



Request for Proposal Portable Toilet Rental Enfield Town Parks

General:

The Town of Enfield, NH (hereafter referred to as the “TOWN”) invites qualified firms to submit proposals for the rental of portable toilets for Enfield Town parks (hereafter referred to as the “CONTRACTOR”). Details of the project will be covered in the scope of work section of this document.

Instructions:

Proposals must be submitted in a sealed envelope or electronically via the email to the contact below no later than 12:00 P.M. EST on Wednesday, April 26, 2023. Envelope must be clearly marked “Portable Toilet 2023” and will be opened publicly at that time. **Proposals delivered after the time listed above will not be accepted.**

Submit proposals to:

James L. Taylor
Public Works Director
PO Box 373
74 Lockehaven Rd.
Enfield NH 03748.
(603) 632-4605

Bids can also be submitted electronically to jtaylor@enfield.nh.us

Questions can be submitted to the contact above.

Proposal specifications are available on the Town’s web site at:

<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfqs>

Scope of Work:

The Town of Enfield is seeking proposals from contractors who can provide monthly portable toilets rentals and servicing. These rentals shall be according to the locations and schedule outlined on the attached location and use dates page.

- All toilets shall be serviced weekly.
- Contractor shall provide toilet paper.
- Bill shall be sent once per month.
- Contractor shall furnish a price for extra servicing.

Bid Review and Selection Criteria:

The Town of Enfield will select the “lowest and responsible bidder.” This does not mean that the vendor submitting the lowest priced proposal will automatically be awarded the bid. In addition to the purchase price, the Town of Enfield will consider criteria such as quality of the commodity, service reputation, suitability of the product for meeting the performance needs of the Town, and other factors that are relevant and appropriate in connection with the vehicle or material being procured.

Proposals will be accepted that deviate from the Scope of Work, but all such submissions must specifically state exceptions to the Scope of Work on their own page labeled “Exceptions.”

Guidelines:

All Proposals become the property of the TOWN and will therefore be considered a public document which will be open to public viewing, after the bid opening. This proposal, if accepted, will become a legally binding addendum to the eventual contractual agreement with the TOWN. This request for proposal in no way commits the TOWN to make an award or reimburse any CONTRACTOR for any expense incurred in responding to this request.

The successful CONTRACTOR will be required to provide proof of insurance, identifying the TOWN as an additional insured, and must be submitted to the TOWN upon signing of a contract for services, in the following amounts:

Comprehensive General Liability, including Completed Operations Coverage - \$1,000,000 per occurrence/ \$2,000,000 Aggregate – TOWN must be named as an additional insured.

Motor Vehicle Liability - \$1,000,000 combined single limit – TOWN must be named as an additional insured. Coverage must include all owned, non-owned and hired vehicles.

Worker’s Compensation on all workers providing services under this Agreement; Employer’s Liability with limits in an amount no less than statutory limits.

All Subcontractors, as agents of CONTRACTOR under this Agreement, are subject to the same insurance requirements as the CONTRACTOR.

Excess Liability in the minimum amount of \$1,000,000 each occurrence – TOWN must be named as an additional insured.

The policy must be issued by a carrier that is duly licensed to do business in the State of New Hampshire. Any subcontractors will be subject to the same insurance requirements (which will be detailed as a part of the SCOPE OF WORK).

Per NH RSA 447:16, public works proposals exceeding \$75,000 must obtain as a condition precedent to the execution of the contract, sufficient security, by bond or otherwise, in an amount equal to at least 100 percent of the contract price, or of the estimated cost of the work if no aggregate price is agreed upon, conditioned upon the payment by the contractors and subcontractors for all labor performed or furnished, for all equipment hired, including trucks, for all material used and for fuels, lubricants, power, tools, hardware and supplies purchased by said principal and used in carrying out said contract, and for labor and parts furnished upon the order of said contractor for the repair of equipment used in carrying out said contract.

Evaluation Criteria:

All proposals received in response to this RFP will be evaluated to determine if they are complete and meet the requirements specified in this RFP. The vendor will be chosen based on who will provide the “best value” taking into consideration the most beneficial combination of qualifications, services, costs, and who has met the requirements of this RFP. Only proposals judged to be responsive to the submission requirements set forth in this RFP will be evaluated.

The TOWN reserves the right:

- to accept or reject any or all bids in whole or in part and to accept other than the lowest price proposal;
- to waive any technical defect, qualification, omission, informality, or irregularity in any proposal received;
- to amend, modify, or withdraw this Request for Proposal;
- to require supplemental statements or information from a CONTRACTOR;
- to extend the deadline for responses to this Request for Proposal;
- to waive or correct any irregularities in proposals received;

The TOWN may award a contract based upon the proposals received without discussion of such proposals with proposers. Each proposal should therefore be submitted with the most favorable terms the proposer can make to the TOWN.

The Request for Proposal documents and Notice of Award shall be the agreement between the TOWN and successful proposer with respect to the matters dealt with herein, and such shall supersede all other oral and written proposals, representations, understandings, and agreements previously made or existing with respect to any such matter.

Qualification of Bidders:

Staff will review, analyze and evaluate all proposals and score them in accordance with the criteria described below. If needed, additional information may be requested from one or more CONTRACTORS.

Award will not be made solely on the basis of the cost of services. Evaluation factors to be considered in addition to cost shall be:

- The CONTRACTOR's reputation based on past work experience with the TOWN and other references.
- Quality of workmanship or service provided.
- Adequate financial resources or the ability to obtain such resources as required to complete the performance of the project.
- Adequate experience, organization, technical and professional qualifications, personnel, skill, equipment, and ability.
- The ability to comply with the time frames proposal.

Each CONTRACTOR must be prepared to present satisfactory proof of their capacity and ability to successfully complete the requirements of this solicitation.

Proposals shall include a brief summary of similar projects or services provided (at least 3), including:

- The date (s) of project or service provided.
- The point of contact with name and telephone number of such clients.

The TOWN reserves the right to make whatever investigations or inquiries necessary to determine the competency and ability of any CONTRACTOR to complete the requirements of this solicitation. A review may include, but not be limited to, inspection of the CONTRACTOR's facilities and equipment, references, or previous contract performance.

Revisions:

Any questions or inquiries must be submitted in writing and received by 12:00 P.M. on Wednesday August 3, 2022, no later than 7 calendar days prior to the proposal due date. Answers to all questions or information given to a CONTRACTOR in response to a formal request of a substantive nature will be posted on the TOWN's RFP page on the Town of Enfield, NH website (<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfqs>) no later than five (5) days prior to the due date.

Only such amendments, when issued by the TOWN, will be considered as being binding on the TOWN. Verbal explanations or instructions given by a TOWN employee to a CONTRACTOR in regard to this solicitation shall not be binding on the TOWN and shall be considered informal unless confirmed in writing by the TOWN. CONTRACTORS should note that all clarifications and exceptions, including those relating to the terms and conditions of the contract, are to be resolved prior to the submission of a proposal.

Contract:

The final contract will involve, at a minimum, the terms and conditions set forth in this RFP including the general conditions and may include those reflected in the specific proposal submitted. The content shall be the exclusive source of the CONTRACTOR'S rights and remedies and shall supersede any and all prior writings, negotiations or agreements of any kind.

Required documents for award of contract:

The following documents must be executed prior to award of the contract and the initiation of work. These documents must be submitted within ten (10) working days after the date of notice of intent to award or before beginning work whichever comes first.

- Certificate of Insurance (naming Town of Enfield as an "Additional Insured")
- If a corporation, Proof of Current Registration
- Executed W-9 Form

The TOWN is exempt of all taxes.

All CONTRACTORS must comply with all applicable Equal Employment Opportunity laws and regulations.

THE TOWN OF ENFIELD IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

Town of Enfield										
Portable Toilet Location and Use Dates										
Name	Location	Type	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Huse Park	308 US Route 4	Accessible		*	*	*	*	*	*	
Boat Launch	253 NH Route 4A	Accessible		*	*	*	*	*		
Beach	249 NH Route 4A	Standard			*	*	*			
Lakeside Park	197 Main Street	Accessible		*	*	*	*	*	*	
Lakeside Park	197 Main Street	Standard			*	*	*			
Shaker Rec Park	491 NH Route 4A	Accessible		*	*	*	*	*	*	
Shaker Rec Park	491 NH Route 4A	Standard						*	*	
Transfer Station	39 Lockehaven Road	Standard	*	*	*	*	*	*	*	*

Proposal Form

Project Title: **Portable Toilet Rental**

Proposal from _____ (hereinafter called "CONTRACTOR") a corporation organized and existing under the laws of the State of _____, as a partnership or an individual doing business as _____.

To the: Town of Enfield (hereinafter called "TOWN").

Cost Breakdown:

Monthly Cost Standard Toilet:	\$ _____
Monthly Cost Accessible Toilet	\$ _____
Extra Servicing	\$ _____

The CONTRACTOR agrees that this proposal shall be good and may not be withdrawn for a period of thirty (30) calendar days after the scheduled closing time for receiving proposals.

The CONTRACTOR understands that the TOWN reserves the right to reject any or all proposals and to waive any informality in the proposals.

Submitted by: _____ Title: _____

(Business Address)

(Phone #)

(Email Address)

(Authorized Representatives Signature)

Please list any exceptions to the Bid Specifications separately.

Please supply three (3) references including a name, contact information, type of job completed, and date of job completion.