

**SIERRA COUNTY
STATE OF NEW MEXICO**



REQUEST FOR QUOTES - RFQ #2022-04-017

PORTABLE TOILET SERVICES

**Septic System Inspection, Repair,
Maintenance, Certification and Pumping Services**

RELEASE DATE: March 25, 2022

DUE DATE AND TIME: April 8, 2022 on or before 2:00 pm MST

NIGP CODES: NIGP: 15570, NIGP: 155, UNSPSC: 30231602, NIGP: 93484, NIGP: 97182

PROJECT DESCRIPTION

The Sierra County Landfill Department is soliciting from all interested public and private service providers informal quotes on the provided form to provide Septic System Inspection, Repair, Maintenance, Certification and Pumping services for Sierra County. Services desired include, but may not be limited to furnishing and providing:

I. INTRODUCTION

A. SUMMARY SCOPE OF WORK

The duties and responsibilities of the successful contractors include, but may not be limited to performing the following services:

1. SCOPE OF WORK

SPECIFICATIONS AND REQUIREMENTS

A. This section details the minimum requirements and specifications for products or services sought by the County. It also provides information on the County's use and intent in providing the specifications, as well as instructions for potential Bidders that may not feel the specifications are fair, achievable or are otherwise unacceptable.

SECTION 1- Project Description:

Project/Procurement consists of furnishing and servicing portable sanitary facilities at various Sierra County work sites and recreational facilities. Four locations are at the Sierra County transfer stations located at Arrey (2), Hillsboro (2) and Winston/Chloride (2). Some facilities are behind locked fenced yards and accessible by State highways. Entrance to transfer stations is limited to the days and hours of operation in most cases one or two days per week.

The sanitary unit for the Arrey baseball field are seasonal and to be delivered in March and remain in service until September. Baseball complex is NOT secured by fence or locked gate.

The restroom facility in Chloride is service only of a County owned Facility. Hours of operation are subject to change:

*****END OF SECTION 1*****

**SECTION 2- OF SERVICES:
PRICE LIST AND SCHEDULE FEE-**

<u>LOCATIONS:</u>	<u>SERVICE RATE:</u>	<u>MILES RATE:</u>	<u>FREQUENCY:</u>
Arrey Transfer Station	\$ _____	\$ _____	1 X Month inc.
Arrey Ball Field	\$ _____	\$ _____	2 X Month 7 inc.

+March through September

* When service provided-for both locations on same day and Landfill/Road Supervisor shall be notified of services prior. Billy Neely/or Liz Carson- 575-894-6881

Hillsboro Transfer	\$ _____	\$ _____	1 X Month inc.
Hillsboro-First Rt (Near Market)	\$ _____	\$ _____	2 X Annually inc.

+April and October

* When service provided-both locations on same day and Landfill/Road Supervisor shall be notified of services prior. Billy Neely/or Liz Carson- 575-894-6881

Winston	\$ _____	\$ _____	1 X Month inc.
Chloride	\$ _____	\$ _____	2 X Annually inc.

+April and October

*When service provided-for both locations on same day and Landfill/Road Supervisor shall be notified of services prior. Billy Neely/or Liz Carson- 575-894-6881

Note: While locations are thought to be secure they are remote locations. Contractor understands that the County assumes no liability what so ever for damages, loss or vandalism that may occur to the contractor's equipment or facilities.

In addition: With decrease in service maintenance for some area's more water and cleaning tabs will be added during hot summer months.

*****END OF SECTION 2*****

SECTION 3- PORTABLE RESTROOMS: Restrooms shall have the following approximate interior dimensions:

H 80" W 42" x 42" Weight 200 lbs.

Portable restrooms shall have one stall and one urinal.

Restrooms shall have a minimum 60 gallon holding tank

Restrooms shall have a hand sanitizing dispenser and shall be kept at full capacity

Restroom shall have unisex decal affixed

Restrooms shall be new or like new condition

All apertures shall be maintained and in good working conditions

Doors shall lock from inside and indicate occupied when closed

Facilities shall be anchored in place with doors facing away from prevailing winds

Restrooms should be capable of withstanding 50 MPH winds

A written service log shall be maintained in the restrooms at all times and shall be initialed and dated as completion of cleaning services are provided.

*****END OF SECTION 3*****

SECTION 4- SERVICE

Servicing is defined as: Septic System Inspection, Repair, Maintenance, Certification and Pumping Service Contract.

Includes but not limited to: Pumping, cleaning, disinfecting, deodorizing, stocking, inspection of apertures, dating and signing service log and certify that disposal of liquid waste is at an approved disposal facility. On call services for cleaning, repairs and maintenance if necessary should there be need prior to schedule cleaning dates.

If contract disposes liquid waste at any location other than the Sierra County Landfill, the Contractor must submit evidence that the disposal site meets all State and Federal requirements for liquid water disposal and shall provide the County with the paid invoices from the disposal facility.

Facilities are thought to need servicing twice each month, payment will be made towards invoice and Purchase Order reference number for each fiscal year starting July 1 and ending June 30 for actual services performed. On call services for cleaning, repairs and maintenance if necessary should there be a need prior to schedule cleaning dates.

Restroom in Chloride museum requires service twice each year; however a year's supply of deodorant is part of the service and will be made available as needed to the county.

A written service schedule shall be submitted to the County Procurement Officer for approval (5) days after award of contract.

*****END OF SECTION 4*****

QUOTE SUBMISSION

Interested Contractors should submit a letter of interest and itemized cost proposal (Section 2) by, April 8th, 2022 to Sierra County Administration, Attention: Jocelyn Holguin, Procurement Department, 1712 N. Date Street, Suite D, Truth or Consequences, NM 87901.

Note, quotes may be submitted electronically via email and by USPS:

Email Submittals: jholguin@sierraco.org

Questions: Jocelyn Holguin: (575) 952.2025

Updates and Notifications: Via Vendor Registry under the Procurement Link located on www.sierraco.org.

PROCESS

Sierra County desires to identify interested contractors with whom to begin formal negotiations for the desired services.

Interested Contractors are asked to provide a letter of interest describing their experience, qualifications, capacity and qualifications. In addition, Contractors are asked to return this form:

- Name of Company: _____
- Name of Contact: _____
- Phone Number: _____
- Email Address: _____
- Add Price List and Fee Schedule- Section 2
- Provide a W9 form

Note: Contractors are asked to identify any and all proposed subcontracted services.

All services shall be provided and performed in accordance with all local, state and federal rules, regulations and laws. Bases for award shall be determined on the needs and the goals of the County and shall be determined by the County according to submittals.

Submittals are due no later than: April 8, 2022 by 2:00 PM, anything later will not be accepted.

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LETTER OF TRANSMITTAL FORM

Items #1 to 4 MUST EACH BE RESPONDED TO. Failure to respond to all four items WILL RESULT IN THE DISQUALIFICATION OF THE OFFEROR!

1. Identity (Name) and Mailing Address of the submitting organization:

2. For the person authorized by the organization to contractually obligate the organization:

Name	
Title	

3. For the person authorized to negotiate the contract on behalf of the organization:

Name	
Title	
E-Mail Address	
Telephone Number	

4. For the person to be contacted for clarifications:

Name	
Title	
E-Mail Address	
Telephone Number	

- On behalf of the submitting organization named in item #1, above, I accept the Conditions on this Request for Quotation.
- I concur that submission of our offer constitutes acceptance of the Evaluation Factors based on cost and ability to perform and will provide a W9 in packet.
- I acknowledge this is a quote for services and will be notified if selected.
- I understand any questions are to be directed to the CPO for clarifications.

_____, 2022

Authorized Signature and Date (**Must be signed** by the person identified in **item #2**, above.)

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