped Units - PER DAY</td>
<td>Supplier Product Code: First Offer</td>
<td>$80.10</td>
<td>1 / each</td>
<td>$80.10</td>
</tr>
<tr>
<td>667 Rental and Servicing of Portable Toilets--02-05</td>
<td>Base Unit</td>
<td>Rentals and Services: ADA Compliant Units - PER MONTH</td>
<td>Supplier Product Code: First Offer</td>
<td>$80.10</td>
<td>1 / each</td>
<td>$80.10</td>
</tr>
<tr>
<td>667 Rental and Servicing of Portable Toilets--02-06</td>
<td>Base Unit</td>
<td>Rentals and Services: ADA Compliant Units - PER DAY</td>
<td>Supplier Product Code: First Offer</td>
<td>$80.10</td>
<td>1 / each</td>
<td>$80.10</td>
</tr>
<tr>
<td>667 Rental and Servicing of Portable Toilets--02-07</td>
<td>Base Unit</td>
<td>Rentals and Services: Stand Alone Sinks - PER DAY</td>
<td>Supplier Product Code: First Offer</td>
<td>$61.10</td>
<td>1 / each</td>
<td>$61.10</td>
</tr>
</tbody>
</table>

Lot Total $272.65
<table>
<thead>
<tr>
<th>United Site Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item: <strong>Base Unit Rentals and Services: Regular Units - PER MONTH</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRGOG - signed.pdf</td>
</tr>
</tbody>
</table>
Solicitation 667 Rental and Servicing of Portable Toilets

Rental and Servicing of Portable Toilets

Bid Designation: Public

Capitol Region Council of Governments
BIDS SYNC VENDOR BILLING AGREEMENT

BidSync will contact the Accounts Payable personnel for your company for any billing related questions. Please complete the Account Payable information below:

COMPANY NAME: United Site Services Northeast, Inc.

ACCOUNTS PAYABLE (AP) CONTACT
First name: Tracy
Last name: Morton

DIRECT EMAIL ADDRESS: Tracy.Morton@unitedsiteservices.com

DIRECT PHONE NUMBER: 508-594-2597
ALTERNATE PHONE NUMBER: 508-259-0766
FAX NUMBER: 508-594-2581

BILLING OPTIONS

By selecting one of the following billing options and placing an offer, you are agreeing to pay BidSync 2% of the award amount, if you are the winning bidder. If you are the winning bidder, the agency will confirm the award amount once the bid has ended and the agency has made an award decision. The invoice you will receive from BidSync will reflect your billing selection and payment due dates for the amount awarded to your company by the agency.

☐ PAY ON INVOICE

BidSync's Pay On Invoice options allows Vendors greater flexibility working with lengthy Government contracts by accepting payment of the fee divided into three equal payments. The payments will be due within 30 days, 60 days, and 90 days from the date of the initial award. If at any time the payment is late, penalties and interest will apply.

☐ PAY ON AWARD

BidSync's Pay On Award option offers a 2.0% discount to the total fee when full payment is made within thirty (30) days of the award. If full payment is not received within thirty (30) days of award, the pay option will default to the Pay On Invoice Option.

☐ CUSTOM PAYMENT SCHEDULE

BidSync's Custom Pay Schedule allows Vendors to tailor payment to be more appropriate to your contract. The Vendor may contact BidSync's Accounts Receivable at 800-990-9339, ext 478 to set a custom payment schedule, within fifteen (15) days of bid award. If arrangements have not been made within fifteen (15) days of bid award, the pay option will default to the Pay On Invoice Option.

If you have any questions about this Billing Agreement, you may directly contact BidSync's Accounts Receivable:

Toll free: 800-990-9339 ext. 245
Email: billing@bidsync.com

AGREEMENT CONFIRMATION

I, [Adam W. Jacobs], as an authorized agent for
United Site Services Northeast, Inc. (company name) have read and understood the above stated billing agreement. By indicating a billing selection above, I acknowledge and agree to make said payments directly to BidSync if my company is the winning bidder for this bid.

Signature of authorized agent                                      Title
Adam W. Jacobs                                                      December 21, 2017

Printed Name                                                      Date

DISCLAIMER: If the Vendor does not pay BidSync within 60 days of invoice, the Vendor's access to the system will be discontinued and any outstanding amount may be sold to a collections agency. Any and all fees associated with collections will be borne by the Vendor. A late fee will accrue at the rate of two percent (2%) per month for any fees not paid when due. Notwithstanding the foregoing to the contrary, the fees charged pursuant to this section shall not contravene laws of the State where Vendor is based. We may, in our sole discretion, change our fee policies, the fees we charge, and some or all of our system or services at any time. All fees must be paid in U.S. Dollars. Vendor is responsible for paying any and all applicable taxes.
Bid 667 Rental and Servicing of Portable Toilets

Rental and Servicing of Portable Toilets

Bid Number 667 Rental and Servicing of Portable Toilets
Bid Title Rental and Servicing of Portable Toilets

Bid Start Date Dec 14, 2017 8:37:48 AM EST
Bid End Date Dec 28, 2017 11:00:00 AM EST
Question & Answer End Date Dec 26, 2017 3:00:00 PM EST

Bid Contact Maureen Goulet
Purchasing Assistant
Community Development
860-522-2217 ext 237
mgoulet@crcog.org

Contract Duration 730 days
Contract Renewal 1 annual renewal
Prices Good for Not Applicable

Bid Comments The Capitol Region Purchasing Council invites sealed bids on behalf of its members for the RENTAL & SERVICING OF PORTABLE TOILETS for the period commencing March 1, 2018 and ending February 28, 2019

Item Response Form

Item 667 Rental and Servicing of Portable Toilets--01-01 - Base Unit Rentals and Services:
Lot Description Base Unit Rentals and Services
Quantity 64 each
Unit Price $57.10
Delivery Location Capitol Region Council of Governments

No Location Specified

Qty 16
TOWN OF GLASTONBURY
TOWN OF GLASTONBURY
2155 MAIN STREET
GLASTONBURY CT 06033

Qty 29
Town of Avon
TOWN OF GLASTONBURY
2155 MAIN STREET
GLASTONBURY CT 06033

Qty 19
Town of Avon
60 West Main Street
Avon CT 06001

Description
Town of Manchester
<table>
<thead>
<tr>
<th>Item</th>
<th>667 Rental and Servicing of Portable Toilets--01-02 - Base Unit Rentals and Services:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot Description</td>
<td>Base Unit Rentals and Services</td>
</tr>
<tr>
<td>Quantity</td>
<td>7 each</td>
</tr>
<tr>
<td>Unit Price</td>
<td>$57.10</td>
</tr>
<tr>
<td>Delivery Location</td>
<td>Capitol Region Council of Governments</td>
</tr>
<tr>
<td>Description</td>
<td>No Location Specified</td>
</tr>
<tr>
<td>Qty 1</td>
<td>Town of Avon</td>
</tr>
<tr>
<td></td>
<td>Town of Avon</td>
</tr>
<tr>
<td></td>
<td>60 West Main Street</td>
</tr>
<tr>
<td></td>
<td>Avon CT 06001</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>667 Rental and Servicing of Portable Toilets--01-03 - Base Unit Rentals and Services:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot Description</td>
<td>Base Unit Rentals and Services</td>
</tr>
<tr>
<td>Quantity</td>
<td>14 each</td>
</tr>
<tr>
<td>Unit Price</td>
<td>$80.10</td>
</tr>
<tr>
<td>Delivery Location</td>
<td>Capitol Region Council of Governments</td>
</tr>
<tr>
<td>Description</td>
<td>No Location Specified</td>
</tr>
<tr>
<td>Qty 6</td>
<td>TOWN OF GLASTONBURY</td>
</tr>
<tr>
<td></td>
<td>TOWN OF GLASTONBURY</td>
</tr>
<tr>
<td></td>
<td>2155 MAIN STREET</td>
</tr>
<tr>
<td></td>
<td>GLASTONBURY CT 06033</td>
</tr>
<tr>
<td>Qty 6</td>
<td>Town of Avon</td>
</tr>
<tr>
<td></td>
<td>Town of Avon</td>
</tr>
<tr>
<td></td>
<td>60 West Main Street</td>
</tr>
<tr>
<td></td>
<td>Avon CT 06001</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>667 Rental and Servicing of Portable Toilets--01-04 - Base Unit Rentals and Services:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot Description</td>
<td>Base Unit Rentals and Services</td>
</tr>
<tr>
<td>Quantity</td>
<td>1 each</td>
</tr>
<tr>
<td>Unit Price</td>
<td>$80.10</td>
</tr>
<tr>
<td>Delivery Location</td>
<td>Capitol Region Council of Governments</td>
</tr>
<tr>
<td>Description</td>
<td>No Location Specified</td>
</tr>
</tbody>
</table>
## 667 Rental and Servicing of Portable Toilets--01-05 - Base Unit Rentals and Services: ADA Compliant Units - PER MONTH

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Lot Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Delivery Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty 1</td>
<td>Handicapped Units - PER DAY</td>
<td>Base Unit Rentals and Services</td>
<td>21 each</td>
<td>$80.10</td>
<td>Capitol Region Council of Governments</td>
</tr>
</tbody>
</table>

---

## 667 Rental and Servicing of Portable Toilets--01-06 - Base Unit Rentals and Services: ADA Compliant Units - PER DAY

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Lot Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Delivery Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty 1</td>
<td>City of Middletown</td>
<td>Base Unit Rentals and Services</td>
<td>20 each</td>
<td>$80.10</td>
<td>Capitol Region Council of Governments</td>
</tr>
</tbody>
</table>

---

## 667 Rental and Servicing of Portable Toilets--01-07 - Base Unit Rentals and Services: Stand Alone Sinks - PER DAY

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Lot Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Delivery Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty 1</td>
<td>Stand Alone Sinks - PER DAY</td>
<td>Base Unit Rentals and Services</td>
<td>1 each</td>
<td>$61.10</td>
<td>Capitol Region Council of Governments</td>
</tr>
</tbody>
</table>

---
### Item 1: Additional / Optional Services - Portable Toilets

<table>
<thead>
<tr>
<th>Lot Description</th>
<th>Additional Pumping/Cleaning</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Regular Units</td>
</tr>
<tr>
<td>Additional Pumping/Cleaning</td>
<td>$57.10</td>
</tr>
</tbody>
</table>

**Delivery Location:** Capitol Region Council of Governments

No Location Specified

**Qty 1**

**TOWN OF GLASTONBURY**

TOWN OF GLASTONBURY
2155 MAIN STREET
GLASTONBURY CT 06033

**Qty 5**

**Town of Avon**

Town of Avon
60 West Main Street
Avon CT 06001

**Qty 10**

**City of Middletown**

City of Middletown
245 deKoven Drive
P.O. Box 1300
Middletown CT 06457

**Qty 2**

**Description**

Town of Manchester - 8 additional cleanings

---

### Item 2: Additional / Optional Services - Portable Toilets

<table>
<thead>
<tr>
<th>Lot Description</th>
<th>Emergency Cleaning</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Regular Units</td>
</tr>
<tr>
<td>Emergency Cleaning</td>
<td>$18.45</td>
</tr>
</tbody>
</table>

**Delivery Location:** Capitol Region Council of Governments

No Location Specified

**Qty 1**

**TOWN OF GLASTONBURY**

TOWN OF GLASTONBURY
2155 MAIN STREET
GLASTONBURY CT 06033

**Qty 5**

**Description**

Emergency Cleaning - each unit each time Added on Jan 20, 2012: Town of Glastonbury 4 emergency cleanings
STANDARD BID AND RFP TERMS AND CONDITIONS

PURCHASING COUNCIL PURPOSE
The Capitol Region Purchasing Council ("Council") is a purchasing cooperative, acting under the auspices of the Capitol Region Council of Governments, which attempts to provide volume-based discounts to its Member Agency base through various cooperative procurement initiatives. To date, some 115 towns, boards of education and agencies across the State (38 of which are located in the Greater Hartford area) are eligible to take advantage of the Council’s services.

BID FORMS/SUBMISSION OF BIDS
The Council exclusively uses Bid Sync for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addenda which could ultimately render your bid non-compliant. The Council accepts no responsibility for the receipt and/or notification of solicitations through any other company.

No oral, telegraphic or telephonic submittal will be accepted. IFB’s, RFP’s, RFQ’s and RFI’s shall be submitted in electronic format via BidSync. All Invitations For Bid (IFB), Requests For Proposals (RFP), Requests For Quotes (RFQ), Requests For Information (RFI) submitted electronically via BidSync shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the IFB, RFP, RFQ and/or RFI. A formal, in-person bid opening will not be held.

EXCEPTIONS TO SPECIFICATIONS
Vendors are directed to make sure that they understand the terms and conditions as specified in this Invitation for Bid. Unless exceptions to any of the terms and conditions, including pricing, are specified as part of the bid response, it will be expected that all terms and conditions expressed herein are acceptable and shall govern resulting contracts. Any variance from specifications, including product substitutes (as well as replacements for discontinued items) and pricing units (pounds, 50 lb bags vs. 100 lb bags, etc.) must be clearly noted in the vendor’s bid response.

SUBSTITUTION FOR NAMED BRANDS
Should brand name items appear in this bid, the bidder must make available specifications on any substitutions, and explain how the substitution compares with the named brand’s specifications.

BID AWARD
A bid award shall be made by each respective Member Agency to the lowest responsible bidder(s). A Purchase Order issued by the member Town constitutes an award. The lowest responsible bidder is that person or firm whose bid to perform the work is lowest, who is qualified and competent to do the work, whose past performance of work is satisfactory to the Member Agency and whose bid documents comply with the procedural requirements stated herein. The award process may also include additional considerations such as the information provided on the bid forms and the bidder’s perceived ability to fulfill his/her obligations as prescribed by these specifications. Each bidder must be prepared to show evidence of having satisfactorily carried out a similar contract, as inability to do so may be cause for rejection.
CONTRACT EXTENSION
Contracts may be extended by mutual agreement of the parties – for bids with a one year contract period, a one year extension will be permitted if there is mutual agreement; for bids with a two year contract period, a two year contract extension will be permitted if there is mutual agreement. All extensions shall be completed before the next bid invitation is issued. A schedule of bid invitations and openings is posted on the CRPC website.

ESTIMATED QUANTITIES
The quantities as listed herein are estimates only and have been provided for the purpose of competitive bidding. Actual quantities will be contingent upon the total number of Member Agencies that decide to make an award off of this bid (as participation is voluntary) and the needs of the using departments in the various Member Agencies.

INCLUSION OF NON-PARTICIPATING TOWNS AND BOARDS OF EDUCATION
Any Member Agency, current or future, within the Capitol Region Purchasing Council shall be allowed to participate in this bid during the life of the contract, even if it is not listed amongst the bid participants.

WITHDRAWAL OF BIDS
No bid submitted may be withdrawn, in whole or in part, without the written consent of the Capitol Region Purchasing Council.

REJECTION AND/OR CANCELLATION OF BIDS
The Council reserves the right to reject or cancel any and all bids, or any part of any or all bids, if such action is deemed to be in its best interest to do so.

RIGHT TO WAIVE ANY INFORMALITY
The cooperating Member Agencies reserve the right to waive any informality in a bid when such a waiver is in their best interest.

BID PRICES
All prices bid must be on the basis of F.O.B. delivery point, unloaded inside, unless otherwise indicated in the proposal. A bid on any other basis than that indicated in the proposal may be considered informal. Note: The Capitol Region Purchasing Council strictly prohibits the unilateral imposition of additional surcharges (fuel, delivery, etc.) on the participating communities at any point during the contract period. Prices bid shall apply throughout the term of the contract and will be construed as all-inclusive.

TAXES
Member Agencies are exempt from the payment of any sales, excise or federal transportation taxes. The prices bid, whether a net unit price or a trade discount from catalog list prices, must be exclusive of taxes and will be so construed.

BILLING
Billing shall be made to each bid participant according to the terms set forth on each purchase order.

2% ADMINISTRATIVE FEE
The Capitol Region Council of Governments uses BidSync to distribute and receive bids and proposals. Responding vendors agree to pay to BidSync an administrative fee of two percent (2%) of the total ordered amount of all contracts for goods and/or services awarded to the vendor. The fee shall be payable for all Council bids unless specifically exempted by the Council. Refer to www.bidsync.com for further information.
REPORTING REQUIREMENTS
All orders placed on CRPC bids shall be reported to BidSync on a quarterly basis. Please contact Jason Sanchez to set up this important reporting function at (512) 717-6149 (telephone); or email jsanchez@periscopeholdings.com.

FAILURE TO COMPLY
All awarded vendors must comply with the 2% Administrative Fee and Reporting Requirements outlined in the CRPC General Terms and Conditions. Failure to comply within 90 days of orders and/or awards by CRPC members may result in the vendor being restricted from participating in future bids.

DELIVERY ARRANGEMENTS AND REQUIREMENTS
No delivery shall become due or be acceptable without a written order issued by the Member Agency concerned. Such order will contain the quantity, time of delivery and other important data.

REFERENCES
Upon request, vendors shall supply the names of other customers (preferably municipalities) to Interested Member Agencies.

BIDDER PERFORMANCE/LIABILITY FOR DELIVERY FAILURES
Failure of any successful bidder to adhere to specifications, prices, terms or conditions of their agreement during the course of the contract period may preclude such bidder from bidding on future CRPC bids in addition to any action that Member Agencies may take as a result of the vendor’s failure to perform. It should be noted that the awarded vendor shall assume full responsibility for the negligence of any sub-contractor(s) utilized to fulfill any and all obligations under resulting contracts.

Moreover, if the contractor fails to make proper delivery within the time specified or if the delivery is rejected by the Member Agency, the Member Agency may obtain such commodities or any part thereof from other sources in the open market or on contract. Should the new price be greater than the contract price, the difference will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference.

INSURANCE REQUIRED OF SUCCESSFUL BIDDERS
The Successful bidder shall furnish a certificate of insurance which includes the coverages and limits set forth below; identifies the Member Agency as an additional insured; and provides for at least ten (10) days prior notice to the Member Agency of cancellation or non-renewal. Coverage is to be provided on a primary, non-contributory basis:

a. General Liability Insurance, including Contractual Liability Insurance and Products/Completed Operations Insurance issued by an insurance company licensed to conduct business in the State of Connecticut with: limits not less than $1,000,000 for all damages because of bodily injury sustained by each person as the result of any occurrence and $1,000,000 bodily injury aggregate per policy year; and limits of $500,000 for all property damage aggregate per policy year or a limit of $1,000,000 Combined Single Limit (CSL). A Waiver of Subrogation shall be provided. All, if any, deductibles are the sole responsibility of the contractor to pay and/or indemnify.
b. Automobile Liability Insurance issued by an insurance company licensed to conduct business in the State of Connecticut with: limits not less than $1,000,000 for all damages because of bodily injury sustained by each person as a result of any occurrence and $1,000,000 aggregate per policy year; and limits of $500,000 for all damages because of property damage sustained as the result of any one occurrence or $1,000,000 Combined Single Limit (CSL). All, if any, deductibles are the sole responsibility of the contractor to pay and/or indemnify.

c. Worker’s Compensation Insurance in accordance with Connecticut State Statutes.

The insurance requirements listed above are minimum requirements for successful bidders. Awarding agencies may require higher insurance limits.

FOR THE TOWN OF WEST HARTFORD ONLY
Please see Attachment A concerning the town’s insurance requirements.

FUTURE BID INVITATIONS
Future bid invitations may not be sent to vendors who do not bid on this invitation, unless they specifically request that their names be continued on the invitation list.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION
The Capitol Region Purchasing Council, an affiliate of the Capitol Region Council of Governments, subscribes to the Council of Governments’ policy of Equal Employment Opportunity and Affirmative Action, and pledges to lend its support and cooperation to private and public agencies who are promoting public policy in this vital area of human relations. Vendors will be required to sign the certificate incorporated in the bid document relative to Equal Employment Opportunity and Minority/Female Business Enterprise (if applicable).

SEVERABILITY
If any terms or provisions of this bid shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this bid shall remain in full force and effect.

ADDITIONAL TERMS AND CONDITIONS
The Vendor assigns to CRCOG all rights title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the general statutes. This assignment occurs when the Contractor is awarded the contract.

Vendor agrees that it is in compliance with all applicable federal, state and local laws and regulations, including but not limited to Connecticut General Statutes Sections 4a-60 and 4a-60a. The Contractor also agrees that it will hold CRCOG harmless and indemnify CRCOG from any action which may arise out of any act by the contractor concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Section 22a-194 to Section 22a-194g of the Connecticut General Statutes related to product packaging.

Resulting contracts are subject to the provisions of Executive Order N. Three of Governor Thomas J. Meskill promulgated February 15, 1973 and section 16 of P.A. 91-58 nondiscrimination regarding sexual orientation, as the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.
The contract arising from the bid may be subject to the provisions of §1-218 of the Connecticut General Statutes, as it may be modified from time to time. In accordance with this section, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (1) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (2) indicate that such records and files are subject to the Freedom of Information Act and may be disclosed by the public agency pursuant to the Freedom of Information Act. No request to inspect or copy such records or files shall be valid unless the request is made to the public agency in accordance with the Freedom of Information Act. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission in accordance with the provisions of sections 1-205 and 1-206 of the Connecticut General Statutes.

Incorporated by reference into this contract is Section 4-61dd(g)(1) and 4-61dd(3) and (f) of the Connecticut General Statutes which prohibits contractors from taking adverse action against employees who disclosed information to the Auditors of Public Accounts or the Attorney General.

QUESTIONS
General inquiries should be directed to Maureen Goulet, Purchasing Program Manager, at the:
Capitol Region Purchasing Council
241 Main Street, 4th Floor
Hartford, CT 06106
Tel: 860-522-2217 ext. 37
Fax: 860-724-1274
E-mail: mgoulet@crcog.org

However, no oral interpretations shall be made to any respondent as to the meaning of any of the bid documents. Every request for an interpretation shall be made in writing, addressed and forwarded either to the address above, faxed to (860) 724-1274, emailed to mgoulet@crcog.org, or posted to the BidSync online bidding system. To receive consideration, such questions must be received at least five (5) calendar days before the established date for receipt of proposals.

The Program Manager will arrange as addenda, which shall be made a part of this Invitation for Bid and any resulting contracts, all questions received as above provided and the decisions regarding each. At least three (3) days prior to the receipt of bid proposals, the Program Manager will post a copy of any addenda to the BidSync system. In special cases, the Program Coordinator reserves the right to post clarifying information in the form of an addendum outside of the aforementioned timeline. It shall be the responsibility of each respondent to determine whether any addenda have been issued and if so, to download copies directly from the BidSync website.
CAPITOL REGION PURCHASING COUNCIL

RENTAL AND SERVICING OF PORTABLE TOILET UNITS

I. MODIFICATIONS TO GENERAL TERMS AND CONDITIONS

INTENT
The Capitol Region Purchasing Council, on behalf of CRPC members, requests bids from qualified vendors to provide for the RENTAL AND SERVICING OF PORTABLE TOILETS during the contract period beginning January 1, 2018 and ending December 31, 2019. The awarded vendor(s) shall be responsible for furnishing all personnel, equipment, materials and incidentals needed to properly furnish units in support of the program needs of the participating CRPC members.

Each respective CRPC member will make its own awards and payments according to the terms and conditions set forth in these specifications. A written order from each CRPC member will be required before any deliveries commence.

ESTIMATED QUANTITIES
The quantities specified herein are estimates only and have been provided for the purpose of competitive bidding. Actual quantities, however, will be contingent upon the total number of CRPC members which decide to make an award off of this bid (as participation is voluntary) and the needs of the using departments in the various CRPC members. The CRPC members reserve the right to add or reduce the number of units to an area, add or delete facilities in their entirety for both long-term and shorter special event rentals, extend the dates of use at any facility, or change the type of unit required, with proper advance written notice to the awarded vendor. Additional units and/or extended rental times shall be billed at the applicable monthly and/or per diem rates as provided at the time of the bid.

II. TECHNICAL SPECIFICATIONS/ADDITIONAL REQUIREMENTS
Regular, handicapped accessible and ADA compliant units shall be furnished under resulting contracts. All units shall be constructed of fiberglass and/or plastic and shall have an interior (bowl, seat, etc.) made of stainless steel, plastic, fiberglass or some other non-porous material. Toilet paper dispensers shall be lockable and vandal resistant; no loose rolls of paper are allowed in the units. In general, the units must be self-contained, odor-free, and non-polluting. To prevent tipping, all units must have a mechanism to be locked down (e.g., chained to a fence) or otherwise secured (e.g., staked into the ground).

Vendors must furnish a set of specifications, with their bid, for each type of unit for which a bid is furnished. Said specifications must detail the unit's dimensions (e.g., height, width, etc.), material composition, tank capacity and the recommended number of users between pumpings.

HANDICAPPED ACCESSIBLE/ADA COMPLIANT PORTABLE TOILET UNITS
While all such units must be handicapped accessible, only select CRPC members require that they also be ADA compliant. Responding vendors are therefore asked to provide pricing for both handicapped accessible and ADA compliant units (and associated services) in their bid response.

BID PRICES
Unit pricing shall be furnished on a calendar month basis and shall include the following: unit delivery and removal; maintenance; supplies (including but not limited to toilet tissue, sanitizing agents and other supplies as required); and cleaning and contents pumping a minimum of once per week.

Vendors should note that the bid response also requests rental and servicing pricing on a per diem basis to accommodate shorter special events (e.g. daily, weekend rentals). The per diem rental prices shall include all of the services outlined above under monthly rental pricing, except for the cleaning and pumping service. Any participating CRPC member that requires cleaning and pumping services during a shorter special event period (e.g. daily, weekend rentals) will also be charged (in addition to the rental fee) the applicable unit costs noted under the ADDITIONAL/OPTIONAL
RENTAL AND SERVICING OF PORTABLE TOILETS

INVITATION TO BID

SERVICES section of the Bid Form for cleaning services each time they are rendered. It should be noted that the same ADDITIONAL/OPTIONAL SERVICES line items will apply for any cleaning services requested by individual CRPC members in excess of the once per week cleaning that is part of the monthly rental rate.

Note that the Capitol Region Purchasing Council strictly prohibits the unilateral imposition of additional surcharges (fuel, delivery, etc.) on the participating communities at any point during the contract period. **All prices bid shall remain in effect for the duration of the contract period.**

PRICING EXTENSION TO COMMUNITY GROUPS

Respondents are asked to indicate their willingness on the Information Sheet to extend their bid pricing to community groups (e.g. chambers of commerce, little league associations, etc.) if requested to do so by an awarding CRPC member. While it is presumed that billing for such rentals will be made directly to each affected group, other payment terms may be indicated on the Bid Form for the CRPC member's consideration.

UNIT INSPECTION

Each CRPC member reserves the right to inspect and approve units prior to or following contract award. It is expected that all subsequent deliveries shall have at least the same material quality as the accepted unit(s).

DELIVERY

All units shall be delivered clean, empty and fully stocked with toilet tissue and any other supplies as required. For pre-scheduled deliveries, pursuant to the rental schedule required by the awarding CRPC member, the designated point person for each CRPC member shall be contacted three (3) days prior to the delivery of units to: coordinate drop off dates and times; arrange for on-site staff to supervise the installations; and provide directions to each locale. For “unscheduled” units (i.e., additional units required due to larger than expected attendance, unforeseen special events, etc.), deliveries shall be made within twenty-four (24) hours of notification by the CRPC member.

CLEANING SERVICES

Required weekly cleaning services (as well as additional cleaning services requested for long-term and short-term rentals) shall include, but shall not be limited to: pumping contents; replacement of sanitizing agent and/or processing chemicals; replenishment of toilet paper supplies; sweeping; general disinfection and deodorization; minor repair work; and graffiti removal. Cleaning verification stickers must be placed inside each unit's door and must be kept current as each servicing occurs. Any cleanings not recorded on the schedule sticker will be assumed to have not occurred and will be deducted from appropriate invoices. Each participating CRPC member will be expected to negotiate their cleaning schedule at the time of contract award (i.e. day specificity, number of times per week, etc.).

The awarded vendor shall abide by all federal, state, and local laws, regulations and ordinances and any contract held by the participating municipalities regarding the pickup, removal and disposal of waste.

EMERGENCY CLEANINGS

Vendors shall indicate on their bid response any total additional charges to perform emergency cleanings (outside of the weekly cleanings outlined above). These cleanings would only be at the request of the CRPC member and would be outside the normal cleaning schedule. Vendors shall make these prices **all-inclusive** in their bid response.

REMOVAL

All units must be removed within five (5) calendar days following the end of the specified rental period and/or from the date a contract is terminated. The CRPC member may remove units not removed within the five (5) day period and all cleaning and removal costs will be charged back to the vendor.
INVOICING AND PAYMENTS
The awarded vendor shall submit an itemized invoice to each participating community on a monthly basis. Said invoice shall include the following information:

- Number and type of unit (standard, handicapped accessible/ADA compliant)
- Unit cost per month
- Applicable per diem rates
- Additional charges (extra cleanings)
- Location of unit
- Damage waiver (if applicable)
- Approved replacement costs (if applicable)

MINOR DAMAGES/UNIT REPLACEMENT COSTS
While the awarded vendor shall bear the costs of all minor repairs, each participating community shall pay one-half of the market value of a replacement unit in the event that said unit is destroyed beyond repair, as determined by the CRPC member's using department. However, the CRPC member's obligation to pay half of all approved replacement costs shall be waived by the vendor if the damage waiver option has been invoked. See below.

DAMAGE WAIVER OPTION
Respondents are asked to quote an optional damage waiver charge that can be added to the base cost of each unit. If this option is invoked, the CRPC member shall not be responsible for any replacement costs associated with units that may have been destroyed beyond repair.

COMPANY INFORMATION
Vendors are required to fill out and return the attached Information Sheet with their bid response for it to be considered complete. Said form includes questions concerning references, background checks, service territory boundaries, size of portable toilet inventory, available colors, unit specifications, subcontracting relationships and unit replacement costs.

II. RELATED RENTALS
STAND-ALONE SINKS
In addition to the portable toilet units covered by this bid, one CRPC member has asked the Council to secure prices for the daily rental of stand-alone sinks. Respondents are therefore asked to submit per diem prices for such units on the attached Bid Form and to include supporting product spec sheets (specifying dimensions/features) for the unit bid as part of their response. It should be noted that any prices furnished for such units will be made available to other interested CRPC members.
CAPITOL REGION PURCHASING COUNCIL
INVITATION TO BID
RENTAL & SERVICING OF PORTABLE TOILETS

INFORMATION SHEET

1. How many years has your firm been providing portable toilet services?
   40 years
2. During the last three years, we provided portable toilet services to the following municipalities:

<table>
<thead>
<tr>
<th>Town</th>
<th>Contact Person</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glastonbury</td>
<td>Greg Foran</td>
<td>2155 Main St, Glastonbury, CT</td>
<td>860-209-3265</td>
</tr>
<tr>
<td>Simsbury</td>
<td>Orland Casiano</td>
<td>100 Old Farms Rd, Simsbury, CT</td>
<td>860-614-9701</td>
</tr>
<tr>
<td>Hartford</td>
<td>Brian Ives</td>
<td>50 Jenning Rd, Hartford, CT</td>
<td>860-471-9523</td>
</tr>
</tbody>
</table>

3. Please provide information on hiring practices for employees that deliver or service units to/on town property, specifically, background checks, criminal history checks, and licensing requirements.

   All drivers will have been successfully background checked and will have active and valid licences for the vehicle types they are operating.

4. Please check below which counties your company services (check all that apply):

   × All counties
   Fairfield
   Hartford
   Litchfield
   Middlesex
   New Haven
   New London
   Tolland
   Windham

12/14/2017 12:11 PM
5. In order to insure that the successful bidder(s) can furnish acceptable services to a large number of CRPC members, the following information must be supplied:

a. We own the following number of units, which will be made available for the performance of any contracts resulting from our bid (please specify the number of standard, handicapped accessible and ADA compliant units):
   
   Standard - 5,000 +  Handicapped Accessible - 450 +  ADA compliant - 250 +

b. We can obtain the following additional units (specify number) through lease, loan, or other subcontracting arrangements which will be available in order to fulfill our obligations under resulting contracts. Please specify the names of all partnering firms:  NOT APPLICABLE

6. Please attach copies of the manufacturer's specifications for each type of unit bid. See the Unit Specifications provision contained herein. Please be sure to indicate the range of colors available.  SEE ATTACHED CUT SHEETS

7. Please indicate below the replacements costs for each type of unit bid:

   a. Regular Unit  $800.00
   b. Handicapped Accessible Unit  $1,147.00
   c. ADA Compliant Unit $1,675.00

8. Will your firm extend the pricing noted above to interested community groups?  
   
   X YES
   NO

9. Work can commence within _______ days of receipt of a purchase order.
Insurance Exhibit (West Hartford)

For the purpose of this exhibit: the term "Contractor" shall also include their respective agents, representatives, employees or subcontractors; and the term "Town of West Hartford and West Hartford Board of Education" (hereinafter called the "Town") shall include their respective officers, agents, officials, employees, volunteers, boards and commissions.

The Contractor shall procure and maintain the required insurance coverage against claims that may arise from, or in connection with the services and goods provided by the Contractor for the duration of the contract term, including any and all extensions. The Contractor shall provide the Town with a certificate of insurance confirming compliance with this exhibit prior to commencement of the contract. Such insurance shall be written for not less than specified, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever is greater. The Contractor shall assume any and all premiums and deductibles in the described insurance policies. Both the Contractor and Contractor’s insurer(s) agree to have no right of recovery or subrogation against the Town and the described insurance shall be primary coverage. Any failure to comply with the claim reporting provisions of the policy shall not affect coverage provided to the Town. Each required insurance policy shall not be suspended, voided, cancelled or reduced except after thirty (30) days prior written notice, ten (10) days notice for non-payment, has been given to the Town.

All liability policies (with the exception of Worker’s Compensation) shall include the Town of West Hartford, the West Hartford Board of Education, and their respective officers, agents, officials, employees, volunteers, boards and commissions as an Additional Insured and shall include, but not be limited to investigation, defense, settlement, judgment or payment of any legal liability. Failure to maintain the required insurance coverage and Additional Insured Endorsements shall be grounds for termination of the contract. It is agreed that the scope and limits of the insurance specified are minimum requirements and shall in no way limit or exclude the Town from additional limits or coverage provided under each policy. The policies shall be on the occurrence form and must be written by companies licensed to do business in the State of Connecticut. The Town’s Risk Manager shall review any and all exceptions.

Commercial General Liability: $1,000,000 combined single limit per occurrence for bodily injury, personal injury, property damage, contractual liability and products/completed operations. Contractor shall continue to provide products/completed operations coverage for two (2) years after completion of the work.

Automobile Liability and Physical Damage Coverage: $1,000,000 combined single limit per occurrence for any auto, including statutory uninsured/underinsured motorists coverage and $1,000 medical payments. Policy to include collision and comprehensive coverage for any auto used for the purpose of this contract.

Umbrella Liability: $1,000,000 per occurrence, $2,000,000 aggregate following form.

Workers’ Compensation: Statutory limits including Employer’s Liability with limits of $100,000 each accident, $500,000 for each disease/policy limit, and $100,000 for disease for each employee as required by the State of Connecticut. If the Contractor decides not to procure workers’ compensation in accordance with Connecticut law, the Contractor agrees to comply with the Connecticut Workers’ Compensation Act’s (Act) requirements for withdrawing from the provisions of the Act, including, but not limited to, filing the appropriate notice of withdrawal with the commissioner. The Contractor is wholly responsible for taking the actions necessary to withdraw from the provisions of the Act. In lieu of procuring workers’ compensation insurance and providing the Town with proof thereof, the Contractor agrees to hold the Town of West Hartford, the West Hartford Board of Education, their respective boards and commissions, officers, agents, officials, employees, servants, volunteers, contractors and representatives harmless from any and all suits, claims, and actions arising from personal injuries sustained by him during the course of the performance of this contract, however caused.

**Personal Property** for "all risk" insurance on a replacement cost basis to cover the value of personal property belonging to the Contractor and others (including but not limited to the personal property of subcontractors) located on Town property while in use or in storage for the duration of the contract. Deductible not to exceed $1,000.

[Signature]
Duly Authorized

12/21/2017

Adam W. Jacobs - Vice President
(Print Name Here)
GENERAL VENDOR INFORMATION

VENDORS ARE ASKED TO FILL OUT THIS FORM SO THAT THEIR BID RESPONSES ARE CONSIDERED COMPLETE.

The undersigned: is aware that any CRPC member may reject any and all bids, or any part of any and all bids; is aware that quantities furnished herein are estimates only; has not included any state or federal taxes for which the CRPC members are not liable; and is making this bid without collusion with any person, individual or corporation.

COMPANY

United Site Services Northeast, Inc.

REPRESENTATIVE

Ronald Valle

POSITION

Account Manager

ADDRESS

295 Pasco Road

Springfield, MA

(ZIP)

01551

TELEPHONE #

508-692-0210

FAX #

413-543-9023

TAX ID #

04-2563022

E-MAIL ADDRESS
Ronald.Valle@unitedsiteservices.com

SIGNATURE

[Signature]

Adam W. Jacobs - Vice President

PAYMENT TERMS: [N/A] % [N/A] Days Net 30 Days X

DATE: December 21, 2017
Question and Answers for Bid #667 Rental and Servicing of Portable Toilets - Rental and Servicing of Portable Toilets

<table>
<thead>
<tr>
<th>Overall Bid Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no questions associated with this bid.</td>
</tr>
</tbody>
</table>
Standard Portable Restroom

The Standard Restroom has been designed for basic restroom needs while providing comfort and space.

- Roomy interior
- Anti-Slip surface
- Occupancy signal latch
- Restroom tissue rolls
- Maximum ventilation
- Sanitary seat deck and floor design
- Translucent roof for better lighting

Suggested quantity for construction: 1 restroom per 10 workers for a 40-hour work week.

Dimensions:
Height = 88"
Width = 44"
Depth = 48"

For more information about our products please contact:

Call Toll Free: (800) 442-1286

Or visit us online at:
www.unitedsiteservices.com

Serving Massachusetts, Connecticut, Rhode Island, New Hampshire, New York and surrounding areas

The USA's largest provider of portable restrooms, restroom trailers, portable sinks and more.
Wheel Chair Accessible Restroom

United Site Services offers Wheel Chair Accessible (WCA) & ADA Restrooms that are designed with a spacious interior needed for easy movement with handrail support.

- hand rails around toilet
- hand sanitizer
- ground level clearance
- no ramp involved
- privacy latch

ADA Dimensions: WCA Dimensions:
Height = 91” Height = 91”
Width = 77” Width = 62”
Depth = 77” Depth = 62”
Seat Height = 18.75” Seat Height = 19”

Tank Capacity: 35-38 Gallons
Uses: 100 between pumpings (estimated)
Material: Polyethylene plastic

For more information about our products please contact:

Call Toll Free: (800) 442-1286
Or visit us online at:
www.unitedsiteservices.com

Serving Massachusetts, Connecticut, Rhode Island, New Hampshire, New York and surrounding areas

The USA's largest provider of portable restrooms, restroom trailers, portable sinks and more.
Portable Sinks

Hand-washing sinks are an added amenity for your guests or workers. In some locations, sinks are required by law to be placed adjacent to restrooms and mandatory in food preparation areas. Sinks are available in 2-person models.

Key features:

- Easy to operate, refill, and transport
- Compact, multi-user sink system
- Hands-free foot pump operation
- Easily moved by one person
- Fit in small areas
- Soap and paper towel dispensers

For more information about our products please contact:

Call Toll Free: (800) 442-1286

Or visit us online at:
www.unitedsiteservices.com

Serving Massachusetts, Connecticut, Rhode Island, New Hampshire, New York and surrounding areas

The USA’s largest provider of portable restrooms, restroom trailers, portable sinks and more.
Supplier: United Site Services

Capitol Region Purchasing Council
241 Main Street, 4th Floor
Hartford, CT 06106

STANDARD BID AND RFP TERMS AND CONDITIONS

PURCHASING COUNCIL PURPOSE
The Capitol Region Purchasing Council (‘Council”) is a purchasing cooperative, acting under the auspices of the Capitol Region Council of Governments, which attempts to provide volume-based discounts to its Member Agency base through various cooperative procurement initiatives. To date, some 115 towns, boards of education and agencies across the State (38 of which are located in the Greater Hartford area) are eligible to take advantage of the Council’s services.

BID FORMS/SUBMISSION OF BIDS
The Council exclusively uses Bid Sync for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addenda which could ultimately render your bid non-compliant. The Council accepts no responsibility for the receipt and/or notification of solicitations through any other company.

No oral, telegraphic or telephonic submittal will be accepted. IFB’s, RFP’s, RFQ’s and RFI’s shall be submitted in electronic format via BidSync. All Invitations For Bid (IFB), Requests For Proposals (RFP), Requests For Quotes (RFQ), Requests For Information (RFI) submitted electronically via BidSync shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the IFB, RFP, RFQ and/or RFI. A formal, in-person bid opening will not be held.

EXCEPTIONS TO SPECIFICATIONS
Vendors are directed to make sure that they understand the terms and conditions as specified in this Invitation for Bid. Unless exceptions to any of the terms and conditions, including pricing, are specified as part of the bid response, it will be expected that all terms and conditions expressed herein are acceptable and shall govern resulting contracts. Any variance from specifications, including product substitutes (as well as replacements for discontinued items) and pricing units (pounds, 50 lb bags vs. 100 lb bags, etc.) must be clearly noted in the vendor’s bid response.

SUBSTITUTION FOR NAMED BRANDS
Should brand name items appear in this bid, the bidder must make available specifications on any substitutions, and explain how the substitution compares with the named brand’s specifications.

BID AWARD
A bid award shall be made by each respective Member Agency to the lowest responsible bidder(s). A Purchase Order issued by the member Town constitutes an award. The lowest responsible bidder is that person or firm whose bid to perform the work is lowest, who is qualified and competent to do the work, whose past performance of work is satisfactory to the Member Agency and whose bid documents comply with the procedural requirements stated herein. The award process may also include additional considerations such as the information provided on the bid forms and the bidder’s perceived ability to fulfill his/her obligations as prescribed by these specifications. Each bidder must be prepared to show evidence of having satisfactorily carried out a similar contract, as inability to do so may be cause for rejection.
**CONTRACT EXTENSION**
Contracts may be extended by mutual agreement of the parties – for bids with a one year contract period, a one year extension will be permitted if there is mutual agreement; for bids with a two year contract period, a two year contract extension will be permitted if there is mutual agreement. All extensions shall be completed before the next bid invitation is issued. A schedule of bid invitations and openings is posted on the CRPC website.

**ESTIMATED QUANTITIES**
The quantities as listed herein are estimates only and have been provided for the purpose of competitive bidding. Actual quantities will be contingent upon the total number of Member Agencies that decide to make an award off of this bid (as participation is voluntary) and the needs of the using departments in the various Member Agencies.

**INCLUSION OF NON-PARTICIPATING TOWNS AND BOARDS OF EDUCATION**
Any Member Agency, current or future, within the Capitol Region Purchasing Council shall be allowed to participate in this bid during the life of the contract, even if it is not listed amongst the bid participants.

**WITHDRAWAL OF BIDS**
No bid submitted may be withdrawn, in whole or in part, without the written consent of the Capitol Region Purchasing Council.

**REJECTION AND/OR CANCELLATION OF BIDS**
The Council reserves the right to reject or cancel any and all bids, or any part of any or all bids, if such action is deemed to be in its best interest to do so.

**RIGHT TO WAIVE ANY INFORMALITY**
The cooperating Member Agencies reserve the right to waive any informality in a bid when such a waiver is in their best interest.

**BID PRICES**
All prices bid must be on the basis of F.O.B. delivery point, unloaded inside, unless otherwise indicated in the proposal. A bid on any other basis than that indicated in the proposal may be considered informal. **Note: The Capitol Region Purchasing Council strictly prohibits the unilateral imposition of additional surcharges (fuel, delivery, etc.) on the participating communities at any point during the contract period. Prices bid shall apply throughout the term of the contract and will be construed as all-inclusive.**

**TAXES**
Member Agencies are exempt from the payment of any sales, excise or federal transportation taxes. The prices bid, whether a net unit price or a trade discount from catalog list prices, must be exclusive of taxes and will be so construed.

**BILLING**
Billing shall be made to each bid participant according to the terms set forth on each purchase order.

**2% ADMINISTRATIVE FEE**
The Capitol Region Council of Governments uses BidSync to distribute and receive bids and proposals. Responding vendors agree to pay to BidSync an administrative fee of two percent (2%) of the total ordered amount of all contracts for goods and/or services awarded to the vendor. The fee shall be payable for all Council bids unless specifically exempted by the Council. Refer to www.bidsync.com for further information.
REPORTING REQUIREMENTS
All orders placed on CRPC bids shall be reported to BidSync on a quarterly basis. Please contact Jason Sanchez to set up this important reporting function at (512) 717-6149 (telephone); or email jsanchez@periscopeholdings.com.

FAILURE TO COMPLY
All awarded vendors must comply with the 2% Administrative Fee and Reporting Requirements outlined in the CRPC General Terms and Conditions. Failure to comply within 90 days of orders and/or awards by CRPC members may result in the vendor being restricted from participating in future bids.

DELIVERY ARRANGEMENTS AND REQUIREMENTS
No delivery shall become due or be acceptable without a written order issued by the Member Agency concerned. Such order will contain the quantity, time of delivery and other important data.

REFERENCES
Upon request, vendors shall supply the names of other customers (preferably municipalities) to interested Member Agencies.

BIDDER PERFORMANCE/LIABILITY FOR DELIVERY FAILURES
Failure of any successful bidder to adhere to specifications, prices, terms or conditions of their agreement during the course of the contract period may preclude such bidder from bidding on future CRPC bids in addition to any action that Member Agencies may take as a result of the vendor’s failure to perform. It should be noted that the awarded vendor shall assume full responsibility for the negligence of any sub-contractor(s) utilized to fulfill any and all obligations under resulting contracts.

Moreover, if the contractor fails to make proper delivery within the time specified or if the delivery is rejected by the Member Agency, the Member Agency may obtain such commodities or any part thereof from other sources in the open market or on contract. Should the new price be greater than the contract price, the difference will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference.

INSURANCE REQUIRED OF SUCCESSFUL BIDDERS
The Successful bidder shall furnish a certificate of insurance which includes the coverages and limits set forth below; identifies the Member Agency as an additional insured; and provides for at least ten (10) days prior notice to the Member Agency of cancellation or non-renewal. Coverage is to be provided on a primary, non-contributory basis:

a. General Liability Insurance, including Contractual Liability Insurance and Products/Completed Operations Insurance issued by an insurance company licensed to conduct business in the State of Connecticut with: limits not less than $1,000,000 for all damages because of bodily injury sustained by each person as the result of any occurrence and $1,000,000 bodily injury aggregate per policy year; and limits of $500,000 for all property damage aggregate per policy year or a limit of $1,000,000 Combined Single Limit (CSL). A Waiver of Subrogation shall be provided. All, if any, deductibles are the sole responsibility of the contractor to pay and/or indemnify.
b. Automobile Liability Insurance issued by an insurance company licensed to conduct business in the State of Connecticut with: limits not less than $1,000,000 for all damages because of bodily injury sustained by each person as a result of any occurrence and $1,000,000 aggregate per policy year; and limits of $500,000 for all damages because of property damage sustained as the result of any one occurrence or $1,000,000 Combined Single Limit (CSL). All, if any, deductibles are the sole responsibility of the contractor to pay and/or indemnify.

c. Worker’s Compensation Insurance in accordance with Connecticut State Statutes.

The insurance requirements listed above are minimum requirements for successful bidders. Awarding agencies may require higher insurance limits.

FOR THE TOWN OF WEST HARTFORD ONLY
Please see Attachment A concerning the town’s insurance requirements.

FUTURE BID INVITATIONS
Future bid invitations may not be sent to vendors who do not bid on this invitation, unless they specifically request that their names be continued on the invitation list.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION
The Capitol Region Purchasing Council, an affiliate of the Capitol Region Council of Governments, subscribes to the Council of Governments' policy of Equal Employment Opportunity and Affirmative Action, and pledges to lend its support and cooperation to private and public agencies who are promoting public policy in this vital area of human relations. Vendors will be required to sign the certificate incorporated in the bid document relative to Equal Employment Opportunity and Minority/Female Business Enterprise (if applicable).

SEVERABILITY
If any terms or provisions of this bid shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this bid shall remain in full force and effect.

ADDITIONAL TERMS AND CONDITIONS
The Vendor assigns to CRCOG all rights title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the general statutes. This assignment occurs when the Contractor is awarded the contract.

Vendor agrees that it is in compliance with all applicable federal, state and local laws and regulations, including but not limited to Connecticut General Statutes Sections 4a-60 and 4a-60a. The Contractor also agrees that it will hold CRCOG harmless and indemnify CRCOG from any action which may arise out of any act by the contractor concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Section 22a-194 to Section 22a-194g of the Connecticut General Statutes related to product packaging.

Resulting contracts are subject to the provisions of Executive Order N. Three of Governor Thomas J. Meskill promulgated February 15, 1973 and section 16 of P.A. 91-58 nondiscrimination regarding sexual orientation, an the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated august 4, 1999 regarding Violence in the Workplace Prevention Policy.
The contract arising from the bid may be subject to the provisions of §1-218 of the Connecticut General Statutes, as it may be modified from time to time. In accordance with this section, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (1) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (2) indicate that such records and files are subject to the Freedom of Information Act and may be disclosed by the public agency pursuant to the Freedom of Information Act. No request to inspect or copy such records or files shall be valid unless the request is made to the public agency in accordance with the Freedom of Information Act. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission in accordance with the provisions of sections 1-205 and 1-206 of the Connecticut General Statutes.

Incorporated by reference into this contract is Section 4-61dd(g)(1) and 4-61dd(3) and (f) of the Connecticut General Statutes which prohibits contractors from taking adverse action against employees who disclosed information to the Auditors of Public Accounts or the Attorney General.

QUESTIONS

General inquiries should be directed to Maureen Goulet, Purchasing Program Manager, at the:
Capitol Region Purchasing Council
241 Main Street, 4th Floor
Hartford, CT 06106
Tel: 860-522-2217 ext. 37
Fax: 860-724-1274
E-mail: mgoulet@crcog.org

However, no oral interpretations shall be made to any respondent as to the meaning of any of the bid documents. Every request for an interpretation shall be made in writing, addressed and forwarded either to the address above, faxed to (860) 724-1274, emailed to mgoulet@crcog.org, or posted to the BidSync online bidding system. To receive consideration, such questions must be received at least five (5) calendar days before the established date for receipt of proposals.

The Program Manager will arrange as addenda, which shall be made a part of this Invitation for Bid and any resulting contracts, all questions received as above provided and the decisions regarding each. At least three (3) days prior to the receipt of bid proposals, the Program Manager will post a copy of any addenda to the BidSync system. In special cases, the Program Coordinator reserves the right to post clarifying information in the form of an addendum outside of the aforementioned timeline. It shall be the responsibility of each respondent to determine whether any addenda have been issued and if so, to download copies directly from the BidSync website.
Insurance Exhibit (West Hartford)

For the purpose of this exhibit: the term "Contractor" shall also include their respective agents, representatives, employees or subcontractors; and the term "Town of West Hartford and West Hartford Board of Education" (hereinafter called the "Town") shall include their respective officers, agents, officials, employees, volunteers, boards and commissions.

The Contractor shall procure and maintain the required insurance coverage against claims that may arise from, or in connection with the services and goods provided by the Contractor for the duration of the contract term, including any and all extensions. The Contractor shall provide the Town with a certificate of insurance confirming compliance with this exhibit prior to commencement of the contract. Such insurance shall be written for not less than specified, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever is greater. The Contractor shall assume any and all premiums and deductibles in the described insurance policies. Both the Contractor and Contractor's insurer(s) agree to have no right of recovery or subrogation against the Town and the described insurance shall be primary coverage. Any failure to comply with the claim reporting provisions of the policy shall not affect coverage provided to the Town. Each required insurance policy shall not be suspended, voided, cancelled or reduced except after thirty (30) days prior written notice, ten (10) days notice for non-payment, has been given to the Town.

All liability policies (with the exception of Worker’s Compensation) shall include the Town of West Hartford, the West Hartford Board of Education, and their respective officers, agents, officials, employees, volunteers, boards and commissions as an Additional Insured and shall include, but not be limited to, investigation, defense, settlement, judgment or payment of any legal liability. Failure to maintain the required insurance coverage and Additional Insured Endorsements shall be grounds for termination of the contract. It is agreed that the scope and limits of the insurance specified are minimum requirements and shall in no way limit or exclude the Town from additional limits or coverage provided under each policy. The policies shall be on the occurrence form and must be written by companies licensed to do business in the State of Connecticut. The Town’s Risk Manager shall review any and all exceptions.

Commercial General Liability: $1,000,000 combined single limit per occurrence for bodily injury, personal injury, property damage, contractual liability and products/completed operations. Contractor shall continue to provide products/completed operations coverage for two (2) years after completion of the work.

Automobile Liability and Physical Damage Coverage: $1,000,000 combined single limit per occurrence for any auto, including statutory uninsured/underinsured motorists coverage and $1,000 medical payments. Policy to include collision and comprehensive coverage for any auto used for the purpose of this contract.

Umbrella Liability: $1,000,000 per occurrence, $2,000,000 aggregate following form.

Workers’ Compensation: Statutory limits including Employer’s Liability with limits of $100,000 each accident, $500,000 for each disease/policy limit, and $100,000 for disease for each employee as required by the State of Connecticut. If the Contractor decides not to procure workers’ compensation in accordance with Connecticut law, the Contractor agrees to comply with the Connecticut Workers’ Compensation Act’s (Act) requirements for withdrawing from the provisions of the Act, including, but not limited to, filing the appropriate notice of withdrawal with the commissioner. The Contractor is wholly responsible for taking the actions necessary to withdraw from the provisions of the Act. In lieu of procuring workers’ compensation insurance and providing the Town with proof thereof, the Contractor agrees to hold the Town of West Hartford, the West Hartford Board of Education, their respective boards and commissions, officers, agents, officials, employees, servants, volunteers, contractors and representatives harmless from any and all suits, claims, and actions arising from personal injuries sustained by him during the course of the performance of this contract, however caused.

Personal Property for "all risk" insurance on a replacement cost basis to cover the value of personal property belonging to the Contractor and others (including but not limited to the personal property of subcontractors) located on Town property while in use or in storage for the duration of the contract. Deductible not to exceed $1,000.

Adam W. Jacobs
Duly Authorized
12/21/2017
Date

Adam W. Jacobs
(Print Name Here)
The Contractor shall procure and maintain the required insurance coverage against claims that may arise from, or in connection with the services and goods provided by the Contractor for the duration of the contract term, including any connection with any personal injuries, death or damage caused by the Contractor's negligence or that of their employees, servants, volunteers, contractors and representatives, while in use or in storage for the duration of the contract. Deductible not to exceed $1,000.

In consideration of the mutual covenants and agreements set forth in the contract and for the mutual benefit of the Contractor and others (including but not limited to the personal property of subcontractors) located on Town property from personal injuries sustained by him during the course of the performance of this contract, however caused.

Hartford, the West Hartford Board of Education, their respective boards and commissions, officers, agents, officials, employees, volunteers, boards and commissions as an Additional Insured. The policies shall be on the occurrence form and must be written by companies licensed to do business in the State of Connecticut.

The Contractor shall continue to provide the Town with a certificate of insurance confirming compliance with this insurance. Failure to maintain the required insurance coverage and Additional Insured Endorsements shall be grounds for termination of the contract.

For the purpose of this exhibit: the term "Contractor" shall also include their respective agents, representatives, employees, servants, volunteers, boards and commissions. The term "Town of West Hartford and West Hartford Board of Education" (hereinafter called the "Town") shall include their respective officers, agents, officials, employees, volunteers, boards and commissions as an Additional Insured.

Both the Contractor and Contractor's agents, representatives, employees, servants, volunteers, boards and commissions, and the term "Town of West Hartford and West Hartford Board of Education" (hereinafter called the "Town") shall include their respective officers, agents, officials, employees, volunteers, boards and commissions. The Contractor is wholly responsible for taking the actions necessary to withdraw from the provisions of the Act, including, but not limited to, filing the appropriate notice of withdrawal with the commissioner.

The Contractor shall provide the Town with a certificate of insurance confirming compliance with this insurance. Failure to maintain the required insurance coverage and Additional Insured Endorsements shall be grounds for termination of the contract.

The policies shall be on the occurrence form and must be written by companies licensed to do business in the State of Connecticut. The policies shall meet minimum requirements and shall in no way limit or exclude the Town from additional limits or coverage provided under any applicable federal, state and / or municipal law, regulation or requirement, whichever is greater.

The Contractor shall procure and maintain insurance as required in the following:

- **Automobile Liability and Physical Damage Coverage:**
  - $1,000,000 combined single limit per occurrence for any auto, including statutory uninsured/underinsured motorists coverage and $1,000 medical payments.
  - $1,000,000 combined single limit per occurrence for "all risk" insurance on a replacement cost basis to cover the value of personal property belonging to others.

- **Commercial General Liability:**
  - $1,000,000 per occurrence, $2,000,000 aggregate following form.
  - $1,000,000 combined single limit per occurrence for bodily injury, personal injury, property damage, contractual liability and products / completed operations.

- **Umbrella Liability:**
  - $1,000,000 per occurrence, $2,000,000 aggregate following form.

The Contractor shall assume any and all premiums and deductibles in the described insurance policies. The insurer(s) agree to have no right of recovery or subrogation against the Town and the described insurance shall be primary coverage.

The Contractor shall obtain and maintain workers compensation insurance as required by the Act, including, but not limited to investigation, defense, settlement, judgment and all extensions.

The Contractor shall provide proof of workers compensation insurance and provide the Town with proof thereof. The Contractor agrees to hold the Town of West Hartford, the West Hartford Board of Education, and their respective officers, agents, officials, employees, volunteers, boards and commissions harmless from any and all suits, claims, and actions arising in connection with the services and goods provided by the Contractor for the duration of the contract.

The Contractor shall provide the Town with a certificate of insurance confirming compliance with this insurance. Failure to maintain the required insurance coverage and Additional Insured Endorsements shall be grounds for termination of the contract.

The policies shall be on the occurrence form and must be written by companies licensed to do business in the State of Connecticut. Each required insurance policy shall not be suspended, voided, cancelled or reduced except after thirty (30) days prior written notice, ten (10) days notice for non-payment, has been given to the Town.

Any failure to comply with the claim reporting provisions of the policy shall not affect coverage. The Contractor is wholly responsible for taking the actions necessary to withdraw from the provisions of the Act, including, but not limited to, filing the appropriate notice of withdrawal with the commissioner.

The Contractor shall provide the Town with a certificate of insurance confirming compliance with this insurance. The policies shall be on the occurrence form and must be written by companies licensed to do business in the State of Connecticut. Each required insurance policy shall not be suspended, voided, cancelled or reduced except after thirty (30) days prior written notice, ten (10) days notice for non-payment, has been given to the Town.

Any failure to comply with the claim reporting provisions of the policy shall not affect coverage. The Contractor is wholly responsible for taking the actions necessary to withdraw from the provisions of the Act, including, but not limited to, filing the appropriate notice of withdrawal with the commissioner.
Supplier: United Site Services

GENERAL VENDOR INFORMATION

VENDORS ARE ASKED TO FILL OUT THIS FORM SO THAT THEIR BID RESPONSES ARE CONSIDERED COMPLETE.

The undersigned: is aware that any CRPC member may reject any and all bids, or any part of any and all bids; is aware that quantities furnished herein are estimates only; has not included any state or federal taxes for which the CRPC members are not liable; and is making this bid without collusion with any person, individual or corporation.

COMPANY

United Site Services Northeast, Inc.

REPRESENTATIVE

Ronald Valle

POSITION

Account Manager

ADDRESS

295 Pasco Road

Springfield, MA

(ZIP)

01551

TELEPHONE #

508-692-0210

FAX #

413-543-9023

TAX ID #

04-2563022

E-MAIL ADDRESS

Ronald.Valle@unitedsiteservices.com

PAYMENT TERMS:

0%

30 Days

DATE:

December 21, 2017
General Vendor Information

Vendors are asked to fill out this form so that their bid responses are considered complete.

The undersigned: is aware that any CRPC member may reject any and all bids, or any part of any and all bids; is aware that quantities furnished herein are estimates only; has not included any state or federal taxes for which the CRPC members are not liable; and is making this bid without collusion with any person, individual or corporation.

Supplier: United Site Services

Company: United Site Services Northeast, Inc.

Representative: Ronald Valle

Position: Account Manager

Address: 295 Pasco Road

Springfield, MA 01551

Telephone #: 508-692-0210

Fax #: 413-543-9023

Tax ID #: 04-2563022

E-M ail Address: Ronald.Valle@unitedsiteservices.com

Signature: Adam W. Jacobs

Payment Terms: 0% 30 Days

Date: December 21, 2017