REQUEST FOR PROPOSALS FOR:
Portable Restrooms at Various Town Properties

RFP NUMBER: 2020-17
RFP OPENING DATE: March 26, 2020
RFP OPENING TIME: 10 A.M.
RFP OPENING PLACE: Berlin Town Hall, Town Manager’s Office

Scope of Work

The Town of Berlin is in need of contracting with a firm to provide Portable Restroom facilities and the cleaning of these facilities on a regular basis throughout the Berlin Park season as needed. It is the intent of the Town to enter into a three (3) year contract beginning on July 1, 2020 and end on June 30, 2023.

1. Submittals/Approvals:
   a. All bidders must complete the Bid Proposal Form and submit it with their bid. Failure to complete and submit the Bid Proposal Form will render the bid non-responsive and will not be considered for award.
   b. A timetable for delivery of the product/service must be submitted with bid.
   c. All bids must be sealed and given to the Town Manager’s office, 240 Kensington Road, by 12:00PM on March 26, 2020. Bids must be clearly labeled “Portable Restrooms at Various Properties – Bid Number 2020-17" on the outside of the envelope with the bid.
   d. Any bids received after said date and time, whether hand-delivered, submitted via U.S. Postal Service, or submitted via any other delivery service, shall be declared invalid.
   e. Proposals may be withdrawn by written request only, and only if the written request is received prior to the specified time of opening.

2. Quality Assurance:
   a. Bidder: A complete list of references of business done in municipalities in Connecticut should also be attached to the bid forms.
   b. A Certificate of Insurance (COI) must be filed upon award and at the beginning of each year afterwards with the specified insurance in effect for the duration of the contract as follows:
      i. General Liability for $1,000,000 each occurrence; $2,000,000 aggregate
      ii. Automobile Liability for $1,000,000 each occurrence
      iii. Excess Liability for $1,000,000
      iv. Worker’s Compensation equal to Statutory limits
      v. The Town of Berlin added as an additional insured on both the COI as well as on the policy (a copy of the policy endorsement stating this must also be provided)
      vi. Thirty (30) days written notice of cancellation of insurance must be given to the Town.

3. Portable Restrooms Required:
   a. Standard Units/Locations
      i. Hubbard School 1 Unit
      ii. Pistol Creek 1 Unit
      iii. BHS Tennis Courts 1 Unit
      iv. BHS Soccer Field 1 Unit
      v. McGee School 1 Unit
vi. Timberlin Park 1 Unit  
ii. Sage Park 3 Units (1 Year round)  
iii. Percival Field 1 Unit  
ix. Community Garden 1 Unit  

b. Handicapped Accessible Units  
i. Sage Park 1 Unit (Year Round)  
ii. Percival Field 1 Unit  
iii. Willard School 1 Unit  
iv. Timberlin Park 1 Unit  

c. Flushable standard unit  
i. Sage Park 2 Units (April 1st through August 1st)  

4. Bidders pricing should include.  
a. Weekly cleaning on Thursday or Fridays  
b. Provide a monthly rental cost on each standard and handicap unit.  
c. Provide a monthly cost on each flushable standard unit  
d. Provide the cost of delivery April 1, and pick up December 1 per standard and handicap accessible unit.  
e. Provide the cost of delivery April 1, and pickup August 1 per flushable standard unit.  
f. Provide cost for extra cleanings and moving units for special events  
g. Provide price for extra units for special events  
h. Should also include the cost of insurance in case of vandalism or damage.
Pursuant to and in full compliance with the RFP, the undersigned proposer, having visited the site or property if applicable, and having thoroughly examined each and every document comprising the RFP, including any addenda, hereby offers and agrees as follows:

To provide the products and/or services specified in, and upon the terms and conditions of, the RFP for the prices as follows:

1. Annual Price shall include one handicapped and one standard unit year-round, as well as, monthly rental cost on each standard and handicap unit to be delivered on April 1 and picked up on December 1, with weekly cleanings on Thursday or Friday including insurance on each unit.
   Annual Price: _______________________________________

2. Provide cost for extra cleanings and moving units for special events:
   Price per unit: _______________________________________

3. Provide price for extra units for special events:
   Price per unit: _______________________________________

I/we, the proposer, certify that:

1. I/we are in compliance with the equal employment opportunity clause as set forth in Connecticut state law (Executive Order No. Three).
2. I/we are in compliance with the Americans with Disabilities Act.
3. I/we are in compliance with the Immigration Reform and Control Act, and attest that each employee provided under contract will at all times be authorized for employment in the United States.
4. I/we (check one)
   ________ have an Affirmative Action program, or
   ________ employ 10 people or fewer.
ACKNOWLEDGEMENT/NON-COLLUSION STATEMENT

In submitting this Proposal Form, the undersigned proposer acknowledges that the price(s) include all labor, materials, transportation, hauling, overhead, fees and insurances, bonds or letters of credit, profit, security, permits and licenses, and all other costs to cover the completed work called for in the RFP. Except as otherwise expressly stated in the RFP, no additional payment of any kind will be made for work accomplished under the price(s) as proposed. The undersigned proposer, having fully informed themselves regarding the accuracy of the statements made herein certifies that:

a. The bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of services described in the invitation to bid designed to limit independent bidding or competition, and;

b. The bidder has not communicated the contents of the bid to any person not an employee or agent of the bidder, and will not be communicated to any such person prior to the official opening of the bid.

The undersigned bidder further certifies that this statement is executed for the purpose of informing the Town of Berlin to consider the bid and make an award in accordance therewith.

NOTE: This document, in order to be considered a valid proposal, must be signed by a principal officer or owner of the business entity that is submitting the proposal. Such signature constitutes the proposer’s representations that is has read, understood and fully accepted each and every provision of each document compromising the RFP, unless an exception is described above.

____________________________________________________
Proposer's Full Legal Name

____________________________________________________
Name and Title of Authorized Representative

____________________________________________________
Signature of Representative, Duly Authorized

____________________________________________
Date

____________________________________________
Phone # and Fax #