

ADVERTISEMENT FOR BIDS

Sealed proposals will be received by **Alabama A&M University in Normal, AL** at the office of Jeffrey Robinson, Alabama A&M University, Department of Purchasing – Room 305 Patton Hall 4900 Meridian Street Normal, Alabama 35762, until 2:00 P.M. CST, February 23, 2021 for:

Portable Restroom Services

Bid Number: 2K21-PRS

Alabama A&M University is currently ready to solicit services for rental of portable restroom services and equipment of various types and would like to give your company an opportunity to submit a bid for the following:

Restroom Trailer

ADA Portable Toilet Porta Potty

Standard Porta Potty

Portable Sink Rentals

Hand Sanitizer Stand Rental

Shower Trailers

Bids are due on or before February 23, 2021 at 2:00 PM CST to the office of purchasing.

at which time and place they will be publicly opened and read.

Specifications may be examined at the office of Alabama A&M Facilities Department, 453 Buchanan Way, Normal, AL 35762 and AAMU Facilities site (www.aamu.edu/administrativeoffices/business-and-finance/facilities/pages/default.aspx)

Questions shall be submitted via email only to brian.shipp@amu.edu by 12:00 P.M. CST February 16, 2021. Questions shall be in Microsoft Word, answers will be posted on the AAMU Facilities website by February 17, 2021.

Bids must be submitted on proposal forms furnished by the Owner, or copies thereof.

Alabama A&M University

Portable Restroom Services

Bid No. 2K21-PRS

INTRODUCTION

Alabama A&M University (“University”) is seeking bids from qualified vendors to provide portable restroom services for the University. At any time during the contract term, Alabama A&M University reserves the right to terminate a contract for convenience or cause with 30 days prior notice to the vendor or cancel at any time.

Alabama A&M University will issue the awarded vendor an open purchase order. It is to be understood that due to force majeure schedule changes may occur and services may be canceled. The University reserves the right to cancel at any time. For these reasons, the vendor will invoice actual fees incurred to be paid in reference to the open purchase order.

Vendors are to itemize the total cost associated with each service. Alabama A&M University understands that there are associated costs with delivery and may not be known until after a service has been completed.

The term of the Agreement shall commence on the date that the Agreement is executed by all parties thereto. Thereafter, unless earlier terminated, the term of the Agreement shall continue for an initial term of two (2) years. The Agreement shall reserve for ALABAMA A&M UNIVERSITY the unilateral option of extending the term of the Agreement for three (3) additional terms of one (1) year(s) each, provided that the maximum duration of the Agreement shall not exceed five (5) years.

The awarded vendor(s) must follow Federal and State of Alabama laws and Alabama A&M University policies and procedures throughout the duration of the contract.

The University reserves the right to award a service contract to multiple service providers.

GENERAL CONDITIONS & GUIDELINES

1. **Requirements:** Alabama Agricultural and Mechanical University (“AAMU”, “the Awarding Authority”) must receive each vendor’s bid/proposal package by mail or hand delivered no later than February 23, 2021, by 2:00 pm Central Time on the bid/proposal submission deadline, which will also be the date and time of the bid/proposal opening. Unless otherwise noted, the bid/proposal opening will take place at:

Alabama Agricultural and Mechanical University
Purchasing Department
4900 Meridian Street
Patton Hall, Room 305
Normal, AL 35762

All bids/proposals received must be provided in a sealed envelope. (Ala. Code § 41-16-54 (b)) A faxed or emailed bid/proposal does not meet the requirements of the statute because it is not sealed, and all such bids/proposals will be deemed ineligible for award. (Attorney General’s Opinion # 91-016)

Mailed sealed bids/proposals sent to the Purchasing Department by logistics carriers such as FedEx, UPS, DHL, Airborne Express, and the U.S. Postal Service (USPS) must be sent to the following address:

Alabama A&M University
Purchasing Department
4900 Meridian Street
Patton, Hall, Room 305
Normal, AL 35762

2. **Bid/Proposal Preparation:** Alabama Agricultural and Mechanical University bid/proposal forms must be completed and returned as a part of the bid quote/proposal. Bids/proposals should be as thorough and detailed as possible so that AAMU may be able to properly evaluate a bidder's capabilities to provide the required products or services. All bidders must send descriptive literature and/or manufacturer's specifications along with any supplemental specifications necessary to compare the items bid/proposal with the requirements set forth in the bid/proposal form. **All bids/proposals must be submitted within a sealed package with the bid number, opening date and time, and bidder's name and address clearly indicated on the envelope.** Bidders are required to submit all items required in the bid/proposal package.

An authorized representative of the Bidding Agency shall sign bid/proposal documents. All information requested must be submitted. Failure to submit all information requested may result in rejection of the bid/proposal. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

All supporting documentation submitted with the bid/proposal should be bound in that single volume.

Ownership of all data, materials, and documentation originated and prepared for the University pursuant to the ITB shall belong exclusively to AAMU and be subject to public review.

3. **Oral Presentation:** Bidders who submit a bid/proposal in response to this bid/proposal may be required to give an oral presentation of their bid/proposal to the Awarding Authority. This will provide an opportunity for the Bidding Agency to clarify or elaborate on the bid/proposal but will in no way change the original bid/proposal. If an oral presentation is to be required, the Awarding Authority will schedule the time and location of these presentations. Oral presentations are an option of the Awarding Authority and may not be required to be conducted.
4. **Award:** Alabama Agricultural and Mechanical University ("AAMU", "the Awarding Authority") reserves the right to accept or to reject any or all bids/proposals and is not bound to accept the lowest bid if that bid is contrary to the best interests of the University. In making an award, intangible factors such as a bidder's service, integrity, conformity with specifications, transportation charges, terms of delivery, facilities, equipment, reputation, and past performance history will be weighed along with the quality displayed

in the samples submitted (Ala. Code § 41-16-57 (a)). Bids may be awarded either item by item, in product groups, or all or none, whichever appears to be in the best interests of the University. Selection shall be made of one bidder deemed to be fully qualified and best suited among those Bidders that submitted bids/proposals on the basis of the evaluation factors included in this request for bid. Financial criteria shall be considered, but will not be the sole determining factor. After reviews have been conducted, the Awarding Authority shall select the Bidding Agency which has made the best bid/proposal and shall award the bid/proposal to that Bidding Agency. The Awarding Authority may cancel or reject any and all bids/proposals at any time prior to an award.

5. **Applicable Law:** It is agreed that this quotation is valid to the extent that it does not violate the constitution or the laws of the State of Alabama.

Bidder represents and warrants that all article and services covered by this bid/proposal meet or exceed the safety standards established and promulgated under the Federal, Occupational Safety and Health Act of 1970, No. 2006, and its regulations in effect or proposed as the date of this bid/proposal.

The furnishing of materials, supplies, equipment, or service to Alabama Agricultural and Mechanical University under this purchase order, contract, solicitation for bids/proposals, or specification constitutes assurance by the vendor or contractor of his compliance with applicable provisions of an pertinent regulations promulgated under Executive Order 11246, date September 28, 1965 issued by the President of the United States of America, and Public Law 88-352, 88th Congress, the “Civil Rights Act of 1964.”

6. **Bid/Proposal Terms:** Bidders must show unit prices, extensions, and total price, where applicable. In the event of a discrepancy between the unit price and the extension, the unit price shall govern. Bids/proposals shall remain firm for a minimum of thirty (30) days from the date of bid/proposal opening and any exceptions must be clearly stated.
7. **Bid/Proposal Opening:** Bidders may attend the bid/proposal opening, but no information or opinions concerning the ultimate award will be given at the bid/proposal opening or during the evaluation process. After the public opening of this bid/proposal, the results will not be available to Bidders not attending the opening until after an award is made.
8. **Bids/Proposals are Public Record:** All bids/proposals become a matter of public record at bid/proposal award. Alabama Agricultural and Mechanical University accepts no responsibility for maintaining confidentiality of any information submitted with bid/proposal whether labeled confidential or not.
9. **Vendor Authorization:** Vendor must be an authorized distributor/agent to provide services proposed in this bid/proposal request. When it is deemed to be in the best interest of the University.
10. **Fiscal Funding Clause:** The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the

legislature fails to appropriate sufficient monies to provide the continuation of a contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

11. **Contract Cancellation:** The Purchasing Department has the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including, but not limited to, the following: (1) failure to deliver within the agreed upon contract duration; (2) failure of the product or service to meet specifications, conform to sample quality, or to be delivered in good condition; (3) misrepresentation by the vendor; (4) fraud, collusion, conspiracy, or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; and (6) any other breach of contract.

12. **Disclosure Statement:** The successful bidder will be required to file with the Purchasing Department a disclosure statement of relationship between contractors/grantees and employees/officials of the University. This form must be completed prior to issuance of the Purchase Order by Alabama Agricultural and Mechanical University

Equipment Specifications:

1. Restroom Trailer
 - 16' minimum
 - Men's restrooms – 1stall, 3urinals, 1sink
 - Women's restrooms – 3stalls, 1sink
 - Hose bib connection for water
 - (2) 110V, 30Amp single phase circuits
 - Water storage tanks
 - Trailers shall be equipped with heating and cooling
2. ADA Portable Toilet Porta Potty
 - Non-flushing toilet
 - (2) Rolls of Toilet Tissue
 - Large interior for maximum wheelchair maneuverability
 - Anti-slip flooring surface – No ramp required to access
 - Occupancy indicator provides privacy to bathroom users
 - Translucent roof allows ample light and visibility
 - Hand Sanitizer
 - Hasp, Lock & Key
3. Standard Porta Potty
 - Non-flushing toilet & urinal
 - (2) Rolls of Toilet Tissue
 - Spacious 85 cubic foot interior
 - Anti-slip flooring surface
 - Translucent roof allows ample light and visibility
 - Maximum ventilation to minimize odors
 - Occupancy indicator provides privacy to bathroom users
 - Hand Sanitizer
 - Hasp, Lock & Key
4. Portable Sink Rentals
 - Height: 48"
 - Width: 51"
 - Depth: 22"
 - Capacity: Accommodates up to 300 washes
 - Hands-free foot pump faucets
 - Liquid hand soap
 - Paper towels
 - Waste trash bags

5. Hand Sanitizer Stand Rental

- Height: 66"
- Width: 28"
- Depth: 28"
- (4) Antibacterial portable hand sanitizer dispenser stands
- Antiseptic sanitizing gel or foam that kills 99% of germs
- Water-filled base to prevent tip-overs from normal usage

6. Shower Trailers

- Men's Shower Trailer Side Features
 - i. 4 private shower stalls
 - ii. 2 metered sinks
 - iii. 1 trash receptacle
- Women's Shower Trailer Side Features
 - i. 4 private shower stalls
 - ii. 2 metered sinks
 - iii. 1 trash receptacle
- Large holding tank for extended use
- Air conditioning and heating
- Interior and exterior lighting
- Full-size mirror above each sink
- Hot & cold chrome faucets

OFFICE OF FACILITIES

PROPOSAL FORM

BID 2K21-PRS

To: _____

Date: _____

(Awarding Authority) In compliance with your Advertisement for Bids and subject to all the conditions thereof, the undersigned

_____ (Legal Name of Bidder) hereby proposes to furnish all labor and materials and perform all work required for the construction of

PORTABLE RESTROOM SERVICES in accordance with Specifications, dated January 21, 2021.

The Bidder, which is organized and existing under the laws of the State of _____, having its principal offices in the City of _____, is: a Corporation Partnership individual (other) _____.

LISTING OF PARTNERS OR OFFICERS: If Bidder is a Partnership, list all partners and their addresses; if Bidder is a Corporation, list the names, titles, and business addresses of its officers:

BIDDER'S REPRESENTATION: The Bidder declares that it has examined and understand the specifications.

ADDENDA: The Bidder acknowledges receipt of Addenda Nos. _____ through _____ inclusively.

BID:

Type	Delivery and Set Up	Monthly Rate	Weekly Rate	Service Rate
Restroom Trailer				
ADA Portable Toilet Porta Potty				
Standard Porta Potty				
Portable Sink				

Hand Sanitizer Stand				
Shower Trailers				

CERTIFICATIONS: The undersigned certifies that he or she is authorized to execute contracts on behalf of the Bidder as legally named, that this proposal is submitted in good faith without fraud or collusion with any other bidder, that the information indicated in this document is true and complete, and that the bid is made in full accord with State law. Notice of acceptance may be sent to the undersigned at the address set forth below.

Legal Name of Bidder _____

Mailing Address _____

* By (Legal Signature) _____

* Name (type or print) _____

(Seal) * Title _____

Telephone Number _____

* If other than the individual proprietor, or an above named member of the Partnership, or the above named president, vice-president, or secretary of the Corporation, attach written authority to bind the Bidder. Any modification to a bid shall be over the initials of the person signing the bid, or of an authorized representative.

The University reserves the right to choose multiple vendors.

