



TOWN OF
NORTH KINGSTOWN, RHODE ISLAND

100 Fairway Drive
NORTH KINGSTOWN, R.I. 02852-5762
PHONE: (401) 294-3331
FAX: (401) 294-2436

REQUEST FOR BIDS

PORTABLE TOILET RENTALS-ONE YEAR TERM

Sealed proposals for the above will be accepted in the Office of the Purchasing Agent, Town Hall, 100 Fairway Drive, North Kingstown, RI 02852-5762, until **10:00 am on April 5, 2017** and will then be publicly opened and read aloud.

NO BIDS WILL BE ACCEPTED AFTER THE 11:00 A.M. DEADLINE.

The bid will be evaluated as to R.I.G.L. 45-55-5. (2) "Competitive Sealed Bidding", and the award shall be made on the basis of the lowest evaluated or responsive bid price.

Specifications may be obtained at the Purchasing Agent's Office, by phone at 401-294-3331 ext 145, or by email at hlattinville@northkingstown.org.

The Town of North Kingstown reserves the right to reject any or all proposals or parts thereof; to waive any formality in same, or accept any proposal deemed to be in the best interest of the Town.

The Town of North Kingstown will provide interpreters for the hearing impaired at any pre-bid or bid opening, provided a request is received three (3) days prior to said meeting by calling 294-3331, ext. 145.

Haley Lattinville
Purchasing Agent

SELECTION CRITERIA

The bid will be evaluated as to R.I.G.L. 45-55-5.(2) “Competitive Sealed Bidding”, and the award shall be made on the basis of the lowest evaluated or responsive bid price.

The following factors will be considered in determining the lowest evaluated or responsive bid price:

Bid Price;

Quality of services previously performed by the vendor for the Town of North Kingstown, if any;

Services offered;

Meets or exceeds bid specifications;

Early Payment Discount.

SELECTION CRITERIA
TOWN OF NORTH KINGSTOWN, RHODE ISLAND
INFORMATION FOR BIDDERS

ARTICLE 1. RECEIPT AND OPENING OF BIDS

Sealed bids must be submitted in SEALED ENVELOPES, addressed to the Purchasing Agent, Town Hall, 100 Fairway Drive, North Kingstown, Rhode Island 02852, and clearly marked with the name of the item bid, and the date and time of opening. Bids will be received by the Purchasing Agent up to the specified time as noted on the Invitation To bid, and publicly opened and read aloud at the specified time.

Proposals submitted for a specified item must not be combined under the same cover with any other bid item.

It is the bidder's responsibility to see that his bid is delivered within the time and at the place prescribed. Proposals received prior to the time of opening will be securely kept unopened. No responsibility will attach to any officer or person for the premature opening of a proposal not properly addressed and identified.

Any bid received after the time and date specified shall not be considered, by messenger or by mail, even if it is determined by the Town that such non-arrival before the time set for opening was due solely to delay in the mails for which the bidder is not responsible. Conditional or qualified bids will not be accepted.

ARTICLE 2. PREPARATION OF BID

Each bid must be submitted on the prescribed form. All blank spaces for bid prices must be filled in, in ink or typewritten, both in words and figures. Erasures or other changes must be explained or noted over the signature of the bidder.

Each bid must be submitted in sealed envelopes, clearly labeled, so as to guard against opening prior to the time set therefore.

The Town may consider any bid not prepared and submitted in accordance with the provisions hereof and reserves the right to reject any or all proposals in whole or in part, toward any item, group of items, or total bid; to waive any technical defect or formality in same, or to accept any proposal deemed to be in the best interest of the Town.

In the event more than one item is requested and/or listed on the Proposal Form, bidders may bid on any or all items. The Town reserves the right to make award on an item for item basis or aggregately, whichever may be in the best interest of the Town.

ARTICLE 3. TELEGRAPHIC MODIFICATION

Telephonic, telegraphic or oral bids, amendments or withdrawals will not be accepted.

ARTICLE 4. WITHDRAWAL OF BIDS

Bids may be withdrawn personally or by written request at any time prior to the time specified for the opening. Bids may be modified in the same manner. Negligence on the part of the bidder in preparing the bid confers no right of withdrawal or modification of his bid after such bid has been opened.

ARTICLE 5. QUALIFICATIONS OF THE BIDDER

The Town reserves the right to request each bidder to present evidence that he is normally engaged in purveying the type of product or equipment bid on. No bid shall be considered from bidders who are unable to show that they are normally engaged in purveying the type of product or equipment specified in the bid proposal.

To receive full consideration, the bidder must submit literature and necessary details, when applicable, on the material or service he proposes to furnish in order that the Town may have full information available when analyzing the proposals.

ARTICLE 6. OBLIGATIONS OF THE BIDDER

At the time of opening of bids, each bidder will be presumed to have inspected the Specifications and Contract Documents (including all Addenda) which has been sent to the address given by such bidder. The failure or omission of any bidder to receive or examine any form, instrument, or document shall in no way relieve any bidder from any obligation in respect to his bid.

Any exceptions or deviations from the provisions contained in this Specification must be explained in detail and attached to proposal. If such deviations do not depart from the intent of this notice and are in the best interest of the Town, the proposal will receive careful consideration.

ARTICLE 7. "OR EQUAL" BIDDING

The Town intends to permit liberal scope in bidding and specifically does not intend to limit bidding to any one make or model. Whenever a material, article or piece of equipment is identified by reference to manufacturers' or vendors' names, trade names, catalogue numbers, etc., it is intended merely to establish a standard; and any proposed material, article, or equipment of other manufacturers and vendors which will perform adequately the duties imposed by the general design will be considered equally acceptable provided it is in the opinion of the Town to be of equal substance and function.

ARTICLE 8. PRICES

Bidders shall state the proposed price in the manner as designated in the Bid Proposal Form. In the event that there is a discrepancy between unit prices and the extended totals, the unit prices shall govern. In the event that there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.

In the event a column headed "Vendor's Offering" is provided in the bid proposal, enter your offering, compliance or non-compliance in each space. **DO NOT** enter dollar amounts.

I agree that the prices in this bid shall be irrevocable for ninety days, or until the bid is awarded by the Town Council. After award by the Town Council, said prices shall then remain firm for the duration of the Contract.

ARTICLE 9. TAX EXEMPTIONS

The Town is exempt from payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30 Para. I, as amended. The Town is exempt from payment of Federal Excise Taxes. The prices bid must be exclusive of taxes and will be so construed. Exemption certificates will be completed as required by the successful bidder.

ARTICLE 10. CONTRACT PERIOD AND TERM OF AGREEMENT – MAY 1, 2017 THROUGH MARCH 2018.

If financially advantageous to the Town of North Kingstown, these contracts may be renewed or extended, from time to time, when agreed to, in writing, by both parties.

ARTICLE 11. LAWS, ORDINANCES AND CODES

All applicable Federal and State Laws, Ordinances and Codes of the Town of North Kingstown and regulations of all authorities having jurisdiction over this Project shall apply to this contract the same as though written herein in full.

The Town of North Kingstown will not award the Contract to any Contractor who is, at the time, ineligible under the provisions of any applicable regulations issued by the Secretary of Labor, United States Department of Labor, or is not qualified under applicable Ordinances of the Town of North Kingstown, or the laws of the State of Rhode Island.

SPECIFICATIONS
PORTABLE SANITARY UNITS, RENTAL

The Town of North Kingstown is requesting bids to rent uni-sex portable sanitary units for specific dates, with the following specifications. The Town reserves the right to delete any units no longer needed, or add any extra units, if a need becomes apparent.

Please fill in your offering

Outside dimensions: Approximately 44.5" x 44.5" x 80" _____

Door opening: Approximately 31" x 72" _____

Construction: 1/8" fiberglass reinforced resin, one piece, or equal _____

Toilet seat: Plastic or enamel coated wood with lids _____

Tank: Approximately 45 gallon, fiberglass, or equal _____

Weight: Approximately 190 lbs. empty _____

Skids: Pressure treated, or equal _____

The units are to be cleaned twice a week, except as noted.

The Town shall not be responsible for damage to the rentals due to fire, theft, vandalism, etc.

TOWN OF NORTH KINGSTOWN, RHODE ISLAND
PROPOSAL FORM

To: Town of North Kingstown, 100 Fairway Drive, North Kingstown RI 02852-5762

I, (We), the undersigned, agree to furnish to the Town of North Kingstown, portable sanitary facilities at the below mentioned locations and times, for the following prices:

Town Dock: End of Main Street	05/01/2017 to 03/28/2018	\$ _____
McGinn Park: 174 School Street	05/01/2017 to 03/28/2018	\$ _____
Golf Course: Callahan Road-2 Units	05/01/2017 to 12/9/2017	\$ _____
Wickford Middle School: 250 Tower Hill Road	05/01/2017 to 12/9/2018	\$ _____
Fuerer Park: Lafayette Road	05/01/2017 to 8/12/2017	\$ _____
Intrepid Drive: Flatfish Alley	05/01/2017 to 10/7/2017	\$ _____
Ryan Park: 291 Oakhill Road	11/01/2017 to 12/9/2017	\$ _____
Water Pumping Station #1: Oak Hill Road	05/01/2017 to 03/28/2018	\$ _____
Town Beach(2 UNITS): 15 Beach Street	05/01/2017 to 03/28/2018	\$ _____
Allen Harbor: 24 Bruce Boyer Street	05/01/2017 to 10/21/2017	\$ _____

THE TOWN BEACH

Town Beach: 18 units, including handicap accessible and one with a sink, beginning July 1st noon through July 6th, 2017. Then clean, pump and move units to various locations in Wickford for the Wickford Art Festival July 7th by 4:00pm through noon July 10th. 26 units, including 3 handicap accessible and 3 wash stations. Clean out Saturday Night between 9 PM July 8th and 8 AM July 9th. All units shall contain toilet paper dispensers to accommodate at least two (2) toilet paper rolls of 2500 sheets/roll or equal. New full toilet paper rolls shall be placed in each portable toilet when delivered on July 7th and again on July 8th.

Art Festival Only	TOTAL PRICES	\$_____
Art Festival and Town Beach	TOTAL PRICES	\$_____

Alternate: 1. Cost for unit(s), if needed, for use at areas or dates other than those specified:

Regular Portable: \$_____/Week
Handicap Accessible: \$_____/Week
Wash Station: \$_____/Week
Regular Portable: \$_____/Month
Handicap Accessible: \$_____/Month
Wash Station: \$_____/Month

DISCOUNT FOR EARLY PAYMENT: _____

COMPANY NAME: _____

ADDRESS: _____

SIGNATURE: _____

(Please print name and title)

TEL: _____ DATE: _____

E-Mail: _____