



REQUEST FOR PROPOSALS (RFP) PORTABLE RESTROOM SERVICES

02/10/2021

The City of Burlington's Parks and Recreation Department is requesting proposals from qualified contractors for the rental and servicing of portable restrooms at various Parks and Recreation facilities for the time period beginning **May 1, 2021 through December 31, 2023 with option to extend the service through December 31, 2024**. Ideally, all portable restrooms shall have the following features:

- All equipment shall be in good working order
- Shall be of primarily polyethylene construction
- Sanitary seat deck and flow design (nonporous surfaces)
- Anti-slip floor surface
- Outside emergency access
- Heavy duty spring loaded doors with interior latch and in-use indicator
- Units shall have wall mounted urinal
- Minimum 60 gallon tank
- 2 or more toilet paper roll dispensers
- Handicap units must comply with American with Disabilities Act

Interested contractors must submit sealed proposals by 3:00 p.m. Friday, March 5, 2021 to:
City of Burlington Finance Department
833 S. Spruce Street
Burlington, WA 98233

Please direct questions to the Burlington Parks and Recreation Department at (360) 755-2300, x7805 or BParks@burlingtonwa.gov.

TIME TABLE

Following is the tentative timetable for this RFP:

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|---|---------------------------------|
| 1. Proposals due from contractors | 3:00 p.m. Friday, March 5, 2021 |
| 2. Selection of contractor | Wednesday, March 10, 2021 |
| 3. Signed agreement due from contractor | Thursday, April 1, 2021 |
| 4. Agreement presented to City Council | Thursday, April 22, 2021 |
| 5. Start of services | Saturday, May 1, 2021 |

The submittal of a proposal indicates that the contractor can comply with this timetable.

SERVICING

- A general service schedule shall be mutually agreed upon between the contractor and the City. The service schedule is subject to change based on usage.
- Units must be serviced weekly while onsite.
- Each portable restroom shall display a record of service clearly identifying personnel performing service and date of service.
- All units shall be delivered fully stocked with hand sanitizer and toilet paper which shall be restocked regularly.
- Units will be monitored by the City for overall cleanliness and repair. Requests by the City for maintenance and /or cleaning shall be responded to within 24 hours.
- Contractor is responsible for securing units in place during wind storms and other natural events that may cause units to tip over.

LOCATIONS

Contractor shall provide units in the locations and time periods as requested by the City. Service requests from the City shall be provided to the contractor with ample advance notice.

The City of Burlington’s Parks and Recreation Department oversees 22+ park facilities located within 5 square miles. Contractor may be asked to provide units to any of these facilities when needed; however, the following facilities currently have regular portable restroom requirements. Time periods and quantities are subject to change:

<u>PARK NAME</u>	<u>STREET ADDRESS</u>	<u>UNIT</u>	<u>UNIT TYPE</u>	<u>TIME PERIOD</u>
Jack Doyle Memorial Park	343 S. Section Street	1	Standard	SEP – OCT
N.O.R.A.	1740 E. Whitmarsh Rd	1 1	Standard ADA	APR – OCT JUL
Railroad Park	520 E. Fairhaven Ave	3	Standard	JUN
Rotary Park	821 S. Section Street	1 1	Standard ADA	MAR – JUN MAY – SEP
Tjeerdsma Boat Launch	851 S. Gardner Rd	1	Standard	JAN – DEC
Whitmarsh Practice Fields	1800 E. Whitmarsh Rd	2	Standard	MAR – NOV
Skagit River Park Playfields*	1100 S. Skagit Street	8-45 2-3 2	Standard ADA Sinks	MAR – NOV MAR-JUN/SEP MAR/APR/SEP

*Skagit River Park is an 80+ acre complex that hosts a variety of tournaments, special events and leagues. Unit counts and unit types will vary based on event types. The unit counts noted above reflect the typical min/max needed during event "season" (March - November).

PAYMENT

- Payment for services will be made to the contractor within 30-days of invoice receipt.
- Payment will be made for delivery/removal and weekly servicing of units. Servicing must include cleaning, pumping and restocking of units.
- Payment will be made to the contractor based upon the City's actual use.
- No additional payment will be made to Contractor for units requiring servicing or replacement because of vandalism or other causes beyond the City's control.

PROPOSALS

1. Proposals must be received in **sealed** envelope **by 3:00 p.m. Friday, March 5, 2021.** Unsealed proposals will not be accepted. Envelopes should be clearly **marked on the outside "SEALED BID FOR PORTABLE RESTROOM SERVICES"**.
2. **Sealed** proposals must either be **MAILED** to: **City of Burlington Finance Department**
833 S. Spruce Street
Burlington, WA 98233

*City offices remain closed to the public due to the COVID-19 crisis.
Please phone 360-755-2300, x0 for other submittal options.*
3. **Sealed** proposals will be opened at Burlington City Hall **at 3:00 p.m. on Friday, March 5, 2021.** City Hall is located at 833 S. Spruce Street.
4. Contractor's proposal documents must include:
 - a. **Contractor's contact Information.**
Contact information shall include, at minimum, company name and address, name of representative and representative's telephone number.
 - b. **Company Description.**
Proposal shall include a brief summary of contractor's qualifications and expertise, support and customer service standards, and description of the proposed equipment.
 - c. **Fees.**
Contractor's proposed fee schedule must be submitted using the Fee Specification Form found on page-5. Proposals shall include any and all fees that are associated with services that may be provided by contractor.
5. The following items apply to all submitted proposals:
 - a. **Addendum or Supplement to Request for Proposal**
In the event that it becomes necessary to revise any portion of this Request for Proposal (RFP), an Addendum to this RFP will be provided to each contractor. The City reserves the right to change submission date(s) for any reason, including an Addendum or Supplement to the RFP.
 - b. **Late Proposals**
Proposals received after 3:00 p.m. Friday, March 5, 2021 will not be accepted.

c. Rejection of Proposals

The City of Burlington reserves the right to reject any or all submissions, and to waive informalities and minor irregularities in submissions received, and to accept the portion of the proposal or all items if deemed in the best interest of the City of Burlington.

d. Response Material Ownership and Protection

All material submitted regarding this RFP becomes the property of the City of Burlington and will only be returned to the contractor at the City's option. Responses are public record and may be reviewed by any person after the final selection has been made. The City of Burlington reserves the right to use any or all ideas presented in reply to this request. Disqualification of a contractor does not eliminate this right. If proprietary or protected information is provided in the proposal, it must be clearly identified in the proposal with references to appropriate patents, or other applicable state or federal laws.

e. Incurring Costs

The City of Burlington is not liable for any costs incurred by the contractor prior to issuance of an agreement, contract, or purchase order. This includes any costs associated with a requested demonstration or presentation.

f. Acceptance of Proposal Content

The contents of the proposal of the successful contractor may become contractual obligations if the City of Burlington wishes to execute an agreement based on the submitted proposal. Failure of the successful contractor to accept these obligations in a professional services agreement or similar instrument may result in cancellation of the award, and such contractor may be removed from future solicitations.

AGREEMENT

The successful contractor shall be required to sign a professional services agreement with the City relating to the work to be performed. Such agreement shall include, but is not limited to, the following articles: method of compensation, time of performance, specifications of the equipment, duties of the contractor, termination of the agreement, ownership of material, changes, submission of material, and obligations of the City. **A sample professional services agreement is attached to this RFP.**

SELECTION

Selection of the contractor will be based upon contractor's overall qualifications, ability to meet preferred equipment specifications, demonstrated knowledge and experience, willingness to meet time requirements, total cost of contractor's proposal and contractor's customer service standards. The City reserves the right to request an interview/demonstration if necessary to make a selection.

In making a proposal, the contractor hereby certifies that he/she has reviewed this RFP and is familiar with all conditions contained therein.

City staff will review all proposals. Final selection of the contractor will be made by City staff and authorized via award by City Council.

PORTABLE RESTROOM SERVICES FEE SPECIFICATIONS

CONTRACTOR'S NAME: _____

CONTRACTOR'S PRICING MUST INCLUDE:

- Unit delivery, weekly service, and unit removal
- Delivery of fully stocked restroom units with hand sanitizer and toilet paper
- All chemicals and supplies needed to perform once weekly cleaning/servicing/restock

PLEASE INDICATE PRICING FOR ALL UNIT TYPES AVAILABLE WITH YOUR SERVICES:

Unit Description	2021-2023 Fee	Option For 2024
Standard Restroom Unit with Weekly Service	\$_____ per month	\$_____ per month
Standard Restroom Unit Extra Service	\$_____ per x/service	\$_____ per x/service
Standard Restroom Unit with Sink	\$_____ per month	\$_____ per month
Standard Restroom Unit w/ Sink Extra Service	\$_____ per x/service	\$_____ per x/service
ADA Restroom Unit with Weekly Service	\$_____ per month	\$_____ per month
ADA Restroom Unit Extra Service	\$_____ per x/service	\$_____ per x/service
Single-basin Wash Station with Weekly Service	\$_____ per month	\$_____ per month
Approximate Number of Uses	_____ per sink	
Single-basin Wash Station Extra Service	\$_____ per x/service	\$_____ per x/service
Double-basin Wash Station with Weekly Service	\$_____ per month	\$_____ per month
Approximate Number of Uses	_____ per sink	
Double-basin Wash Station Extra Service	\$_____ per x/service	\$_____ per x/service

PLEASE INDICATE THE ALL FEATURES INCLUDED WITH YOUR UNITS:

- Shall be of primarily polyethylene construction
- Sanitary seat deck and flow design (nonporous surfaces)
- Anti-slip floor surface
- Outside emergency access
- Heavy duty spring loaded doors with interior latch and in-use indicator
- Units shall have wall mounted urinal
- Minimum 60 gallon tank
- 2 or more toilet paper roll dispensers
- Handicap units must comply with American with Disabilities Act

Please describe any other fees or services that you feel are pertinent to your proposal:
