

NOTICE TO BIDDERS

Sealed bids will be received by the City of Escanaba at the Office of the City Clerk, on or before 2 p.m. E.S.T., on **Thursday, February 22, 2018, for:**

SANITATION SERVICES FOR CITY RECREATION AND PARK FACILITIES

The bids will be publicly opened and read in Room 101 in the City Hall, located at 410 Ludington Street, Escanaba, Michigan, at said time and date.

Bidder's proposals and/or specifications may be obtained from the office of the City Clerk, located at 410 Ludington Street, Escanaba, Michigan 49829. No bids will be considered unless the proposal form and/or specifications (furnished by the City of Escanaba, Michigan), are properly completed and enclosed in a sealed envelope marked:

"SANITATION SERVICES BID OF 2018-19"

In addition, the City of Escanaba, Michigan, will not consider any proposal which has not been received prior to the published time, date and year of bid opening. (FAX and E-MAIL transmittals will not be accepted.)

The City of Escanaba, Michigan, reserves the right to reject any or all bids or any part thereof at its discretion, and to waive any irregularities in the bidding. The City of Escanaba, Michigan, may also split bids at its discretion. The City further reserves the right to negotiate directly with any and all bidders concerning any matter related to any bid.

All City of Escanaba, Michigan, bids are prepared so as to afford all vendors the equal opportunity for fair and equitable competition. The City of Escanaba, Michigan, assumes no liability or responsibility for any errors or oversights in the preparation and/or publication of bids.

Kim Peterson
Recreation/Purchasing Director
City of Escanaba

SPECIFICATIONS FOR SANITARY SERVICES FOR CITY RECREATION AND PARK FACILITIES

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I. SPRING/SUMMER/FALL/WINTER SEASONAL PORTABLE RESTROOM SERVICES - REGULAR UNITS

- A. The Contractor is to supply portable toilets for City Recreation and Park Facilities based upon the following estimations:
1. Up to 10 units placed at 9 separate sites;
 2. The duration each unit will be placed at each site during the 2018-2019 spring, summer, fall and winter seasons will be based upon anticipated use determined by the City.
 3. The majority of the units will be placed upon sites in May with most units withdrawn in late October.
 4. Each unit may be at each site an average of 8 to 9 weeks approximately, with the shortest duration at 4 weeks and the longest at 52 weeks.
- B. The City of Escanaba will reserve the right to determine when units will be placed upon sites and when they are to be removed from the sites.
- C. Units will be placed upon the following sites for the 2018-2019 season based upon the following estimations:

<u>Location</u>	<u>Approximate # of Units</u>
Bay College Soccer Field Complex	2
Tapani Field/Veteran's Park	1
Dickson Field	1
Stephenson Field	1
Royce Park	1
Ludington Park - at Aronson Island	1
*Ludington Park – Harbor Hideout	1
Rose Park	1
John D. Besse Park	1

*Placement in fall and spring of the year, only.

April/October/November with two (2) cleanings per week, if needed.

- D. The Contractor is to provide the following services with the base rental charge of each unit.
1. One cleaning per week, which includes pump-out, cleaning, disinfecting of the interior of each unit and ample weekly supply of paper and chemicals;
 2. Units will receive weekly cleanings, etc., on Monday of each week unless otherwise specified by the City or mutually agreed upon by the City and the Contractor;

SPECIFICATIONS FOR SANITARY SERVICES FOR CITY RECREATION AND PARK FACILITIES

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3. Keep units in good repair, good physical appearance and units placed in multiples must match;
- E. The City may also require the Contractor to provide additional cleanings over and above the weekly cleanings provided within the base rate. Extra cleaning requests will take place June through August.
- F. The Contractor is to calculate base rental charges, with services outlined in paragraph "D" of this section on a daily fee rate. Monthly or half-month charges will not be acceptable.

II. SEASONAL PORTABLE RESTROOM SERVICES - BARRIER-FREE UNITS

In order for the City of Escanaba to comply with the provisions of the Americans with Disabilities Act (ADA), the City will make every attempt to provide sanitation services for the able-bodied and disabled users of our public park and recreation facilities.

- A. The Contractor shall state the number of barrier-free toilet units available from his/her firm; and
- B. Specifications in Section I of this document shall also apply to the barrier-free units.

III. SPECIAL EVENT AND EMERGENCY PORTABLE RESTROOM SERVICES

- A. The Contractor shall provide additional portable toilet units for special event purposes upon request from the City for both winter and warm weather events.
- B. The special event rate/emergency rate shall be based upon a daily fee scale.
- C. Occasions where special portable unit requests will be made are:
 - band concerts
 - other unscheduled events
 - emergencies
 - other short-term occasions
- D. The special event unit charges will also include one cleaning per day.
- E. Special event/emergency units may also need extra cleanings, upon request from the City.

IV. SPECIAL EVENT HAND WASHING FACILITIES

- A. The Contractor shall provide hand washing units for special event purposes upon request from the City.
- B. The handwashing units rate shall be based upon a daily fee schedule.

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C. Occasions where hand washing units will be requested include, but will not be limited to:

- band concerts
- large special events
- other unscheduled events
- other short-term occasions

D. Hand washing unit charges shall include one cleaning/refill per day.

V. WINTER SEASONAL PORTABLE RESTROOM SERVICES

A. The Contractor is to supply one (1) portable toilet/unit at Ludington Park's Aronson Island Boat Launch site during the months of December, January, February and March.

B. The unit shall be winterized for cold weather use during the months of December, January, February and March.

C. The Contractor is to provide the following services with the base rental charge of each unit:

1. One cleaning per week, which includes pump-out, cleaning, disinfecting of the interior, removal of graffiti and ample weekly supply of paper and chemicals;
2. Unit will receive weekly cleanings on Thursday or Friday of each week, unless otherwise specified by the City; and
3. Keep unit in good repair, good physical appearance and units placed in multiples must match.

D. The City may also request the Contractor to provide additional cleanings over and above the weekly cleanings provided within the base rate.

E. The Contractor is to calculate base rental charges with services outlined in paragraph "C" of this section on a daily fee rate. Monthly or half-monthly charges will not be acceptable.

VI. DAMAGE TO UNITS

In the event portable restroom units or other equipment owned by the Contractor is damaged or defaced, the Contractor will be responsible for the cost of replacement or repairs.

VII. INSURANCE

The City will require the Contractor to provide proof of personal injury liability, property damage liability, workmen's compensation and vehicle insurances to protect the City against claims arising from use of Contractor's equipment, employees or vehicles. The insurances shall be in the following minimum amounts:

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A. Personal Injury and Property Damage Liability Insurance

1. Maintain liability insurance for personal injury in the amount of \$300,000 per person combined single limits (minimum) and \$1,000,000 aggregate.
2. Types of peril insured against are personal injury to individuals utilizing the Contractor's equipment or Contractor's activities; and
3. Maintain property damage liability insurance for property damage in the amount of \$250,000; 1,000,000 combined single limits (minimum).

B. Workmen's Compensation Insurance

Coverage A	Statutory
Coverage B	\$100,000

C. Auto Insurance

Coverage must include bodily injury, property damage or bodily injury and property damage 1,000,000 combined.

- D. The City of Escanaba shall be named as "additional insured" to all policies and certificates.
- E. The Contractor shall deliver original certificate of insurance to the City prior to services commencing;
- F. The insurance policies are to provide the City of Escanaba with a notice of fifteen (15) days prior to cancellation.

VIII. EFFECTIVE DATES OF AGREEMENT

The Contractor shall provide services, as outlined with these specifications for a one (1) year period commencing on the day of placement of the portable restrooms sometime in April/May 2018.

IX. PROJECT COORDINATOR

Kim Peterson
Recreation Director
City of Escanaba
P.O. Box 948
Escanaba, MI 49829
Office: Civic Center, 225 North 21st Street
Phone: (906) 786-4141
Fax: (906) 789-3798
e-mail: recreation@escanaba.org

BIDDER'S PROPOSAL

DATE: _____

**SANITATION SERVICES FOR CITY PARK
AND RECREATION FACILITIES**

for Period April 1, 2018 - March 31, 2019

City of Escanaba
Escanaba, MI 49829

We, the undersigned, do hereby agree to furnish sanitation services in conformance with the attached specifications for City Recreation and Park Facilities:

SPRING/SUMMER/FALL/WINTER SEASONAL PORTABLE RESTROOM UNITS, *daily base rental charge, per unit*, based upon the use of approximately 10 units, as per SECTION I of the specifications; \$_____ per day

EXTRA CLEANINGS FOR SPRING/SUMMER/FALL/WINTER SEASONAL PORTABLE RESTROOM UNITS, *charge per unit serviced*, as per SECTION I of the specifications. \$_____ per unit

BARRIER-FREE SUMMER SEASONAL PORTABLE RESTROOM UNITS, *daily base rental charge, per unit*, as per SECTION II of the specifications. [# of units available _____] \$_____ per day

EXTRA CLEANINGS FOR BARRIER-FREE PORTABLE RESTROOM UNITS, *charge per unit serviced*, as per SECTION II of the specifications. \$_____ per unit

SPECIAL EVENT AND EMERGENCY PORTABLE RESTROOM UNITS, *daily rental charge per unit*, as per SECTION III of the specifications. \$_____ per day (regular units)
\$_____ per day (barrier-free units)

SPECIAL EVENT HANDWASHING FACILITIES, *daily rental charge per unit*, as per Section IV of the specifications. \$_____ per day

EXTRA CLEANINGS FOR SPECIAL EVENT AND EMERGENCY PORTABLE RESTROOM UNITS, *charge per unit serviced*, as per SECTION III of the specifications. \$_____ per unit

WINTER SEASONAL PORTABLE RESTROOM UNITS, *daily base rental charge per unit*, based upon use of approximately one (1) unit as per SECTION V of the specifications. \$_____ per day

EXTRA CLEANINGS FOR WINTER SEASONAL PORTABLE RESTROOM UNITS, *charge per unit serviced*, as per SECTION V of the specifications. \$_____ per unit

Submitted:

Firm: _____

Address: _____

City/Zip: _____

Phone #: _____

Fax #: _____

By: _____

Title: _____