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City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC 126.204 (a) New Award, Renewals, Waive Technical Defects, Price Increases, NTE Increases.

Goods and/or Services: Port O Let and Hygiene Station Rentals

Requested Action and Justification:

Recommend approval of award to the lowest responsive and responsible bidders: United Rentals (North America), Inc. dba Reliable Onsite Services as the primary supplier for Groups 1 and 2, and Floaters Portable Sanitation, Inc. as the secondary supplier for Groups 1 and 2. The period of service will be from April 18, 2026 through April 17, 2027, with four (4) one (1) year renewal options. Total NTE in the amount of $442,998.50.

United Rentals, Inc. Primary - not to exceed $211,605.00
Floaters Portable Sanitation, Inc. - Secondary - not exceed $231,393.50.

Funding will be encumbered from various accounts and executed through purchase orders.

Supplier:	multiple	**Basis of Award:**	LPTA	**BID Opening Date:**	03/24/2026

POA #:	72720-26	**PO #:**	NA	**Change Order #:**	NA
Solicitation #:	ITB 17631 26	**Contract #:**	NA	**Contract ADM #:**	NA
Term:	1 year	**Options:**	4 - 1yr	**Options Used:**	0

Federally Funded:	No	**JSEB Rec:**	Encouragement
Licenses Verified:	Yes	**JSEB %:**	0
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	00000	**Center:**	000000	**Acct:**	00000	**Proj:**	000000	**Activity:**	00000000	$	211,605.00
Fund:	00000	**Center:**	00000	**Acct:**	00000	**Proj:**	000000	**Activity:**	00000000	$	231,393.50
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$	

New NTE/GMP:	$ 442,998.50	**Contingent Amt:**	$ 00	**DMP/ODPO Amt:**	$ NA

Using Agency/BU:	ASPS:PROCUREMENT AND SUPPLY		
Concurrence:	Signed by: Wormuluing, Robert 4912CA1D431247A...	**Title:**	SENIOR MANAGER OF PROCUREMENT SERVICES 4/9/2026
Concurrence:		**Title:**	
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Pierce, Melissa 6FF435104847484...	**Chief of Procurement:**	Signed by: 4/14/2026 B10F1D517352456...
Name:	Pierce, Melissa	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:		**Action:**	
Members who disapprove:		**Signature:**	
Date:		**Date:**	

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PAF Instructions
Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

Award Solicitation: PORT-O-LET AND HYGIENE STATION RENTALS

Solicitation **ITB 17631-26,1**	Responses Received **2**	Invited Suppliers **16**
Procurement BU **COJ BU**	Active Responses **2**	Will Participate **2**
Close Date **3/24/2026 16:00**	Shortlisted Responses **2**	Responded **2**
Solicitation Currency **USD**		

Lines

Number of Awarded Lines **0**
Number of Awarded Suppliers **0**
Total Award Amount

1 GROUP 1 TOTAL PRICE

Line Type **Dollars**
Category Name **977.73 Toilets, Portable, Rental or Lease**
Start Price
Current Price
Estimated Total Amount
Award Amount
Savings
Savings

	Target Value	Floaters Portable Sanitation Inc Response: 461008	United Rentals (North America), Inc. Response: 460075
Business Relationship		Spend Authorized	Spend Authorized
Supplier Site		Order/Remit	Ordering
Response Status		Active	Active
Shortlist Status		Included	Included
Rank		2	1
Line Pricing			
Response Price		184,687.25	172,455.00
Unit Price Savings			
Unit Price Savings Percent			
Award Decision			
Award		No	No
Award Amount			
Note to Buyer			
Attachments		No	No

2 GROUP 2 TOTAL PRICE

Line Type **Dollars**
Category Name **977.73 Toilets, Portable, Rental or Lease**
Start Price
Current Price
Estimated Total Amount
Award Amount
Savings
Savings

	Target Value	Floaters Portable Sanitation Inc Response: 461008	United Rentals (North America), Inc. Response: 460075
Business Relationship		Spend Authorized	Spend Authorized
Supplier Site		Order/Remit	Ordering
Response Status		Active	Active
Shortlist Status		Included	Included
Rank		2	1
Line Pricing			
Response Price		46,706.25	39,150.00
Unit Price Savings			
Unit Price Savings Percent			
Award Decision			
Award		No	No
Award Amount			
Note to Buyer		ADA Monthly Rental Pricing	
Attachments		Yes	No

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SPECIFICATIONS
PORT-O-LET AND HYGIENE STATION RENTALS

All questions or discrepancies regarding the bid documents or the bidding process must be submitted in writing to Corey Glenn, Contract Administration Analyst, at cglenn@coj.net by the date and time specified on the Bid Form. During the bidding process please contact Corey Glenn with your questions.

The contact person for the Jacksonville Port Authority (after the solicitation process has ended) is Jerrie Gunder, Sr. Contract Specialist, phone number (904) 357-3455, email jerrie.gunder@jaxport.com.

Please be sure to submit all the items listed in the Required Submittals Checklist in the Table of Contents below. Failure to do so may result in rejection of the bid submittal.

REQUIRED SUBMITTAL CHECKLIST
_X_ Bid Proposal Form
_X_ Conflict of Interest Certificate (City of Jacksonville)
_X_ Listing of Full or Partial Inventory
_X_ Photos (or Link to Photos) of Port-O-Let and Crowd Pleaser Units
_X_ Equipment Replacement Cost
_X_ JAXPORT Conflict of Interest Certificate (EXHIBIT A)
_X_ JAXPORT Sworn Statement of Public Entity Crimes (EXHIBIT B)
_X_ JAXPORT E-Verify Compliance Form (EXHIBIT C)
_X_ Addenda (if applicable)

Please refer to *Exhibit D - JAXPORT Owner's Minimum Project Work Rules*, *Exhibit E - JAXPORT Owner's Project Safety Guidelines, Implementation Procedure*. All JAXPORT Exhibits are contained in the attachment titled: Additional Requirements for JAXPORT.

The estimated annual quantities listed in the Bid Proposal Form are a combination of quantities from the City of Jacksonville and JAXPORT. These are estimates only and do not guarantee the number of units to be rented or the duration of the rentals

AWARD: Award will be BY Group to the lowest responsive, responsible bidder(s). Bidders may bid on both groups or only one of the two groups, if so desire. Bidders must bid on all items in the group to be considered for award of that group. The City reserves the right to reject any or all bids. ALL awards are subject to the availability of funds.

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

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TERM OF AGREEMENT: This agreement will be from April 18, 2026, through April 17, 2027, with four (4) 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 conditions set forth in the bid document.

QUANTITIES: Quantities indicated represent estimated amounts to be purchased during the contract period and are subject to change based on actual requirements. The City reserves the right to purchase more or less than the estimated quantities, or to make no purchase under this bid, as deemed necessary at any time during the contract period. The City also reserves the right to add or delete items during the contract term. All orders will be placed on an as-needed basis.

REQUIREMENTS:

1. All units must be constructed to meet applicable health regulations. The units must be clean, free from dents, scratches, graffiti and other aesthetic attributes.

2. Rental prices include delivery, pick-up, Standard Service, and if applicable, relocation of the unit, during Regular Hours (see Item 11 - Hours).

3. Standard Service (as applicable to the unit) is defined as:
    - the pump-out and lawful disposal of waste
    - the removal and lawful disposal of trash/debris left in the unit
    - cleaning/sanitizing/deodorizing
    - the stocking of essentials (toilet tissue, deodorizer, soap, paper towels)
    - filling the tank (fresh water)
    - performed during Regular Hours (see Item 11 - Hours)

4. Port-O-Lets, holding tanks, freshwater tanks, handwash stations and hand sanitizer stations must be no more than three (3) years in age. Crowd Pleaser Units must be no more than six (6) years in age.

5. Each unit must have a toilet paper dispenser installed and toilet paper must be furnished on the dispenser at the time of delivery. Each setup shall consist of a full, unused roll, and at a minimum, two (2) backup rolls.

6. Each Port-O-Let and/or Crowd Pleaser Unit stall must have a working latch installed on the inside of the unit/stall.

   Crowd Pleaser Units (Standard and Large) shall consist of the following:
    - Rental of Elite Flushable Trailer Unit or a Comparable Unit (specify on the Bid Proposal Form).
    - Standard Units shall have at least six (6) stalls and two (2) sinks within the unit.
    - Large Units shall have at least ten (10) stalls and four (4) sinks within the unit.
    - Amenities include A/C and/or heat (depending on the weather) and lights.

7. Crowd Pleaser Units (Handicapped) shall consist of the following:
    - Must be ADA compliant.

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- Rental of Elite Flushable Trailer Unit or a Comparable Unit (specify on the Bid Proposal Form).
- Units shall have at least one (1) stall and one (1) sink within the unit.
- Amenities include A/C and/or heat (depending on the weather) and lights.

8. Hand Sanitizer Stations must include a stand and be capable of holding a minimum of one (1) liter of liquid or gel sanitizer.

9. Hours:
   - Regular Hours are defined as Monday – Saturday, 7:00 a.m. – 8:00 p.m.
   - Overtime Hours are defined as Monday – Saturday, 8:01 p.m. – 6:59 a.m., and Sundays
   - Holiday Hours are defined as City of Jacksonville and/or JAXPORT observed holidays:
     - New Year's Day
     - Martin Luther King, Jr. Day
     - Presidents' Day
     - Memorial Day
     - Independence Day
     - Labor Day
     - Veterans' Day
     - Thanksgiving Day
     - Day after Thanksgiving
     - Christmas Eve
     - Christmas Day

   Note: Police Memorial Day is not included as a City of Jacksonville or JAXPORT holiday.

10. Daily Rentals: Units on site from 7:00 a.m. – 6:59 a.m. the following day. Units must be delivered having already received Standard Service. The City may request additional Standard Service as needed. Additional Standard Service will be charged at the price offered on the Bid Proposal Form and may include weekends and/or holidays.

11. Weekly Rentals (up to 7 days): Units on site for two (2) to four (4) days shall receive Standard Service one (1) time at no charge to the City. Units on site for five (5) to seven (7) days shall receive Standard Service two (2) times at no charge to the City. The City and the supplier will mutually agree upon a service schedule prior to delivery. The City may request additional Standard Service as needed. Additional Standard Service will be charged at the price offered on the Bid Proposal Form and may include weekends and/or holidays

12. Monthly Rentals (28 – 31 days): Units on site on a monthly basis shall receive Standard Service two (2) times per week (eight times total) at no charge to the City. The City and the supplier will mutually agree upon a service schedule prior to delivery. The City may request additional Standard Service as needed. Additional Standard Service will be charged at the price offered on the Bid Proposal Form and may include weekends and/or holidays.

13. Units shall be moved from location to location by the supplier, if requested by the City, on the regular service day.

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14. Projects may vary from one (1) day to several months and will be predominately in built-up areas. The supplier will be notified of locations.

15. The City of Jacksonville agrees to be responsible only for units totally destroyed as a 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.

    The bidder is to state their replacement cost to the City for units damaged beyond repair. This is for informational purposes only and will <u>not</u> be considered in the award of the solicitation. Provide a replacement cost for each item on the form.

16. All units must be removed from the site by the designated time established and communicated by the City. The City will not be responsible for units on site past the designated pick-up date and time. Payment for rental units and the City's responsibility for damage ends at 5:00 p.m. on the day of scheduled pick-up.

17. Every two (2) weeks the supplier shall furnish to the City agency renting equipment, a report stating the number of units in service and their location(s). The City representative's contact information will be provided.

18. All units must be delivered to the site by the designated date and time established and communicated by the City.

19. Prior to the initial delivery of a unit, the supplier will receive a detailed site map from the City indicating delivery location (that will not interfere with the public) and/or report to the City representative at the site for a suitable location. If no site map is received and the City representative is not available, the driver will use his/her own good judgment in the delivery location.

20. Emergency requests <u>must</u> be delivered with two (2) hours of notification if notification is given before 12:00 noon. If notification is given after 12:00 noon, delivery is required by 8:00 a.m. the following day. Emergency requests will be charged at the price offered on the Bid Proposal Form (i.e., no increase for emergency requests) and may include weekends and/or holidays.

21. The Oceanfront Parks (Hanna, Huguenot, and Alimacini) require the following units and service schedules:
    a) **Kathryn Abbey Hanna Park:** Six (6) Port-O-Let Handicapped Units. Each unit shall receive Standard Service twice a week (Mondays and Fridays), all year round, at no charge to the City. The City may request additional Standard Service as needed. Additional Standard Service will be charged at the price offered on the Bid Proposal Form and may include weekends and/or holidays.
    b) **Huguenot Memorial Park:** Three (3) Port-O-Let Standard Units and two (2) Port-O-Let Handicapped Units. Each unit shall receive Standard Service twice a week (Mondays and Fridays), all year round, at no charge to the City. The City may request additional Standard Service as needed. Additional Standard Service will be charged at the price offered on the Bid Proposal Form and may include weekends and/or holidays.
    c) **Alimacini Park:** One (1) Port-O-Let Handicapped Unit. The unit shall receive Standard Service twice a week (Mondays and Fridays), all year round, at no charge to the City. The

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City may request additional Standard Service as needed. Additional Standard Service will be charged at the price offered on the Bid Proposal Form and may include weekends and/or holidays.

22. Estimated quantities for JAXPORT:
    - **a)** The estimated quantities and locations are identified in the document titled "Additional Requirements for JAXPORT".
    - **b)** JAXPORT may request additional Standard Service as needed. Additional Standard Service will be charged at the price offered on the Bid Proposal Form and may include weekends and/or holidays.

23. The supplier will be contacted when a need of the unit(s) is required. The City of Jacksonville reserves the right to add other types of units (i.e., shower) or locations as needed.

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

25. Larger events may require prior delivery and set-up for logistical reasons. Charges for rental units will begin the first day of the scheduled event.

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

27. Bidders are required to submit a listing of full or partial inventory showing capability to meet the requirements of the contract. The City reserves the right to perform a site visit to inspect equipment prior to award and during the contract duration.

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