

FINANCE

INVITATION TO BID
TOWN OF NORTH HAVEN

Sealed bids for the **Rental of Portable Toilet Units, Project No. 16-5** will be received at the Finance Office, Memorial Town Hall, 18 Church Street, North Haven, Connecticut, until **Tuesday, July 28, 2015 at 10:00 AM**, at which time and place they will be opened and publicly read aloud. Specifications may be obtained from the Department of Finance and Administration Office. After bids are received the Director of Finance/Administration may analyze whether vendors have submitted comparable bids and meet the requirements called for. In reviewing the bids, the Director of Finance/Administration may consider the past performance, financial responsibility, and sales and service experience of the vendors. The Director of Finance/Administration reserves the right to reject any or all bids, to waive any defects in same, or to choose to make purchases other than strictly in accordance with price considerations, and/or to choose other than the lowest bidder, if it be deemed in the best interest of the Town of North Haven. **Bidders are advised hereby of the existence of an Ordinance concerning Bid Preference for Town-Based Businesses.**

Edward J. Swinkoski, CPA
Director of Finance/Administration

BID SPECIFICATION

The Town of North Haven will receive bids for the rental of Portable Toilet Units. Following is a complete listing of locations, quantities and durations of such expected rental units. It is the intention of the Town of North Haven to receive one price for each of the basic/listed services, plus a per diem rate for special events. All prices will include pick-up, delivery and cleaning/pumping of the portable toilet units. Condition and cleanliness of the units will be the sole responsibility of the vendor and is of utmost importance to the Town of North Haven. In the case of cleanliness, the Town will be the sole arbiter of when/if a unit needs to be cleaned or replaced.

SEASONAL UNITS

<u>LOCATION</u>	<u>ADDRESS</u>	<u>#UNITS</u>	<u>DURATION</u>	<u>COMMENTS</u>
Grover-Wyman	Blakeslee Ave.	1	March-November (7 months)	Place near concession stand. Clean 2 times/wk.
Memorial Field	Broadway	2	March-November (8 months)	Summer and Fall
Mike Vanacore Field	Bailey Road	4	Sept-Oct-November (3 months)	football games Clean 2 times/wk.
Mike Vanacore Field	Bailey Road	2	March-August (6 months)	Walkers & Joggers
Baseball Field	Bailey Road	1	March-July (5 months)	Ballgames
Mill Road Field	Mill Road	1	March-July (5 months)	Lacrosse Games
Montowese Field	Quinnipiac Avenue	2	March-November (8 months)	Summer Activities 1 handicapped clean 2 times/wk.
Montowese School	Rock Road	1	March-June (12 weeks)	soccer games-spring
Montowese School	Rock Road	1	Sept.-November (12 weeks)	soccer games-fall
Brookfield	Maple Avenue	2	March-July (5 months)	Ball field
Ridge Road School	Ridge Road	1	March-November (7 months)	Tennis Courts Soccer Field

SEASONAL UNITS CONTINUED

<u>LOCATION</u>	<u>ADDRESS</u>	<u># UNITS</u>	<u>DURATION</u>	<u>COMMENTS</u>
Gateway Com College Bassett Road		1	March-November (8 months)	Tennis Courts
		2	March-November (8 months)	Baseball Fields 1 Handicapped Clean 2 times/wk.
Town Green	Church Street	5	June-August (7 weeks)	Summer Concerts 1 Handicapped Clean 2 times/wk.

PERMANENT UNITS

<u>LOCATION</u>	<u>ADDRESS</u>	<u># UNITS</u>	<u>DURATION</u>	<u>COMMENTS</u>
Peter's Rock	137 Middletown Ave	1	Year Round (12 months)	behind first fuel parking
Transfer Station	Universal Drive	1	Year Round (12 months)	side of trailer
Recycle-Center	Elm Street	1	Year Round (12 months)	back of trailer
Grover-Wyman	Blakeslee Avenue	1	Year Round (12 months)	Playground

SHORT TERM UNITS

<u>LOCATION</u>	<u>ADDRESS</u>	<u># UNITS</u>	<u>DURATION</u>	<u>COMMENTS</u>
Town Green	Church Street	4	2 days	Memorial Day Parade 2 Handicapped units
		4	1 day/June	NHHS Band Concert
Sinoway Pond	Upper State Street	2	1 day/May	Fishing Derby

NOTICE TO BIDDERS

The successful bidder will be required to submit a Certificate of Insurance within 5 days of receipt of award.

The Town of North Haven reserves the right to extend the bid award for three (3) additional years if the winning vendor holds the same pricing schedule.

All bids are to be held firm until awarded.

Bids must be on this form.

Envelope(s) must be plainly marked "Rental of Portable Toilet Units BID", with the purpose and time of opening.

BID PRICES:

Price per unit – per month (cleaned weekly)
\$ _____

Price per unit – per week (cleaned weekly)
\$ _____

Price per unit – special events – per day
\$ _____

Price per handicapped unit – per day
\$ _____

Price per handicapped unit – per month (cleaned weekly)
\$ _____

Price per unit – extra cleaning per week
\$ _____

Bids Submitted By:

Date: _____

Name of Firm

Telephone Number

Fax Number

Address

Printed Name

Title

City, State, Zip

Authorized Signature