SUBJECT: PORT-O-LET RENTALS

BID #: SC-0430-17 **OPEN DATE: 2017-03-15**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE YEAR FROM 4/15/17, WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: BY GROUP, TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 9 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to reject United Site Services of Florida, Inc., for failing to sign the Bid Form as required in the Supplemental Conditions.

Floaters Portable Sanitation, Inc., failed to submit a listing of full or partial inventory showing capability to meet the estimated quantities listed for this project as requested in the Terms and Conditions, Procurement has received and requests to accept and waive the technicality as a minor irregularity.

Accordingly, recommend approval of award to the lowest responsive, responsible bidder (primary) for Groups 1 and 2, Floaters Portable Sanitation, Inc., for an annual estimated expenditure not-to-exceed $100,000.00, for the citywide rental of port-o-let units. Period of service is one year from April 15, 2017, with three (3) one (1) year renewal options.

Recommend approval of award to BluSite Solutions of North Florida, Inc., (secondary) for Groups 1 and 2, in the annual estimated expenditure not-to-exceed $20,000.00. Total annual award expenditure not-to-exceed $120,000.00.

Funding for this award to be encumbered by various accounts, to be executed by purchase order(s).

Attachments: Recommendation Memo, Bid Tabulation Sheet, Terms and Conditions, Specifications, Rejection Letter

ANALYST: _____ CHELSEY RENFROE

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Greg Pease, Chief, Procurement Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

TO: Gregory Pease, Chief, Procurement Division

FROM: Dan Pearson, Manager of Purchasing Services, Asst.

DATE: March 23, 2017

SUBJECT: SC-0430-17 Port-O-Let Rentals

The Procurement Division received three (3) responses on 3/15/2017 for bid SC-0430-17 Port-O-Let Rentals.

The Procurement Division requests approval to reject United Site Services of Florida, Inc., for not signing the Bid Form as required in the Supplement Conditions.

The lowest bidder, Floaters Portable Sanitation, Inc., failed to submit with their bid response, a listing of full or partial inventory showing capability to meet the estimated quantities listed. Procurement has received this listing and requests approval to accept and waive the technicality as a minor irregularity.

Accordingly, the Procurement Division requests approval to award to the lowest responsive, responsible bidder as the Primary vendor for Groups 1 and 2, Floaters Portable Sanitation, Inc., in the annual expenditure amount of $100,000.00. The period of service will be one year from April 15, 2017, with three (3) one (1) year renewal options.

The Procurement Division also requests approval to award BluSite Solutions of North Florida, Inc., as the Secondary vendor for Groups 1 and 2 in the annual expenditure amount of $20,000.00. Total annual award expenditure not-to-exceed $120,000.00.

Funding to be encumbered by Purchase Orders issued by various City agencies.

Thank you for your assistance and consideration in this matter.

Title: Port-O-Let Rentals
Bid # SC-0430-17
Bid Date: 2/15/17
Buyer: Chelsey Renfroe
No. Invited: 9 **No. Received:** 3 **No Bids:** 0
Recorded By: Gail Sampson 3/15/2017 Date

GROUP 1

ITEM	DESCRIPTION	Est. QTY	UoM	UNITED SITE SERVICES OF FLORIDA, INC. UNIT PRICE	UNITED SITE SERVICES OF FLORIDA, INC. EXTENDED TOTAL	BLUSITE SOLUTIONS OF NORTH FLORIDA, INC. UNIT PRICE	BLUSITE SOLUTIONS OF NORTH FLORIDA, INC. EXTENDED TOTAL	FLOATERS PORTABLE SANITATION, INC. UNIT PRICE	FLOATERS PORTABLE SANITATION, INC. EXTENDED TOTAL
1	SINGLE UNIT - Rental of Regular Standard Unit - Includes Standard Service	40	Monthly Unit			$75.00	$3,000.00	$30.87	$1,234.80
2	SINGLE UNIT - Rental of Regular Standard Unit - Include Standard Service - Approximate 1 to 5 Days Event Rental	300	Per Unit			$60.00	$18,000.00	$15.00	$4,500.00
3	HANDICAPPED UNIT - Rental of Handicapped Unit - Include Standard Service	29	Monthly Unit			$125.00	$3,625.00	$42.00	$1,218.00
4	HANDICAPPED UNIT - Rental of Handicapped Unit - Include One Standard Service - Approximate 1 to 5 Days Event Rental	45	Per Unit			$90.00	$4,050.00	$32.00	$1,440.00
5	SERVICE OF REGULAR/HANDICAP UNIT - Includes Additional Standard Service as required - Cleaning for Regular and Handicap Units - Include Paper Supplies in Units - Include Sanitize and Deodorize of Units	400	Per Unit			$12.00	$4,800.00	$10.00	$4,000.00
6	HOLDING TANK - Include Standard Service Twice a Week - 300 Gallon Tank Minimum	10	Monthly Tank			$225.00	$2,250.00	$109.00	$1,090.00
7	HOLDING TANK - Includes One Standard Service - 1 to 4 Day Rentals Require One Standard Service - 5 to 7 Day Rentals Require Two Standard Services - Approximate 1 to 7 Days Event Rental	10	Per Tank			$75.00	$750.00	$109.00	$1,090.00
8	SERVICE FOR HOLDING TANKS - Includes Additional Standard Service as required. - Charge for Pump-Out of Tanks	20	Per Tank			$50.00	$1,000.00	$39.00	$780.00
9	250 GALLON FRESH WATER TANK - Includes On Demand Pump Rental - Include Tank Delivery and Pick-up - Includes One Standard Service	10	Per Tank			$100.00	$1,000.00	$175.00	$1,750.00
10	EMERGENCY CALL-OUT FOR FRESH WATER TANK FILL-UP - Additional Service as Required	10	Per Tank			$100.00	$1,000.00	$200.00	$2,000.00
11	HANDWASH STATIONS - Rental of Standard Water Stations - Includes One Standard Service	20	Monthly Unit			$75.00	$1,500.00	$30.87	$617.40
12	HANDWASH STATIONS - Rental of Standard Water Stations - Includes One Standard Service - Approximate 1 to 5 Days Event Rental	20	Per Unit			$60.00	$1,200.00	$24.00	$480.00
13	SERVICE OF HANDWASH STATIONS - Includes Additional standard service as required - Cleaning for Handwash Units - Include Water, Soap and Towel Per Unit	20	Per Unit			$40.00	$800.00	$12.00	$240.00
14	FLUSHABLE WITH SINKS - Flushable Single Unit with Sinks Inside - Approximate 2 to 5 Days Event Rental - Includes One Standard Service	40	Per Unit			$85.00	$3,400.00	$38.00	$1,520.00
15	SERVICE OF FLUSHABLE WITH SINKS - Includes Additional standard service as required. - Cleaning for Flushable with Sink Units - Include Paper Supplies in Units - Include Sanitize and Deodorize of Units	40	Per Unit			$20.00	$800.00	$12.50	$500.00
			GROUP 1 TOTAL:			**$47,175.00**		**$22,460.20**	

Title: Port-O-Let Rentals
Bid # SC-0430-17
Bid Date: 2/15/17
Buyer: Chelsey Renfroe
No. Invited: 9 **No. Received:** 3 **No Bids:** 0
Recorded By: Gail Sampson 3/15/2017 Date

GROUP 2

ITEM	DESCRIPTION	Est. QTY	UoM	UNITED SITE SERVICES OF FLORIDA, INC. UNIT PRICE	UNITED SITE SERVICES OF FLORIDA, INC. EXTENDED TOTAL	BLUSITE SOLUTIONS OF NORTH FLORIDA, INC. UNIT PRICE	BLUSITE SOLUTIONS OF NORTH FLORIDA, INC. EXTENDED TOTAL	FLOATERS PORTABLE SANITATION, INC. UNIT PRICE	FLOATERS PORTABLE SANITATION, INC. EXTENDED TOTAL
16	CROWD PLEASER HANDICAPPED UNIT or comparable unit - Rental of Elite Flushable Trailer Units - Include All Amenities; Include AC, Heat and Lights - Must have an Entry and an Exit Door - ADA Compliance - At Least One (1) Stall/Urinal & At Least One (1) Sink - Includes One Standard Service - Unit must be Newer than 2006 - Includes Standard Service	1	Monthly Unit			$3,000.00	$3,000.00	$1,650.00	$1,650.00
17	CROWD PLEASER HANDICAPPED UNIT or comparable unit - Rental of Elite Flushable Trailer Units - Include All Amenities; Include AC, Heat and Lights - Must have an Entry and an Exit Door - ADA Compliance - At Least One (1) Stall/Urinal & At Least One (1) Sink - Includes One Standard Service - Unit must be Newer than 2006 - Approximate 1 to 7 Days Rental - 1 to 4 Day Rentals Require One Standard Service - 5 to 7 Day Rentals Require Two Standard Services	2	Per Unit			$1,500.00	$3,000.00	$1,650.00	$3,300.00
18	SERVICE OF CROWD PLEASER HANDICAPPED UNITS - Includes Additional standard service as required. - Include Paper Supplies in Units - Include Sanitize and Deodorize of Units	2	Per Unit			$300.00	$600.00	$100.00	$200.00
19	CROWD PLEASER or comparable unit - Rental of Elite Flushable Trailer Units - Include All Amenities; Include AC and Heat - Must have an Entry and an Exit Door - At Least Six (6) Stall/Urinal & At Least Two (2) Sinks - Includes Standard Service - Unit must be Newer than 2006	1	Monthly Unit			$3,000.00	$3,000.00	$1,650.00	$1,650.00
20	CROWD PLEASER or comparable unit - Rental of Elite Flushable Trailer Units - Include All Amenities; Include AC and Heat - Must have an Entry and an Exit Door - At Least Six (6) Stall/Urinal & At Least Two (2) Sinks - Includes Standard Service - Unit must be Newer than 2006 - Approximate 1 to 7 Days Rental - 1 to 4 Day Rentals Require One Standard Service - 5 to 7 Day Rentals Require Two Standard Services	2	Per Unit			$1,500.00	$3,000.00	$1,650.00	$3,300.00
21	SERVICE OF CROWD PLEASER UNITS - Includes Additional standard service as required. - Include Paper Supplies in Units - Include Sanitize and Deodorize of Units	2	Per Unit			$300.00	$600.00	$100.00	$200.00
22	ATTENDANT FOR CROWD PLEASER UNITS - Maintain and Clean the Crowd Pleaser and Handicapped Crowd Pleaser Units - Must Supply All Toiletries in Units - Approximate 8-12 Hour Events	4	Per Attendant			$250.00	$1,000.00	$100.00	$400.00
	GROUP 2 TOTAL:					**$14,200.00**		**$10,700.00**	

	UNITED SITE SERVICES OF FLORIDA, INC.	BLUSITE SOLUTIONS OF NORTH FLORIDA, INC.	FLOATERS PORTABLE SANITATION, INC.
GRAND TOTAL - GROUPS 1 & 2:	**$0.00**	**$61,375.00**	**$33,160.20**
TERMS:	NOT STATED	NET30	NET 30
DELIVERY:	NOT STATED	3 BUSINESS DAYS	1 BUSINESS DAY
CONFLICT OF INTEREST:	YES	YES	YES
SUBMIT LIST OF INVENTORY:	YES	YES	NO
ADDENDUMS 0	N/A	N/A	N/A
NOTES:	VENDOR IS BEING REJECTED FOR NOT SIGNING BID FORM Difference in total pricing due to adjustment by Unit Pricing, "In case of error in extension of prices in the bid, the unit price will govern."		VENDOR DID NOT PROVIDE A LIST OF INVENTORY

TERMS AND CONDITIONS
PORT-O-LET RENTALS

SCOPE

The Procurement Division of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) of supply for the item(s) / service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these items and to obtain pricing commitments for **Rental of Port-O-Lets** as listed in the bid documents.

AWARD

Award will be **BY GROUP** to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award. ALL awards are subject to the availability of funds.

The basis of award for this bid shall be a primary and secondary vendor, based on the total extended pricing per the estimated quantities listed herein. The secondary vendor will only be issued a purchase order if the primary is not able to meet the City requirements at time of the event.

TERM OF AGREEMENT

The term of this agreement is one year from April 15, 2017, with three (3) one (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and condition set forth in the bid documents.

REQUIREMENTS

Bidders should submit or comply with the following requirements; failure to submit any of these requirements may be grounds for rejection:

- Bidders are required to submit a listing of full or partial inventory showing capability to meet the estimated quantities listed on the proposal form.

STATE CONTRACTS

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

QUANTITIES

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period.

ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry wide increase. The City reserves the right to decline any price increase request.

PRICES

All unit prices shall include freight, delivery, and handling charges to the delivery location as outlined in the bid documents.

Prices shall include the item and all related parts and accessories for the operation of the equipment. All unit prices shall include freight, delivery, setup and pick-up to and from various destinations as a need is indicated. **The vendor must provide delivery within 24 hours of the City placing an order. Failure to comply with this requirement may result in rejection of bid.** The City of Jacksonville reserves the right to make use of this contract for other agencies and locations as requirements are identified.

DELIVERY

Delivery will be made to various locations throughout the City of Jacksonville and surrounding areas. The vendor must be prepared to provide delivery within 24 hours of the City placing an order. Failure to comply with this requirement may result in rejection of bid.

A packing list shall accompany all shipments, which shall indicate, at a minimum, the following: purchase order number, item number and description, date of shipment, quantity ordered and shipped, unit prices, and unit of measure.

PICK UP AND RETURNS

The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. Products shall be "first quality" and within the "sell by" date. As products reach an expiration date they must be replaced with new products. The City or its agencies will determine compliance with bid specifications.

COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

INVOICING

Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: City of Jacksonville, General Accounting Division, 117 West Duval Street, Suite 375, Jacksonville, Florida 32202.

INSURANCE/INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. The awarded vendor will be required to submit the copy of insurance certificate within ten (10) days from date of receipt of award notice. Bid number should be listed on certificate.

SPECIFICATIONS

PORT-O-LET RENTALS

All units must be constructed to meet applicable health regulations.

1. The units must be clean, free from dents, scratches, graffiti and other aesthetic attributes.
2. Single units must be no more than three (3) years in age.
3. Each unit must have a toilet paper dispenser installed and toilet paper must be furnished on the dispenser at the time of delivery. Each set up shall consist of full, unused roll and at a minimum, 2 back up rolls.
4. Each unit must have a latch installed inside.
5. Units on site exceeding 24 hours but less than five (5) days may require service at the users' request. **Units to be serviced twice weekly at no charge to the City of Jacksonville, all year round.**
6. Units are to be moved from location to location by vendor, if requested, on regular service day.
7. Projects may vary from one week to several months and will be predominately in built up areas. Successful bidder will be notified of locations.
8. The City of Jacksonville agrees to be responsible only for units totally destroyed as result of negligence on the part of the user activity. Vandalism is considered to be normal wear and tear and the City will not be held accountable for damaged units.

   On a separate attachment, the vendor is to state their replacement cost to the City for units damaged beyond repair. This item will not be considered in award.
9. Payment of rental units and responsibility or damages ends at 5:00pm on the day of notification for pick-up.
10. Vendor to report every two (2) weeks the number of units in service and location to user activity.
11. Installation of deodorizers in each unit (service of deodorizers included in standard service)
12. All units must be delivered to the site by the designated time established and communicated by the City of Jacksonville.
13. Prior to initial delivery of unit, report to the representative on the job for a suitable location (that will not interfere with the public); if representative is not available, driver will execute own good judgment.
14. Emergency requests must be delivered with two (2) hours of notification, if notification given before 12:00 noon. If notification is after 12:00 noon, delivery is required by 8:00 am, the following workday.

15. All units must be removed from the site by the designated time established and communicated by the City of Jacksonville. The City is not responsible for units past the designated pick-up time and date.

16. The Oceanfront Parks (Hanna; Huguenot & Alimacini) requires the following units and service schedule:

a) **Kathryn Abbey Hanna Park** – Six (6) ADA Units annually serviced on Fridays and Mondays of each week. The units are to be cleaned twice a week all year round.

b) **Huguenot Memorial Park** – Three (3) Standard Units and two (2) Handicapped Units, serviced on Fridays and Mondays of each week. The units are to be cleaned twice a week all year round.

c) **Alimacini Park** – One (1) Handicapped Unit annually (12 months), serviced on Fridays and Mondays of each week. The units are to be cleaned twice a week all year round.

17. Parks and Recreation Department requires the following estimated units and service schedule:

a) **Coordinated by JaxPark Division** - Seventeen (17) Standard Units, Twenty (20) Handicapped Unit, One (1) Flushable Unit with Sink, and ten (10) holding tanks annually, serviced as needed or directed, to include weekends/holidays. Pricing to include two (2) services per week as required in specifications.

18. The awarded vendor will be contacted when a need of the units is required. The City of Jacksonville reserves the right to add other type units (i.e. shower) or locations as needed.

19. The City of Jacksonville reserves the right to make use of this contract to other government agencies when a need is indicated.

20. All unit rentals are to include standard service in the unit prices offered. Standard service is to occur in 24-hour intervals or as requested by the City. Unit prices are to include the standard service that occurs at time of pick-up from the site.

21. Larger events shall require prior delivery and set-up for logistical reasons, charges for rental(s) begin the first day of scheduled event.

22. All material(s) disposed shall be done in accordance with any and all local, state and federal laws at the vendor's expense. Vendor shall keep adequate records of all material(s) disposed. The City reserves the right to inspect all disposal receipts at any time.

23. Standard Service is defined as the pump-out and disposal of waste, cleaning/sanitizing and stocking of essentials (toilet tissue, deodorizer).

24. Bidders are required to submit a listing of full or partial inventory showing capability to meet the estimated

quantities listed on the proposal form. The City reserves the right to perform a site visit to inspect equipment prior to award and during the contract duration.

25. The awarded vendor shall not subcontract any rental units or services under this bid without prior written approval from the City.

PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

March 27, 2017

11574 Phillips Highway
Jacksonville, FL 32256

NOTIFICATION OF FORMAL BID REJECTION

BIDDERS' NAME: United Site Services

CONTACT NAME: Christopher Bowers

BID NUMBER: SC-0430-17

NAME OF BID: Port-O-Let Rentals

DATE OPENED: March 15, 2017

REASON FOR REJECTION:

Vendor is being rejected for being unresponsive for failure to sign the bid form submitted in their response as required in the Supplemental Conditions, "Failure to submit a signed Bid Form with bid submission will be grounds for bid rejection."

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. DIRECT ALL PROTEST TO THE RESPECTIVE ANALYST/BUYER, AT CRENFROE@COJ.NET.

ANALYST'S SIGNATURE: _____
CHELSEY RENFROE

Renfroe, Chelsey

From: Renfroe, Chelsey
Sent: Monday, March 27, 2017 8:37 AM
To: 'Christopher.Bowers@UnitedSiteServices.com'
Subject: SC-0430-17 Port-O-Let Rentals - Notification
Attachments: United Site Services Rejection Notification.pdf

Please see the attached notification of rejection for subject bid.

Thank you,
Chelsey Renfroe
Purchasing Analyst
Procurement Division
City of Jacksonville
crenfroe@coj.net
Direct 904.255.8826

Jacksonville
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