

INVITATION FOR QUOTES

Portable Toilets

The City of Antigo will accept quotes for the rental of portable toilets for various locations and durations from March 2021 – December 2021. Quotes will be accepted until Wednesday, February 24, 2021 at 10:00 a.m. Quote information will be available on the city website at the following address: www.antigo-city.org.

Quotes will only be accepted through the City's vendor program, Vendor Registry. You may register for the program at www.antigo-city.org. Quotes will be opened and read aloud at 10:02 am on February 24, 2021.

City of Antigo • Park, Recreation and Cemetery Department
715.623.3633 extension-131 • www.antigo-city.org • srepp@antigo-city.org

PORTABLE TOILET SCOPE OF WORK: The contractor shall:

General Description

Furnish both regular and handicapped portable toilets as required by the City of Antigo for various events and functions.

- Each unit shall have: Lockable door, proper ventilation, hand cleaner, toilet paper and toilet paper dispenser, commode, urinal, chemicals (i.e. fresh deodorant and air sanitizer), and other consumables where applicable.

Locations and Duration

- The majority of locations will be within the City of Antigo Parks, but may include other locations determined by the City of Antigo.
- Duration of placement may vary throughout the length of the contract.

Service and Maintenance

- Provide portable toilet units that are clean, in excellent condition, free from defects and without graffiti. Units must be stabilized to prevent tipping.
- Each unit shall be pumped no less than the stated amount.
- Record on a label the date serviced with the label affixed inside each unit. This includes repair of damages due to accident, weather, or vandalism, as well as removal of graffiti.
- Service shall include removal and disposal of human waste and trash in and around the units, cleaning of the units inside and out, removal of graffiti, repairing any damages, refilling with chemicals, stocking of toilet paper, water, hand cleaner and other consumables where applicable. Interior surfaces shall be disinfected.
- At no additional cost to the City of Antigo, Contractor will be required to perform delivery, move, or pick-up of a unit within seven (7) days from notification.
- Emergency Service: The contractor shall furnish, deliver, or service emergency units within (3) hours after notification from the City of Antigo. The City of Antigo may request emergency services under two circumstances:
 1. Contractor fails to adequately service toilet during regular scheduled service leaving the toilet unusable. This service will be provided at no cost to the City of Antigo.
 2. For reasons beyond the control of the contractor, toilets require service in addition to the regularly scheduled service. This service will be charged the emergency service rate listed on the quote sheet under “emergency service”.
- “As Needed” service shall be defined as a minimum seven (7) day notice provided by staff to the contractor to service a designated “As Needed” portable toilet (noted on quote sheet).

Fees

- Monthly rental rate shall include the maintenance of the unit, delivery, move, or pick-up of a unit within seven (7) days from notification.
- Portable toilets that are on-site less than one month shall be prorated based on the number of calendar days involved.
- The cost per service for portable toilets added to the contract will be based on the cost per service quoted by the bidder for similar portable toilets.

Responsibilities of the Contractor

- Be responsible for all theft, destruction or vandalism of all portable toilets.
- Be responsible for any necessary cleanup, repair or replacement resulting from, but not limited to, any spills and/or turnovers.
- The contractor shall remove and replace damaged or vandalized units within twenty-four (24) hours after notification from the City of Antigo.
- Be responsible for the delivery, pickup, cleaning and maintenance of all portable toilets. In case of inclement weather, the contractor shall be responsible for securing all units and repair any damages that should occur.
- Each invoice shall contain type and number of units rented, dates of rental and the site where each unit was placed.
- Contractor is responsible for proper and lawful disposal of all waste removed from the portable toilets.
- The successful quote must provide a minimum of 1 million dollars general and motor vehicle insurance with the City of Antigo being listed as an additional insured and Workers Compensation coverage as required by law.

The City of Antigo reserves the right to reject any or all quotes and to accept the quote deemed the most advantageous to the City.

PORTABLE TOILET QUOTE SHEET

Point of Contact Name: _____

Company Name: _____

Address: _____

Phone Number: _____

Fax: _____

e-mail: _____

Weekly Rates:

- **Standard Unit Serviced 1 time/week:** _____
- **ADA Unit Serviced 1 time/week:** _____
- **Standard Unit Serviced 2 times/week:** _____
- **ADA Unit Serviced 2 times/week:** _____
- **Standard Unit Serviced “As Needed” basis** (staff will determine if service is needed and call for service; defined in quote specifications): _____
- **ADA Unit Serviced “As Needed” basis** (staff will determine if service is needed and call for service; defined in quote specifications): _____
- **Emergency Service** (as defined in quote specifications): _____

Please provide 3 references from recent jobs

1. _____

2. _____

3. _____