

Quote Specifications for Portable Restroom Services
At
Various Parks in the Trumbull County MetroParks System

Prospective contractors shall be familiar with the complete scope of the specification and may visit the park sites to fully acquaint themselves with the existing conditions relating to the work and to the difficulties and restrictions attending to the performance of the specification. Prospective contractors should thoroughly examine and familiarize themselves with all Specifications and Documents pertinent to the work.

This contract will run from:
May 1, 2022, to February 29, 2023

Questions related to these Instructions and
the Portable Restroom Services Specifications may be directed to:

Zachary Svette, Executive Director
Trumbull County MetroParks
3983 N River Road NE
Warren, Ohio 44484
Office (330) 675-3072
E-mail: zachary.svette@trumbullmetroparks.org

General Specifications

1. Provide completely filled out Attachment A with all other attachments at time of submission.
2. Responses for less than all the work as specified will not be considered and will be rejected.
3. Each response shall be accompanied by a non-collusion affidavit executed on the form provided herein. (Attachment C)
4. The Trumbull MetroParks reserves the right to reject any or all responses or to accept any response, which may be deemed to be in the best interest of Trumbull County MetroParks. Thus, the contract may be awarded to the contractor with the lowest and best response, as determined by Trumbull County MetroParks, regardless of whether or not it is the lowest response. All responses received after the closing date and hour specified will be returned unopened to the contractor.
5. Trumbull County MetroParks reserves the right to withdraw any area from the portable restroom services contract without penalty during the term of the contract.

6. During the term of the contract, the Contractor shall maintain such insurance as will protect him/her from claims under Worker's Compensation Acts and other employee benefits acts, from claims for damages because of bodily injury, including death, to his/her employees and all others, and from claims for damages to property resulting from the Contractor's operations under the contract. Such insurance protection shall cover the Contractor's operations or those by any sub-contractor or anyone directly or indirectly employed by either while on the property of Trumbull MetroParks during the performance of the contract work. Trumbull MetroParks shall be listed as additional named insured on the Contractor's liability policy. The contractor shall furnish proof of insurance coverage to Trumbull County MetroParks in the form of a copy of the Certificate of Premium Payment issued by the Industrial Commission of Ohio for Worker's Compensation coverage, and certificates of insurance executed by the insurance company for bodily injury/property damage and liability coverage. The minimum limit of liability for such insurance coverage shall be \$1,000,000 per occurrence. As insurance is required to be maintained for the duration of the contract, failure to maintain insurance shall constitute grounds for termination of the contract. The insurance carrier may not be changed unless Trumbull County MetroParks is notified in writing not less than ten (10) days prior to such change.
7. Any subcontractor that the prospective contractor wishes to use during the course of the contract shall be approved by Trumbull MetroParks in writing before said subcontractor will be approved to do any work.
8. Prospective contractors shall provide Trumbull MetroParks with a SUB W-9 form to be included with the response.
9. The contractor shall furnish all labor, supervision, supplies, materials, tools, and equipment needed for the performance of the services described herein. Trumbull County MetroParks will not provide supplies, materials, tools, or equipment to the contractor, nor will it be responsible for any damages to the contractor's tools or equipment.
10. Trumbull County MetroParks regards customer service and the appearance of its facilities as a main priority; it is imperative that all contractors share this philosophy. Trumbull County MetroParks reserves the right to terminate the contract with a 14-day notice if the chosen contractor is unable to provide the level of service detailed in these specifications.
11. Rate must include insurance for the provided portable restrooms.
12. Provide quotes as a monthly cleaning rate in provided Attachment B, which will be electronically provided. Also provide a rate for any additional cleaning above and beyond what's stated herein. Also provide a quote for additional one-day event portable restroom facilities. Prospective contractors must fill out the electronically provided Attachment B and submit with the proposal.

Technical Specifications

1. Provide one portable restroom facility and amenities, which include toilet paper and hand sanitizer, at Foster MetroPark, Thomas A Swift MetroPark and Oakfield Trailhead.
2. Provide one handicap accessible portable restroom facility and amenities, which include toilet paper and hand sanitizer, at Sunside Trailhead, Canoe City MetroPark, Clarence Darrow MetroPark.
3. Portable restroom facilities at Foster, Thomas A Swift MetroPark, Oakfield Trailhead, Sunside Trailhead, Clarence Darrow and Canoe City MetroParks will be removed on September 30, 2022.
4. All cleanings, which shall be at the reasonable satisfaction of the Trumbull County MetroParks, shall be done at Foster, Thomas A Swift MetroPark, Canoe City, Clarence Darrow, Oakfield and Sunside Trailheads once a week.
5. Personnel and Supervision: The contractor shall provide sufficiently qualified on-site personnel to execute the work covered by the contract. All personnel shall perform the work in a safe, professional, and workmanlike manner. Contractor's personnel shall dress and conduct themselves appropriately on the job site. Shirts are to be worn at all times. It is expected that contractors will adhere to all applicable laws pertaining to hiring practices, and that all personnel employed by the contractor are legally eligible to work in the United States pursuant to federal and state law.
6. Safety Requirements: All tools and equipment used by the contractor shall be in proper working order and shall be operated in a manner consistent with commonly-accepted safety standards and all applicable local, state, or federal laws. Any violation of safety standards may be deemed cause for termination of the contract.

Billing and Reporting Procedures

1. Payment Procedure The contractor will submit billings to Trumbull County MetroParks on a monthly basis for all work performed during the preceding month. Billing should be presented to Trumbull County MetroParks each month for the previous month's portable restroom services per park on separate invoices. Upon submission of a billing, a review of the work completed will be made by Trumbull County MetroParks, and provided that no corrective work was needed and completed, the billing will be forwarded to the office of the County Auditor for payment. Should incomplete or unacceptable work or damages due to the negligence or otherwise of the contractor be noted during the review, the pro-rated portion of the billing covering the incomplete or unacceptable work or cost to repair damages will be deducted from payment to the contractor.

2. Cleaning Completion reporting shall be made within 24 hours of cleaning a Trumbull County MetroParks site. To this end, the contractor shall email the following information to Zachary Svette, Executive Director of the Trumbull County MetroParks:

- Park restroom cleaned
- Time and date that cleaning was completed
- Explanation of any areas that were skipped or not completed
- Any additional information that may be helpful to the park district

Park staff will respond via email with a list of any items that need to be addressed before payment can be made on those items noted.

IMPORTANT INFORMATION:

ALL QUOTES ARE DUE BY February 24, 2022, AT 2 PM (NOT POST MARKED BY) AT
Trumbull County MetroParks
3983 N River Road NE
Warren, OH 44484

ATTACHMENT A

Trumbull County MetroParks
PROPOSAL FOR PORTABLE RESTROOM SERVICES
IN TRUMBULL COUNTY METROPARKS FOR 2022

Submitted by:

Company/Organization Name

Company/Organization Street Address

City, State, and Zip Code

Signature of Company's/Organization's
Authorized Representative

Typed Name and Title

Person to be contacted regarding proposal:

Name and Title

Street Address

City, State, and Zip Code

Office or Home Phone: Area Code and Telephone Number

Cell Phone: Area Code and Telephone Number

Fax: Area Code and Telephone Number

Email Address (required)

ATTACHMENT B

REQUEST FOR PROPOSAL PRICING SCHEDULE
Attachment B that is being electronically provided:

This is a screenshot of the electronically provided Attachment B.

Location	# of Regular	# of Handicaps	Cost Per Unit	# of Months	Cost Per Unit Cold	# of Months	Yearly Cost per Location
Clarence Darrow	0	1	\$ -	5	\$ -	0	\$ -
Canoe City	0	1	\$ -	5	\$ -	0	\$ -
Foster	1		\$ -	5	\$ -	0	\$ -
Oakfield	1		\$ -	5	\$ -	0	\$ -
Sunside	0	1	\$ -	5	\$ -	0	\$ -
Thomas A Swift	1		\$ -	5	\$ -	0	\$ -
Yearly service cost :							\$ -
Special Event Rates							
Regular Units			\$0.00				
Handicap Units			\$0.00				
Extra Cleaning Rate Per Unit			\$0.00				

The undersigned contractor proposes to provide portable restroom services in accordance with and as specified in these contract documents at the location listed below at the unit prices stated in Attachment B that is being electronically provided:
SPECIAL NOTE: OVERALL RATE DOES NOT INCLUDE SPECIAL EVENT RATE.

Proposal Submitted by:

COMPANY

Signed by

Prospective contractors must fill out the electronically provided Attachment B and submit with your proposal.