



An agency of the Centre Region Council of Governments.

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

22 Dec 2014

NOTICE TO BIDDERS

PORTABLE TOILET RENTALS / SERVICE FOR 24 MONTHS: 1 Apr 2015 through 31 Mar 2017

Bid documents are available on-line at www.crpr.org and at the office address listed at the top of this form. Bids will be received only by paper submission. **Deadline: On Friday, February 6, 2015 11:00 AM the proposals will be opened and read publicly at the CRPR Offices, 2643 Gateway Drive #1, State College, PA 16801.**

The Authority reserves the right to reject any or all bids, to waive irregularities in any bid, and to accept any bid which is deemed to be the most favorable to the Authority. Each bid must be accompanied by a Certified Check, Bank Check, or Bid Bond drawn to the order of Centre Region Recreation and Parks Authority in the amount of not less than ten percent (10%) of the amount of the total bid. This contract is for **furnishing and servicing** portable toilet units in local municipal parks for a 24-month period (1 April 2015 through 31 March 2017). Use of these forms is mandatory. Bids must be valid for 60 days from the date of opening; all quoted prices must be valid through 31 March 2017. It is expected that the bids will be awarded by the Centre Region Parks and Recreation Authority on 19 Feb 2015.

Bidders should specify on these documents all proposed monthly charges for each month at those locations, plus a 24-month total for the contract. Only fees specified in the bid will be paid during the term of the contract. The Authority expects to award the contract to the lowest responsible bidder. The Authority reserves the right to add or subtract from the estimated quantities shown in the proposal as provided below. Any bid that is unsigned, illegible or incomplete will be returned.

NOTE: LOCATIONS, SCHEDULES & QUANTITIES for each month are specified on the attached spreadsheet.

1. All units shall be emptied and cleaned at least once a week without extra charge. However, extra servicing may be requested at specific locations during program operations. For extra servicing in excess of the one regular service per week, the servicing fee shall be as authorized by the Authority and charged as noted in Item 12 below.
2. Vendor shall invoice monthly with terms net 30 days. Each invoice must include the assigned Purchase Order number. **Each monthly invoice will utilize the UNIT PRICES as specified in the proposal for each month plus fees (as specified in Item 12) for any CRPR-authorized additional servicing.** The Total Bid Amount will be used only to evaluate and compare the bids submitted and shall not serve as a guaranteed contract amount or payment total. Vendor shall supply a servicing schedule for each park.
3. CRPR reserves the right, within 15 days written notice due to unsatisfactory maintenance or unacceptable units, to, without penalty, (1) cancel the contract, or (2) cancel service at specific sites.
4. CRPR shall not be liable for any damage or loss of any rental unit. Prior to the issuance of a Purchase Order, the selected vendor will be asked to submit a Certificate of Insurance that certifies Liability, Vehicle Operations and Workers Compensation coverage for the contract period, and lists CRPR as an "additional insured" for related operations by the bidder in the municipal parks served.
5. The specific placement of the unit(s) at each park is subject to the approval of the agency. In some cases "toilet blinds" have been installed for use by the contractor. The contractor may secure the units as necessary, except that the units must be usable by park patrons at all times as specified on the attached schedule. If the park site contains a toilet-blind

structure, the contractor agrees to place the unit inside. CRPR is responsible for the maintenance and security of the toilet-blind structure, unless it is damaged by the contractor during placement or servicing of the toilet(s).

6. Payments will be adjusted on a pro-rated basis if the unit is not accessible during each month specified.
7. Contractor certifies by signing the Form of Proposal that all waste material will be disposed in accordance with federal, state and local laws and regulations.
8. No advertising or notices may be placed on the interior or exterior of any unit, except to identify the toilet vendor name / address / phone. Any graffiti shall be removed within 7 days of a report from CRPR staff. All repairs or damages to units are the responsibility of the contractor and must be fully restored by the contractor within 5 days' notice from the Authority.
9. All units must have a urinal installed. Each bidder should attach information with proposed specifications and features for the units.
10. CRPR reserves the right to modify (increase or decrease) at any time the rental quantity schedule by up to three units per month (that is, add or subtract from the attached schedule at any park location in the Centre Region as specified by CRPR). In the event of any adjustment, the contract price will then be adjusted up or down by the quoted unit price of a similar unit for the month(s) in question. The notice to add or subtract units shall only be provided in writing by CRPR to the contractor, no less than two weeks prior to the supply date(s) in question.
11. 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 that rental for a period of 4 days, to include Saturday and Sunday, including delivery and pick-up.
\$ (Specify on Form of Proposal) **rental fee** per "wheelchair-enhanced" (w/ urinal) unit per 4-day period, **or**
\$ (Specify on Form of Proposal) **rental fee** per "regular" unit per 4-day period
+ Servicing Fee listed in Item 12 (if service is requested and not associated with the unit delivery/pick-up)
12. 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.
\$ (Specify on Form of Proposal) per **supplemental servicing** of all units at one site (for either wheelchair or regular units).
13. Each bid must be accompanied by a Certified Check, Bank Check, or Bid Bond drawn to the order of Centre Region Parks and Recreation Authority in the amount of not less than ten percent (10%) of the Base Bid Amount. Bid surety will be returned to unsuccessful bidders after action by the Authority Board. Surety for the successful bidder will be returned with the payment for the first month of service.

FORM OF PROPOSAL
PORTABLE TOILET RENTALS & SERVICE
FOR 24 MONTHS: 1 Apr 2015 through 31 Mar 2017

Submittal Deadline: Friday, February 6, 2015 11:00 AM

I understand and will comply with all the stated requirements of these documents, including the "Location, Schedule & Quantity spreadsheet."

Signature: _____

Date: _____

Printed Name: _____

Phone: _____

Company Name: _____

Fax: _____

Email Address: _____

Mailing Address: _____

1. BASE BID AMOUNT (for 24 months as noted on attached location, schedule & quantity spreadsheet, pending actual monthly requirements)

\$ _____

AMOUNT WRITTEN:

2. 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 that rental for a period of 4 days, to include Saturday and Sunday, including delivery and pick-up.

\$ _____ rental fee per "wheelchair-enhanced" (w/ urinal) unit per 4-day period, or

\$ _____ rental fee per "regular" unit per 4-day period

+ Servicing Fee shown below if service is requested and not associated with the unit delivery/pick-up.

3. 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 of all units at one site (for either wheelchair or regular units).

4. HESS FIELD OPTION: Quote to add one free-standing, manually-operated, multiple-sink, hand-washing unit for 5 months (May through Sept. in 2015 & 2016):

\$ _____ per mo., including servicing.

NOTE: Each bid must be accompanied by a Certified Check, Bank Check or Bid Bond drawn to the order of Centre Region Parks and Recreation Authority in the amount of not less than ten percent (10%) of the Base Bid Amount.

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