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Town of Cape Elizabeth

Request for Proposals

The Town of Cape Elizabeth is seeking bid proposals from companies interested in providing (and servicing) portable toilets to be placed on municipal and school property. Bidders shall submit a price (per unit) for the term of the bid, exclusive of taxes, fuel surcharges and mobilization fees. **The Town of Cape Elizabeth will not pay fuel surcharges neither separately, nor as a percentage of an invoice.**

Sealed bids for providing the Town of Cape Elizabeth with toilet services will be received by the Town of Cape Elizabeth until **2:00 P.M. on Thursday, January 27, 2022** at which time they will be publicly opened and read at the Town Hall. Questions regarding this bid should be directed to Kathy Raftice, Director of Community Services at 799-2868 or via e-mail at Kathleen.Raftice@capeelizabeth.org.

Proposals shall be listed on the form provided and submitted in sealed envelopes, plainly marked “Portable Toilet Services”, and addressed to Matthew Sturgis, Town Manager, 320 Ocean House Road, P.O. Box 6260, Cape Elizabeth, Maine 04107. No electronic facsimile or late bids will be accepted.

It is the custom of the Town of Cape Elizabeth to pay its bills within thirty (30) days following the delivery of, and receipt of bills for, all services covered by a purchase order and/or contract.

The Town of Cape Elizabeth expects to award this bid to one company submitting the lowest aggregate bid for all of the locations listed. The Town will not be awarding separate bids for individual locations. Quality of services provided to the Town of Cape Elizabeth in the past will be strongly considered when awarding this bid. The Town of Cape Elizabeth reserves the right to waive any informality in the bids, to accept any bid, and to reject any or all bids, should it deem in the best interest of the Town to do so.

Toilet Services General Requirements

Terms of Agreement: The award of this bid shall be for two fiscal years, commencing on July 1, 2022 and ending on June 30, 2024.

Toilets: The Town shall inspect and approve the toilet being offered for bid prior to award of this bid. The Town requires an upscale unit in the Central Parking Lot which shall be approved by the Town prior to the bid award. All other locations listed can be served with a standard unit. Each bidder shall provide a catalog sheet for the unit proposed for placement. See notes below for more information. Each unit shall be equipped with a hand sanitizer. The Town shall be given access to the paper dispenser.

Servicing of Toilets: The frequency and number of cleaning intervals is detailed in this bid proposal. All servicing shall be done prior to 8:00 A.M. Bidders shall take into account that this frequency may change based on a special event. "Servicing" shall include, but not be limited to, paper and logging the date/time cleaned on a record sheet attached to the unit and replenish hand sanitizer as necessary. Any broken units shall be repaired, or the unit replaced within 24 hours of being notified. Any quality control complaints shall be addressed within 8 hours of being notified.

Invoices: Successful bidder shall invoice the Town monthly for services provided. Invoices shall be itemized by location.

Permits: Successful bidder shall provide proof of permits and/or permissions required for the transportation of wastes, per the current requirements of the Maine Department of Environmental Protection, if required.

Insurance Requirements: The successful bidder shall supply the Town of Cape Elizabeth a certificate of insurance listing the Town of Cape Elizabeth as both "Certificate Holder" and "Additionally Named Insured". Coverage shall be for not less than the following amounts:

- a. General liability including comprehensive form, premises/operations, products/completed operations, contractual, independent contractors, broad form property damage and personal injury.
 1. \$1,000,000 Bodily Injury and Property Damage Each Occurrence
 2. \$2,000,000 Bodily Injury and Property Damage Aggregate
 3. \$2,000,000 Personal Injury Aggregate
- b. Automobile liability including any auto, hired autos and non-owned autos - \$1,000,000 bodily injury and property damage combined.
- c. Workers' Compensation and Employer's Liability
 1. \$500,000 each accident
 2. \$500,000 Disease – Policy Limit
 3. \$500,000 Disease – Each Employee

Toilet Locations, Cleaning Schedule & Requirements

Fort Williams Park (FWP) – Central Parking Lot: From July 1st to November 30th, the bid requires 8 high quality units (7 Regular and 1 H-Cap). The units shall be **Satellite brand, “Global”** model or equivalent, approved by the Town. The units shall be cleaned daily. From Dec 1st to Mar 31st, the number of units shall be reduced to 1 Regular and 1 H-Cap, cleaned 2x/week (Mon. & Fri.). From April 1st to April 30th, the number of units required returns to 7 Regular and 1 H-Cap and cleaned Mon/Wed/Fri/Sat. From May 1st to June 30th the cleanings shall be daily.

FWP – Picnic Shelter Parking Lot: From July 1st to November 30th, the bid requires 2 Regular and 1 H-Cap units, cleaned daily. From Dec 1st to Mar 31st the number of units gets reduced to 1 Regular and 1 H-Cap and cleaned 1x/week. From April 1st to April 30th, the number of regular units increases to 2 and they shall be cleaned on Mon/Wed/Fri/Sat. From May 1st to June 30th the cleanings shall be daily.

FWP – Ship Cove Parking Lot: From July 1st to November 30th, the bid requires 2 Regular units and 1 H-Cap unit, cleaned daily. The units shall be removed on, or about December 1st. From April 1st to April 30th the units shall be returned and cleaned Mon/Wed/Sat. From May 1st to June 30th, the units shall be cleaned daily.

FWP – Tennis Courts: From July 1st to November 15th, 1 H-Cap unit is positioned and cleaned Mon/Wed/Fri/Sat/Sun. The unit shall be removed on November 16th. From April 1st to April 30th the unit shall be returned and cleaned Mon/Fri. From May 1st to June 30th, the unit shall be cleaned Mon/Wed/Fri/Sat/Sun.

FWP – Playground: From July 1st to November 30th, the bid requires 1 H-Cap unit equipped with a changing table, cleaned daily. The unit shall be removed on, or about December 1st. From April 1st to April 30th, the unit shall be returned and cleaned Mon/Wed/Sat. From May 1st to June 30th, the unit shall be cleaned daily.

Town – Gull Crest Parking Lot: From July 1st to November 15th the bid requires 1 H-Cap and 1 Regular unit, cleaned 3x/week (Mon/Wed/Fri). The units shall be removed on November 16th. From April 1st to June 30th, the unit shall be returned and cleaned 3x/week (Mon/Wed/Fri).

Town – Riverside Cemetery: From July 1st to November 15th the bid requires 1 H-Cap unit, cleaned 2x/week (Mon/Fri). The unit shall be removed November 16th. From April 1st to June 30th, the unit shall be returned and cleaned 2x/week (Mon/Fri).

Additional Toilets upon Request: At various times during the year, the Town may request additional toilets for a special event or program. Bidders shall provide a bid price that includes mobilization and weekly rental.

Town of Cape Elizabeth

FY 2023/FY2024 Portable Toilet Services Bid Form

All bid prices shall be listed in the spaces designated below.

Toilet Services at FWP – Central Parking Lot – July 1 – Nov 30 \$ _____/unit/month

Toilet Services at FWP – Central Parking Lot – Dec 1 – Mar 31 \$ _____/unit/month

Toilet Services at FWP – Central Parking Lot – Apr 1 – Apr 30 \$ _____/unit/month

Toilet Services at FWP – Central Parking Lot – May 1 – Jun 30 \$ _____/unit/month

Toilet Services at FWP – Picnic Shelter – July 1 – Nov 30 \$ _____/unit/month

Toilet Services at FWP – Picnic Shelter – Dec 1 – Mar 31 \$ _____/unit/month

Toilet Services at FWP – Picnic Shelter – Apr 1 – Apr 30 \$ _____/unit/month

Toilet Services at FWP – Picnic Shelter – May 1 – Jun 30 \$ _____/unit/month

Toilet Services at FWP – Ship Cove P-Lot – July 1 – Nov 30 \$ _____/unit/month

Toilet Services at FWP – Ship Cove P-Lot – Apr 1 – April 30 \$ _____/unit/month

Toilet Services at FWP – Ship Cove P-Lot – May 1 – Jun 30 \$ _____/unit/month

Toilet Services at FWP – Tennis Courts – July 1 – Nov 30 \$ _____/unit/month

Toilet Services at FWP – Tennis Courts – Apr 1 – Apr 30 \$ _____/unit/month

Toilet Services at FWP – Tennis Courts – May 1 – Jun 30 \$ _____/unit/month

Toilet Services at FWP – Playground – July 1 – Nov 30 \$ _____/unit/month

Toilet Services at FWP – Playground – Apr 1 – April 30 \$ _____/unit/month

Toilet Services at FWP – Playground – May 1 – Jun 30 \$ _____/unit/month

Toilet Services at Gull Crest P-Lot – Jul 1 – Nov 15 \$ _____/unit/month

Toilet Services at Gull Crest P-Lot – April 1 – Jun 30 \$ _____/unit/month

Toilet Services at Riverside Cemetery – July 1 – Nov 15 \$ _____/unit/month

Toilet Services at Riverside Cemetery – Apr 1 – April 30 \$ _____/unit/month

Toilet Rental/Services for Events @ Fort Williams Park \$ _____/unit/week

Signed: _____ (Required) Dated: _____

Name: _____ (Please Print or Type)

Company: _____ Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____

24 – Hour Emergency Number: _____

e-mail: _____ Website: _____