

REQUEST FOR PROPOSALS
FOR THE RENTAL AND SERVICING OF
PORTABLE TOILETS FOR THE CASPER
PARKS AND RECREATION DEPARTMENT

Date: March 1, 2024

Proposals are being requested from qualified vendors for the rental and servicing of portable toilets and servicing vaults in various City Parks and field locations.

Proposals will be received by the City of Casper Parks and Recreation Department, Attn. Randy Norvelle, 1800 East K Street, Casper, Wyoming, until 3:00 p.m., Local time, March 15, 2024

GENERAL

The City of Casper is requesting proposals from qualified contractors to provide, install, service, and rent portable toilets.

The portable toilets shall have the following features:

- Shall be of primarily polyethylene construction
- Interior natural lighting provided by translucent roofs.
- Sanitary seat deck and flow design (nonporous surfaces)
- Anti-slip floor surface.
- Outside emergency access.
- Interior latch and in-use indicator.
- Hand sanitizer.
- Heavy duty spring loaded doors.
- Maximum venting from floor, window, and vent pipe.
- Standard units shall have a single piece stand over the urinal.
- 70 gallon holding tank in standard units, 65 gallon in handicap.
- Handicap units must comply with American with Disabilities Act.

SERVICING

- All units must be in good repair and contractor must repair or replace the units within one week of reported damage.
- Contractor shall service each unit as indicated on the ‘Portable Toilet Installation Sites and Service Requirements Schedule,’ see Attachment A.
- Requests for additional servicing of units will be subject to at least 48-hour prior notification
- Contractor must maintain a service unit in Casper, WY or within thirty (30) minutes response time to requests.
- Units will be monitored by the City for overall cleanliness and repair. Requests by the City for maintenance and/or cleaning shall be responded to within eight (8) hours.

LOCATIONS

- Contractor shall provide units in the locations and time periods indicated on Attachments A, B, and C.

PAYMENT

- Payment will be made to the Contractor once a month based on actual services provided.
- Payment will be made for transporting and installing units at various city parks and field locations, at the Unit Price, per each. No additional payment will be made to Contractor for units requiring replacement because of vandalism and/or other causes.
- Payment will be made for servicing each unit, at the Unit Price, per each. Servicing includes cleaning and pumping of units.
- Payment will be made for rental of the unit, at the Unit Price, per week. No additional payment will be made to Contractor for units damaged by vandalism and/or other cause.
- Payment will be made for removing units from various city locations, at the Unit Price, per each.

SPECIAL EVENTS/REQUESTS

- Payment will be made for rental of the unit, at the Unit Price, per day. Payment for installation, servicing, and removal will be made under the other bid items. These units are for special events at various locations throughout the city.
- Payment will be made for servicing standard or handicap units, at the Unit Price, per each, for 'special' request servicing during the weekday or weekend/holiday.

The City reserves the right to add additional units according to the bid Schedule rates. Dates of use provided are approximate and the City reserves the right to request additions or subtractions from these periods.

The City will provide verbal and/or written notifications of the addition or removal of the units, which shall constitute the official time for the commencement, or termination of charges. Billings for services shall be based upon weeks of actual use. A week shall be defined as a seven day period. Billing will be for a full week period without regard for the actual date of the addition or removal of units.

PROPOSALS

1. Two (2) copies of the proposals shall be submitted. Proposals must include the following information:

- a. Contact Information.

The Vendor shall provide their name, address, and telephone number.

b. Company Description.

The Vendor shall provide a one page summary of his/her company, the proposed equipment, qualifications and expertise, and support and customer service standards.

c. Fees.

Proposals shall include any and all fees that are associated with the services that are provided.

2. The following items apply to all submitted Proposals:

a. Addendum or Supplement to Request for Proposal.

In the event that it becomes necessary to revise any of this Request for Proposal (RFP), an Addendum to this RFP will be provided to each Vendor. The City reserves the right to change submission date(s) for any reason, including an Addendum or Supplement to the RFP.

b. Late Proposals.

Late proposals will not be accepted. It is the responsibility of the Vendor to insure that the proposal arrives prior to 3:00 p.m., Local Time, March 15, 2024.

c. Rejection of Proposals.

The City of Casper reserves the right to reject any or all submissions, and to waive informalities and minor irregularities in submissions received, and to accept any portion of a proposal or all items if deemed in the best interest of the City of Casper.

d. Response Material Ownership and Protection.

All material submitted regarding this RFP becomes the property of the City of Casper and will only be returned to the Vendor at the City's option. Responses are public record and may be reviewed by any person after the final selection has been made. The City of Casper reserves the right to use any or all ideas presented in reply to this request. Disqualification of a Vendor does not eliminate this right. If proprietary or protected information is provided in the proposal, it must be clearly identified in the proposal with references to appropriate patents, or other applicable state or federal laws.

e. Incurring Costs.

The City of Casper is not liable for any costs incurred by the Vendor prior to issuance of an agreement, contract, or purchase order. This includes any costs associated with a

requested demonstration or presentation.

f. Acceptance of Proposal Content.

The contents of the proposal of the successful Vendor may become contractual obligations if the City of Casper wishes to execute a contract based on the submitted proposal. Failure of the successful Vendor to accept these obligations in a purchase agreement, purchase order, contract, or similar instrument may result in cancellation of the award, and such Vendor may be removed from future solicitations.

TIMETABLE

Following is the tentative timetable for this RFP:

1. Proposals Due	3/15/2024, 3:00PM
2. Selection of Vendor	3/18/2024
3. Reviewed/Signed Professional Services Contract	3/24/2024
4. Council Award of Professional Services Contract	4/02/2024
5. Commencement of Services	4/4/2024

The submittal of a proposal indicates that the Vendor has no problem in keeping this schedule.

CONTRACT

The Vendor will be required to sign a contract with the City relating to the work to be performed. Such contract shall include, but is not limited to, the following articles: method of compensation, time of performance, specifications of the equipment, duties of the vendor, termination of the contract, ownership of material, changes, submission of material, and obligations of the City.

SELECTION

The selection of the Vendor will be based upon total cost of the project, ability to meet required and preferred equipment specifications, project team qualifications, demonstrated knowledge and experience, customer service, and willingness to meet time requirements. The City reserves the right to request an interview/demonstration if necessary to make a selection.

In making a proposal, the Vendor hereby certifies that he has reviewed this RFP and is familiar with all conditions contained therein.

City staff will review all proposals. Final selection of the consultant will be made by City Staff and authorized, via contract award, by City Council.

ATTACHMENT A

Location	Handicap Unit	Handicap Unit Num. of Services per unit/ week	Standard Unit	Standard Unit Num. of Service per Unit/week	Placement Date	Removal Date
Boys & Girls Club	0	0	1	2	April 3, 2024	September 30, 2024
City Park	1	2	1	2	April 3, 2024	September 30, 2024
Conwell Park	1	2	1	2	April 3, 2024	September 30, 2024
Long Park	1	1	0	0	April 3, 2024	September 30, 2024
Matthew Campfield Park	1	1	0	0	April 3, 2024	September 30, 2024
Morad Park	1	2	1	2	April 3, 2024	Annual
Nancy English Park	1	2	0	0	April 3, 2024	September 30, 2024
Paradise Valley Park	1	2	1	2	April 3, 2024	September 30, 2024
Washington Park	1	2	3	2	April 3, 2024	September 30, 2024
South Mike Sedar Park	1	2	0	0	April 3, 2024	September 30, 2024
Amoco Park	1	2	0	0	April 3, 2024	September 30, 2024
Dog Park (Lake McKenzie)	0	0	1	2	April 3, 2024	Annual
Huber Park	0	0	1	2	April 3, 2024	September 30, 2024
Washington Park Tennis Courts	0	0	1	2	April 3, 2024	September 30, 2024
Garden Creek Park	0	0	1	1	April 3, 2024	September 30, 2024
Crossroads Ballfields	0	0	2	2	April 3, 2024	October 21, 2024
Crossroads Parkway (May -September)	1	3	1	3	May 1, 2024	September 30, 2024
Crossroads Parkway (October-April)	1	2	1	2	September 30, 2024	April 30, 2025
Midget Football Facility (September-October)	1	2	4	2	August 26, 2024	October 21, 2024
North Casper Ballfields	1	3	7	3	April 3, 2024	October 21, 2024
North Casper Ballfield (Bridge)	1	2	0	0	October 21, 2024	April 1, 2025
North Casper Soccer Complex	1	2	6	2	April 3, 2024	October 21, 2024

Attachment B

Location	Handicap Unit	Handicap Unit Num. of Services per unit/ week	Standard Unit	Standard Unit Num. of Service per Unit/week	Placement Date	Removal Date
Boys & Girls Club	0	0	1	2	April 1, 2025	September 30, 2025
City Park	1	2	1	2	April 1, 2025	September 30, 2025
Conwell Park	1	2	1	2	April 1, 2025	September 30, 2025
Long Park	1	1	0	0	April 1, 2025	September 30, 2025
Matthew Campfield Park	1	1	0	0	April 1, 2025	September 30, 2025
Morad Park	1	2	1	2	April 1, 2025	Annual
Nancy English Park	1	2	0	0	April 1, 2025	September 30, 2025
Paradise Valley Park	1	2	1	2	April 1, 2025	September 30, 2025
Washington Park	1	2	3	2	April 1, 2025	September 30, 2025
South Mike Sedar Park	1	2	0	0	April 1, 2025	September 30, 2025
Amoco Park	1	2	0	0	April 1, 2025	September 30, 2025
Dog Park (Lake McKenzie)	0	0	1	2	April 1, 2025	Annual
Huber Park	0	0	1	2	April 1, 2025	September 30, 2025
Washington Park Tennis Courts	0	0	1	2	April 1, 2025	September 30, 2025
Garden Creek Park	0	0	1	1	April 1, 2025	September 30, 2025
Crossroads Ballfields	0	0	2	2	April 1, 2025	October 21, 2025
Crossroads Parkway (May -September)	1	3	1	3	April 1, 2025	September 30, 2025
Crossroads Parkway (October-April)	1	2	1	2	September 30, 2025	April 30, 2026
Midget Football Facility (September-October)	1	2	4	2	August 26, 2025	October 21, 2025
North Casper Ballfields	1	3	7	3	April 1, 2025	October 21, 2025
North Casper Ballfield (Bridge)	1	2	0	0	October 21, 2025	April 1, 2025
North Casper Soccer Complex	1	2	6	2	March 11, 2025	October 21, 2025

Attachment C

Location	Handicap Unit	Handicap Unit Num. of Services per unit/ week	Standard Unit	Standard Unit Num. of Service per Unit/week	Placement Date	Removal Date
Boys & Girls Club	0	0	1	2	April 1, 2026	September 30, 2026
City Park	1	2	1	2	April 1, 2026	September 30, 2026
Conwell Park	1	2	1	2	April 1, 2026	September 30, 2026
Long Park	1	1	0	0	April 1, 2026	September 30, 2026
Matthew Campfield Park	1	1	0	0	April 1, 2026	September 30, 2026
Morad Park	1	2	1	2	April 1, 2026	Annual
Nancy English Park	1	2	0	0	April 1, 2026	September 30, 2026
Paradise Valley Park	1	2	1	2	April 1, 2026	September 30, 2026
Washington Park	1	2	3	2	April 1, 2026	September 30, 2026
South Mike Sedar Park	1	2	0	0	April 1, 2026	September 30, 2026
Amoco Park	1	2	0	0	April 1, 2026	September 30, 2026
Dog Park (Lake McKenzie)	0	0	1	2	April 1, 2026	Annual
Huber Park	0	0	1	2	April 1, 2026	September 30, 2026
Washington Park Tennis Courts	0	0	1	2	April 1, 2026	September 30, 2026
Garden Creek Park	0	0	1	1	April 1, 2026	September 30, 2026
Crossroads Ballfields	0	0	2	2	April 1, 2026	October 21, 2026
Crossroads Parkway (May -September)	1	3	1	3	April 1, 2026	September 30, 2026
Crossroads Parkway (October-April)	1	2	1	2	September 30, 2026	April 30, 2027
Midget Football Facility (September-October)	1	2	4	2	August 26, 2026	October 21, 2026
North Casper Ballfields	1	3	7	3	April 1, 2026	October 21, 2026
North Casper Ballfield (Bridge)	1	2	0	0	October 21, 2026	April 1, 2027
North Casper Soccer Complex	1	2	6	2	March 11, 2026	October 21, 2026