**City of Federal Way**

**REQUEST FOR PROPOSAL**

**Portable Toilet Services**

I. **PURPOSE OF REQUEST**.

 The City of Federal Way ("City") is requesting proposals for the purpose of portable toilet services.

 The City's needs are outlined in the following Request for Proposal ("RFP").

II. **TIME SCHEDULE**.

The City will follow the following timetable, which should result in a selection by October 24, 2017.

Issue RFP 10/05/17

Deadline for submittal of Proposals 10/19/17 @ 2:00 PM.

Notify Contractor Chosen 10/24/17

III. **INSTRUCTIONS TO PROPOSERS**.

A. All proposals shall be sent to:

Robyn Buck, Accounting Technician II

City of Federal Way, 33325 8th Avenue South. Federal Way, WA 98003-6325

Office (253) 835-2527 E-mail: Robyn.Buck@cityoffederalway.com

B. All proposals must be received by 2:00 pm, Oct 19, 2017 using the attached **Proposal Sheet.** Proposals delivered to the above address or e-mailed to: Robyn.Buck@cityoffederalway.com Questions may be directed to Steve Ikerd; Park Deputy Director at (253) 835-6911

C. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both sides of paper sheets for any submittals to the City is desirable whenever practicable.

D. The Park Deputy Director or representative will notify the contractor selected by Oct 24, 2017.

 E. **All proposals must include the following information:**

* The names of individuals from those firms who will be working on the project and their areas of responsibility.
* Specific experience of individuals relative to the proposed project.
* References, to include similar type agreements that would demonstrate ability to service public settings.

IV. **SELECTION CRITERIA**. Each proposal will be independently evaluated on factors 1 through 3.

Factor Weight Given

1. Responsiveness of the written proposal to the purpose and scope of service. 25%

 Including the require type & method of cleaning and dry to touch times.

2. Price. 50%

3. Ability and history of successfully completing contracts of this type, meeting 25%

projected deadlines and experience in similar work. Total Criteria Weight 100%

V. **TERMS AND CONDITIONS**.

A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any quote.

B. The City reserves the right to request clarification of information submitted, and to request additional information from any contractor.

C. The City reserves the right to award the contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the quote.

D. Any quote may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.

E. The contract resulting from acceptance of a quote by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. A copy of the contract is available for review. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney's office.

F. The City shall not be responsible for any costs incurred by the contractor in preparing, submitting or presenting its response to the quote sheet.

VI. **COMPENSATION.**

A. Please present detailed information on the contractor's proposed proposal for the specifications proposed and for any variation for non-routine services, inclusive of Washington state sales tax and any other applicable governmental charges. Please provide specifics as to definitions of routine versus non-routines tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.

1. Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

VII. **SCOPE OF SERVICES**

1. The following specifications are intended to cover the cleaning and sanitizing operations of the portable toilet service.
2. **Complete cleaning:**

 Each weekly unit cleaning shall include;

1. Removing the waste from the toilet tank and refilling with clean solution.

2. Supplying the unit with two rolls of toilet paper.

3. Supplying the unit with hand sanitizer dispenser and refilling with solution. (optional bid)

4. Removing debris and litter from the inside of the unit and disposing of the debris properly.

5. Removing debris and litter from the exterior of the unit in a five foot radius around the unit.

6. Cleaning of the interior and exterior of the unit to remove dirt, bio-hazards & graffiti.

 The holding tank shall be chemically deodorized with a biodegradable chemical additive and maintain a written, posted log on the unit indicating the dates of service. Environmentally friendly (non-pollutant and biodegradable) products shall be used for all cleaning, sanitizing and deodorizing functions. Copies of MSDS sheets will be provided for all products used.

 The vendor shall keep the unit in good working order which shall include a working door lock and handle, unbroken toilet seat, unbroken toilet paper holder, a door that opens and closes properly with the door spring in working order, screens in place and unbroken, no leaks in the tank, ramp properly affixed to the unit, and no holes in the unit.

 Minor, in field repairs include fixing a door lock, repairing or replacing a toilet seat, door handle, door spring, vent screens and toilet paper holder, and realigning the ramp shall be done on-site as needed or as directed by the City’s Project Manager.

 The Parks & Facilities Manager, Deputy Park Director, or other designated representative shall be the final authority on whether standards have been met.

VIII. **SPECIFICATIONS**

1. The Contractor will furnish all labor, tools, specialized equipment, materials, and disposal of waste material generated by the work, unless other arrangements have been made with the Contract Administrator or appointed designee.
2. All fieldwork shall be performed under the supervision of a qualified employee. Laborers will be skilled working with equipment and cleaning products.

1. The Contractor will ensure that employees comply with all applicable City of Federal Way and Washington State regulations and practices with respect to work performed on City sites. Disposal of waste from tank trucks shall be in accordance with local health department requirements. Municipal or area sanitary sewage districts shall provide sewage disposal locations and facilities which are adequate and convenient for duly authorized toilet service organizations.
2. The Contractor’s personnel will conduct themselves on site in a professional manner at all times.
3. The Contract Administrator or appointed designee will inspect work performed by the Contractor. In the event of work performance deficiencies, the Contract Administrator will notify the Contractor. Notification may be verbal or written. The City may choose to: **Require the Contractor to rectify the deficiency within 48 hours, or hold payment**.
4. Report any damage, or potential hazard, involving City property immediately to the City of Federal Way Parks Department, (253) 835-2700. After hours emergencies should be reported to the Police/Fire Communications Center - 911.
5. Hazardous conditions shall be immediately remedied or secured to prevent further damage and/or protect public from injury. It is the Contractor’s responsibility to provide close supervision of operations and management of the site.
6. Incidents, altercations, or accident involving the public shall be reported to the Contract Administrator within 24 hours. The Contract Administrator, at his or her discretion, may require a written report from the Contractor describing the incident or accident.
7. Contractor’s managers and support personnel shall be available 24/7
8. All company vehicles must have signage identifying the Company.
9. All technicians, operators and Supervisors who will be on secured properties shall be in a Company identifiable uniform and must be able to pass a background check.



 **Portable Toilet Proposal Sheet**

 33325 8th Ave S. 98003-6325

Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City/State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip:\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SERVICE:** The City of Federal Park Department is requesting proposals for Portable Toilet services from approx. Jan 2018 – Dec 2020, with an option to renew for additional years. Contractor shall provide, maintain, sanitize and keep in a safe, good working condition, portable toilets for the City of Federal Way. Each unit shall be bid with a base price of servicing once per week. Additional service charges bid on the appropriate lines below. Units for special events may be ordered directly by the City Division making the request.

The Department expects to have approximately 6-8 year round rental units, a variety of one-time special events and possible use for construction projects. City also owns 2 handicap units that are in place year round which will require servicing.

**QUOTES:**

Regular unit: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per mo. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_delivery and pick up

Handicap unit $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per mo. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_delivery and pick up

The Parks Department has one regular unit mounted on a trailer that is used for an average of 15 volunteer events. Servicing would typically occur at the Maintenance facility located at 31130 28th Ave S.

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per mo. -or- per each service fee upon request $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Extra regular service $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tipped over unit service $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Weekend service rate $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City owned units $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per mo.

Optional Hand Sanitizer $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our Company can respond to an emergency service call within \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hrs. of a call.

Can your company provide unit protection against vandalism or destruction? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, how much extra for protection $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_per\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If no protection how will repairs or replacement be handled?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMMENTS:**

**SELECTION CRITERIA:**

Responsiveness to quote - 25%, Ability and history to complete this type service – 25%, Price – 50%

All quotes must be received no later than **2:00 PM October 19, 2017**.Questions or site visits may be referred to Steve Ikerd at (253)835-6911 **Please email quotes to:** Robyn.Buck@cityoffederalway.com or deliver a sealed envelope to the City Hall address; 33325 8th Ave S., attention; Parks Dept. and clearly labeled: “**Park Portable Toilet Proposal”**