

**CITY OF FORT COLLINS
BID PROPOSAL
BID #5918
PORTABLE TOILETS, RENTAL & SERVICING**

BID OPENING: FRIDAY MAY 20, 2005, 3:00P.M. (our clock)

WE HEREBY ENTER OUR BID FOR THE CITY OF FORT COLLINS' REQUIREMENTS FOR **PORTABLE TOILETS, RENTAL AND SERVICING** PER THE BID INVITATION AND ANY REFERENCED SPECIFICATIONS:

The City of Fort Collins is requesting bids to provide all labor and materials to supply, set up, service, and remove portable toilets at various locations for daily and monthly needs per the attached specifications. Included in the bid is the requirement for portable toilets for the 4th of July celebration at City Park. The City reserves the right to award this Bid as one package, or award the Fourth of July and General Services portions separately.

In addition, at the option of the City, the Agreement may be extended for additional one year periods not to exceed four (4) additional one year periods. Pricing changes shall be negotiated by and agreed to by both parties and may not exceed the Denver - Boulder CPI-U as published by the Colorado State Planning and Budget Office. Written notice of renewal shall be provided to the Service Provider and mailed no later than ninety (90) days prior to contract end.

BID SCHEDULE:

GENERAL SERVICES

Daily rental of portable toilets to be serviced once per week (for special events)

Estimate 4 @ \$ 44.00 /Each \$ 176.00 Total

Daily rental of handicapped-accessible portable toilets to be serviced once per week (for special events)

Estimate 2 @ \$ 55.00 /Each \$ 110.00 Total

Monthly rental of portable toilets to be serviced once per week (see **General Services Locations**)

19 @ \$ 58.00 /Each \$ 1102.00 Total

Monthly rental of handicapped-accessible toilets to be serviced once per week (see **General Services Locations; Natural Areas**)

3 @ \$ 81.00 /Each \$ 243.00 Total

Monthly rental of handicapped toilet to be serviced once per week @ **Soapstone Prairie**

1 @ \$ 81.00 /Each \$ 81.00 Total

GRAND TOTAL \$ 1712.00

4TH OF JULY REQUIREMENTS

The portable toilets (forty-four (44) regular and eight (8) handicapped) must be delivered and set at various locations, as indicated by the Park Supervisor, by 5:00 a.m. on July 4, 2005 and removed on July 5, 2005 before 9:00 a.m.. The awarded vendor must supply the Park Supervisor with twelve (12) keys for the portable toilet paper holders before 12:00 p.m. July 3, 2005. Awarded vendor must supply 1 case (250 rolls) of toilet paper and must supply 40 special events boxes with liners for recycle materials July 4.

BID SCHEDULE:

4TH of JULY

44 regular portable toilets at \$ <u>44.00</u>	ea X 44 = \$ <u>1936.00</u>	total
8 handicapped portable toilets at \$ <u>55.00</u>	ea X 8 = \$ <u>440.00</u>	total
1 case of toilet paper	= \$ <u>32.00</u>	total
40 special events boxes with liners at \$ <u>3.00</u>	ea X 40 = \$ <u>120.00</u>	total

GRAND TOTAL \$ 2528.00

Delivery and pickup schedules can be met as listed above? X **YES** _____no

Note: Adherence to the delivery and pick up schedule will be a consideration of award.

Scope of Work and General Requirements

1. Each portable toilet shall display a record of service clearly identifying personnel performing service and date of service.
2. Pick up of canceled units or of units reaching their pre-established termination date will be made within one week of cancellation or termination.
3. Units will be anchored, at the expense of the Contractor, where necessary.
4. Minor repairs of units will be made on site when possible. Any unit which cannot be repaired on site must be exchanged within 48 hours.
5. Contractor must insure that toilet tissue will be placed in all units at the time of service.
6. Units which have been overturned shall be righted by the Contractor at no charge to the City.
7. Each unit shall be equipped with original equipment or the manufacturer's replacement parts. Units with altered or rigged equipment will not be accepted, i.e., eye and hook as replacement for locking mechanism.
8. Each unit shall be equipped with a working lock system, occupied/vacant indicator, tissue paper holder that is firmly attached to the unit per manufacturer's specification, seat cover shall be hinged and in working order. All other equipment shall be in working order.
9. All units shall be consistent in color, appearance and age. These units are for public use and must represent a positive image.
10. Frequency of cleaning units must be maintained, i.e. weekly or daily. If awarded contractor misses cleaning any units more than two times per year, City has the right to cancel contract and award a new contract with next low responsive, responsible bidder.
11. Awarded contractor will be responsible for replacement of portable toilet if damaged by an act of God. City will be responsible for replacement if damaged by vandalism.
12. The Contractor shall be expected to sign the City's Services Agreement (see attached sample) prior to commencement of Services.
13. The Contractor shall provide one single point of contact to the City to handle any service issues, and notify the City immediately if there is a contact change. The Contractor shall also provide one single point of contact to the City to handle any billing issues. The Contractor agrees to hold prices firm for the term of the Annual Contract. Any price adjustment requests for the following year will be submitted when the Renewal Letter is sent out; the City of Fort Collins uses the Denver Boulder Greeley CPIU index published by the Colorado State Planning and Budget Office as a guide (see sample Services Agreement,

attached). The contractor agrees that they will not charge the City any Fuel Surcharges,

Finance Charges, or Late Charges. All billing will be sent to the Accounts Payable Department at P.O. Box 580, not to the individual departments.

14. The Contractor shall provide a list of three customer references of similar size and nature to the City of Fort Collins portable toilet requirements; including name, title, and phone number.

15. The Contractor will complete and sign the Vendor Statement by an authorized person from your company. For questions concerning this bid, contact Ed Bonnette, C.P.M., CPPB, Buyer @ (970) 416-2247.

Vendors Statement:

I have read and understand the specifications and requirements for this bid and I agree to comply with such specifications and requirements. I further agree that the method of award is acceptable to my company. I also agree to complete contract with the City of Fort Collins within 30 days of notice of award. If contract is not completed and signed within 30 days, City reserves the right to cancel and award to the next lowest responsible and responsive bidder. _____

FIRM NAME: United Site Services, Inc.

ADDRESS: 6015 E 59TH AVE., COMMERCE CITY, CO 80022
P.O. BOX 219 COMMERCE CITY, CO 80037

EMAIL ADDRESS: www.unitedsiteservices.com
PHONE: 303-985-0164 or 888-232-0001

BIDDER'S NAME: Vickie Speer

SIGNATURE:  _____

SERVICE ISSUES CONTACT: Vickie Speer

TELEPHONE: 303-985-0164 or 888-232-0001 **FAX:** 303-985-1428

EMAIL: vickie.speer@unitedsiteservices.com

CELL #: 303-210-0849 **EMERGENCY:** 303-435-0077

BACKUP: Rochelle Denner

BILLING ISSUES CONTACT: Richard Priest

TELEPHONE: 303-985-0164 or 888-232-0001 **FAX:** 303-985-1428

EMAIL: richard.priest@unitedsiteservices.com

CELL #: office 303-985-0164 **EMERGENCY:** 303-435-0077

BACKUP: Larry Perez

PLEASE GO TO www.fcgov.com/purchasing TO REGISTER IN OUR E-PROCUREMENT SYSTEM FOR FUTURE BID OPPORTUNITIES! BE SURE TO SELECT ALL APPROPRIATE COMMODITY CODES!



P.O. Box 219
Commerce City, Co 80037
Phone 303 985 0164
Toll free 888 232 0001
Fax 303 985 1428
www.unitedsiteservices.com

Denver's Premier Portable Restroom Company

May 23, 2005

Company Reference's

City of Aurora
6 Abilene Street
Aurora, Co 80011
Rose Williams
303-326-8719

City of Greenwood Village
10001 East Costilla Ave.
Greenwood Village, Co 80112
Mark Holton
303-708-6100

City of Lakewood
480 South Allison Parkway
Lakewood, Co 80226
Carol Perdue
303-987-7870