



CAPITOL REGION PURCHASING COUNCIL

INVITATION FOR BID #698 RENTAL AND SERVICING OF PORTABLE TOILET UNITS

Issue Date: November 14, 2019

Deadline for Questions: December 5th, 2019 (3:00 PM Eastern Standard Time)

Response Deadline: December 12th, 2019 (2:00 PM Eastern Standard Time)

Response Location: crcog.bonfirehub.com

CAPITOL REGION PURCHASING COUNCIL INVITATION TO BID

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, 2020 and ending December 31, 2021. 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 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.

III. 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.