



Centre Region Council of Governments
CENTRE REGION PARKS AND RECREATION BOARD
CENTRE REGIONAL RECREATION AUTHORITY

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Serving the Borough of State College and the Townships of College, Ferguson, Harris and Patton

18 Mar 2013

BID SUMMARY & ACTION REQUEST

**Sealed bids/proposals were opened at 11 AM on Friday, 15 Mar 2013
 for 2013 & 2014 Portable Toilets, 2013 Vending Services & 2013 Food Concession Services**

1. SEALED BID SUMMARY: Portable Toilet Rentals & Servicing

for 24 months (April 2013 through Mar. 2015)

TWO FIRMS SUBMITTED BIDS: 1. C.E. Shawley Septic Service Inc, Boalsburg, PA
 2. Robinson Septic Service Inc., Bellefonte, PA

	C.E. SHAWLEY	ROBINSON
BASE BID for Portable Toilet Units. Lump sum bid (to be based upon actual monthly uses to provide/ service approx. 563 toilet unit months w/ 1 service per week). <i>Base bid difference of \$281.50.</i>	\$43,914.00	\$44,195.50
<i>Comparison of unit prices per month for each unit, with weekly servicing</i>	<i>\$78 per unit mo.</i>	<i>\$78.50 per unit mo.</i>
ADD ALTERNATE #1: HAND-WASH STATION at HESS FIELD COMPLEX: Quote to add one free-standing, manually-operated, multi-sink, hand-washing unit for 5 months (May-Sep.) each year, with water, hand soap & paper towels, per month, including weekly servicing x 2 years @ 5 months/year.	\$120/mo. Total \$1,200.00	\$55/mo. Total \$550.00
ADD ALTERNATE #2: EXTRA SERVICING In the event that CRPR requests extra servicing (empty, clean, resupply) beyond 1 per week, the contractor should note below the rate for each special servicing, as requested, which may involve weekends. \$ per supplemental servicing at one site (for either style unit).	\$25.00 per service	\$28.50 per service
ADD ALTERNATE #3: SPECIAL EVENT RENTALS (Supplemental) In the event that CRPR requires the rental of one or more additional units for special events during the contract period, the contractor should note below the rates for a 4-day rental period, to include Sat. & Sun., including delivery & pickup. \$ per "wheelchair-enhanced" (w/ urinal) unit per 4-day period, or \$ per "regular" unit per 4-day period	\$78.00 for either type	\$78.50 regular (\$178.50 for Wheelchair Enhanced)
10% Bid Surety Submitted:	90 min. after bid opening	With the bid

- The lump sum bid price for the units is based upon a Planned Placement Schedule over 24 months, totaling 563 unit months. The planned number of units scheduled each month varies from 8 (winter) to 36 (summer) at 31 sites.
- The 2009-2010 unit price for the toilets was \$65 for standard units (\$71.50 for wheelchair units) from Robinson Septic Service, Inc.
- The 2011-2012 unit price was \$73 for either type of unit from Robinson Septic Service, Inc.

The staff recommendation is based upon the following planned orders and upon actual prior orders:

2-YEAR PROJECTED COST COMPARISON	C.E. SHAWLEY	ROBINSON
BASE BID for 24 months	\$43,914.00	\$44,195.50
ADD ALTERNATE #1: HAND-WASH STATION at Hess for 2 summers (10 months total)	10 @ \$120 = \$1,200.00	10 @ \$55 = \$550.00
ADD ALTERNATE #2: EXTRA SERVICING - 10 total	10 @ \$25 = \$250.00	10 @ \$28.50 = \$285.00
ADD ALTERNATE #3: SPECIAL EVENT RENTALS (Supplemental) for 10 units (4-days each) over 2 yrs.	10 @ \$78 = \$780.00	10 @ \$78.50 = \$785.00
TOTAL AMOUNT	\$46,144.00	\$45,815.50 *

* Lowest bid by \$328.50

Staff Recommendation: Based upon the lowest bid for the projected services, combined with providing good service since 2009, staff recommends that the 2013-2015 contract be awarded to **Robinson Septic Service Inc.**, Bellefonte. This service amount is within the funds provided in the 2013 Budget.

RECOMMENDED MOTION:

“That the Authority award the contract for providing and servicing the portable units as ordered by CRPR staff to the lowest bid by Robinson Septic Service Inc. at following unit prices through March 2015:

- ▶ *Standard Rental* \$78.50 per month
- ▶ *Add Alt. #1: Handwasher* \$28.50 per month
- ▶ *Add Alt. #2: Extra Servicing* \$28.50 per cleaning
- ▶ *Add Alt. #3: Extra Rentals* \$78.50 per unit (for 4 days)” **(ACTION)**

2. VENDING MACHINE PROPOSALS

For Summer 2013 (at Welch, Park Forest, Hess)

For 4 machines at each site (soda, variety beverage, all-purpose snack, chilled candies)

THE SOLE PROPOSAL SUBMITTED: **Bittner Vending Service, Davidsville, PA 15928**
(Satellite office in Bellefonte)

Proposed Monthly Utility Reimbursements to the CRRA for utility / recycling / trash service expenses.	- Welch Pool - Park Forest Pool - Hess Complex TOTAL	\$300. \$300. \$650. \$1,250
Proposed Percentage of Gross Sales that will be provided monthly to the CRRA	All sites	21%

- The revenue from the 21% commission will depend on total gross sales.
- The commission during 2011 and 2012 was 20% with the same Utility Reimb. Rate @ \$100 per month.
- The proposed item prices are:

Soda / Water \$1.75	Gatorade \$2	Mints, Chips, Crackers \$0.75
Large Chips \$1	Candy \$1	Large Candy & Pastry \$1.25
		Bagged Candy / Jerky \$1.50

RECOMMENDED MOTION:

“That the Authority award 2013 Vending Licenses to provide and service the vending machines at Park Forest Pool, Welch Pool and the Hess Field Complex to Bittner Vending Service Inc. according to the terms and conditions specified above and in the proposal.” (ACTION)

3. MOBILE “SNACK & FOOD CONCESSION SERVICES”

For Summer 2013 (at Welch, Park Forest & the Hess Complex)

In addition to the Legal Ad in the Centre Daily Times, notices were provided directly to the following firms who had expressed an interest:

- Sutliff Concessions c/o Fran Gray
- Brody’s Restaurant, Old Fort
- Rick Snyder Concessions Inc., Bellefonte
- Packer's Concessions, Centre Hall
- Happy Valley Ices Inc., DBA Rita’s Water Ice

No proposals were submitted. A 2nd proposal period will be prepared and advertised.

Prepared by Ronald J. Woodhead, Director