

## SPECIFICATIONS

**Intent:** The County of Union hereinafter called the County will authorize the issuance of a single contract to a vendor, hereinafter called the contractor, to provide and service portable toilets in the Union County Park System and at other sites, according to the following specifications. Although, the specification and contract will be primarily used by the Department of Parks & Recreation, the open-ended nature of the contract will make it usable by any County entity.

Further, if agreed upon by the vendor on the appropriate bid form page, the contract will also be made available to any governmental entity located within the geographical confines of the County of Union.

**Experience and Licensing:** Bidders will document at least five years of experience and references from at least three clients including one governmental entity. Bidders will provide proof of possession of valid Solid Waste Transporter License from the State of New Jersey, Department of Environmental Protection.

**Description of Units:** The contractor will provide fully enclosed and equipped portable toilets constructed primarily of plastic or fiberglass, as typically utilized in the portable toilet industry. Each unit will be equipped with one toilet with seat and closable lid, one urinal, an enclosed sanitary waste vault, a wall-mounted toilet paper holder, passive ventilation, and a self-closing, lockable door with a Vacant/Occupied sign or similar indicator. Hand Cleansing Compound Dispenser – completely self-contained, wall mountable dispenser for waterless de-germing gel that provides antiseptic hand cleansing capability. Unit to be Steri-Wash dispenser or equal. As specified in the attached schedule, **Standard** unit will refer to a portable toilet of sufficient size and layout as to accommodate use by one able-bodied person of either sex. **Accessible (Access.)** unit will indicate a portable toilet of sufficient size and layout as to accommodate use by one person of either sex who is confined to a wheelchair. Such accessible unit will include, at a minimum, a 32” wide door opening, a ramped entry with a door saddle or other obstruction no greater in height than 1/2”, a toilet seat that is 17” to 19” in height above the floor, and a grab bar mounted on the wall to assist the user in transferring between a wheelchair and the toilet. All units will be marked with the vendor’s name and phone number.

**Location of Units:** The approximate location in which units are to be placed is indicated on the attached schedule. At the initial placement of units, the Park Maintenance Supervisor for each of the County’s five geographic park sections will meet the driver delivering portable toilets to direct the actual placement. The contractor can call the County (Alex Chappotin) at (908) 558-2253 or cell# (908) 514-3388 to arrange for such meetings.

**Routine Servicing:** Each portable toilet unit is to be supplied clean and stocked with toilet paper upon initial delivery. Thereafter, on a weekly basis, the contractor will provide routine servicing of the portable toilet, including removal of all sanitary waste, restocking of toilet paper, and cleaning of all interior surfaces, as necessary, to maintain a neat and sanitary appearance. The contractor will be responsible for keeping the portable toilet in proper operational order, particularly ensuring that the door is self-closing and the toilet cover closes properly.

**Additional Servicing:** In response to uncommonly heavy park use in a particular area or in preparation for a special event, the County may request that the contractor provide an additional servicing of a particular portable toilet, beyond the weekly servicing normally provided for that unit. The County must give the contractor at least 48 hours notice of request for such additional servicing. The contractor will invoice the County for this additional service at the rate quoted by the contractor in the Unit Pricing section of the Bid Form.

**Pumping Services:** The contractor shall submit a price per gallon for one (1) 2,000 GALLON septic tank pumping services throughout the contract period.

**Executive High-end port-a-johns** – The vendor shall submit a price for an executive high-end port-a-john if requested during the period of the contract.

**Portable Trailer Restroom** – The vendor shall submit a price for a portable trailer restroom if requested during the period of the contract.

**Proof of Service:** Each portable toilet unit is to be equipped with a chart, securely adhered or mounted inside the unit, on which the service technician is to indicate the date of each servicing and his initials. The County may refuse to make payment, in an amount equal to 25% of the monthly rate, for each week of portable toilet rental and servicing for any unit in which such proof of service is not provided.

**Contract Period:** The contract that is to be awarded as a result of this bid process shall be in effect for 24 months with provisions for a 24 month extension.

The County fully intends to rent the unit types and for the periods and are specified by location in the attached schedule. The County does reserve the right to cancel this contract for any reason with official notice given 30 days before termination.

Additional rentals, servicing and feature add-ons will be considered part of the contract, therefore bidders will bid on **all** items and the bid will be awarded to the most responsive and responsible low bidder. The quantities indicated for the additional services will be ESTIMATES and considered “more or less” in accordance with NJ state law for open-ended contracting NONE of the dollar estimates resulting from the estimates will be construed as a guarantee of actual purchase.

PLEASE NOTE THAT THE ENSUING CONTRACT IS INTENDED TO BE OPEN ENDED CONTRACT AS ALLOWED UNDER N.J.A.C. 5:30 ET SEQ. AND, IN ACCORDANCE WITH THE RULES, THE MINIMUM NUMBER SET ON THE BID SHALL BE ZERO (0) AND THE MAXIMUM SHALL BE THE QUANTITY ESTIMATED FOR EACH ITEM.

**Award of Contract:** The County of Union reserves the right to award the bid individually or collectively.

**Payment Schedule:** The contractor will provide an invoice to the County once each month for the scheduled rental and servicing of units actually in use in the month-long period just concluded. A month will be measured from the start date to the day before the similar date in the next month, regardless of the number of days in the month or the day on which the 1<sup>st</sup> of the month falls. The invoice should include the unit locations, number of units of each type, rental periods and rental and servicing charges. The invoice must be accompanied by a payment voucher, provided by the County and signed by the contractor. Sites added on to the schedule will also be billed in this manner.

**Payment:** Payment to Vendor is to be made within forty-five (45) days after the receipt of Vendor’s invoice and a signed County Voucher attesting to the delivery of the goods and services by some officer or duly designated employee of the using County entity and after approval of the appropriate Department head. The Vendor shall prepare invoices and shall submit them to the office/designated employee of the using County entity.

The vendor will not provide any goods and/or services without a valid and current purchase order from the County unit indicating account number and encumbrance.

**Relocation of Units:** On occasion, it may be necessary or desirable to relocate a portable toilet unit to a different location, in or outside the same park. The County may direct the contractor to effect such relocation on the next regularly scheduled date of servicing of that unit. In the alternative, the County may utilize its own forces to relocate the unit; if it does so, the County assumes all liability for damage that may be caused to the unit during the relocation, and must notify the contractor of the new location in order that routine servicing can be continued on schedule.

**Provision of Additional Units:** The County may, on occasion, desire to provide additional portable toilets at unspecified locations within the County of Union. The contractor will provide such units within 48 hours of the County's request, and will invoice the County for the cost of that additional rental and servicing as quoted in the Unit Price section of the bid form.

**Early Removal of Units:** The County may, on occasion, desire to eliminate the provision of portable toilet units at particular locations. Upon the request of the County, the contractor will remove such unit or units at the time of the next regularly scheduled servicing. The contractor will invoice the County for the rental and servicing of that unit or units only up to and including the date of removal.

**Scheduled Removal of Units:** The contractor will remove each portable toilet from the County's property within 3 days after the scheduled termination of the rental period for that particular unit. If the unit is not promptly removed, the contractor will be obligated to continue to provide weekly servicing of the unit, at no cost to the County. For each week that routine servicing is not provided, the County may charge the contractor a storage fee equal to 25% of the monthly rental and servicing fee for that unit. Such penalty will be deducted from any future monthly invoices submitted by the contractor.

**Vandalism and Other Damage:** The County will have no liability for damage to or loss of portable toilet units caused by normal wear and tear, vandalism, fire, storm, flood, or other causes beyond its control. The contractor will repair or replace damaged units within 48 hours of notification of the damage to the contractor by the County.

**Points of Contact:** The contractor will provide the County with the name, phone number, and e-mail address of the person who should be contacted to arrange for additional servicing, or for provision of additional units or early removal of units. *The point of contact for the County Parks for administration of this contract will be Charlene Maranitz [Cmaranitz@uenj.org](mailto:Cmaranitz@uenj.org) (908) 789-3655 and/or Michael Brennan, [mbrennan@uenj.org](mailto:mbrennan@uenj.org), Director of Park Maintenance (908) 789-6029*

The point of contact's to arrange for initial placement of units, additional servicing, or for provision of additional units or early removal of units and billing are as follows:

**Primary contact:**

Alex Chappotin, Park Maintenance bureau chief, office # (908) 558-2253, mobile/primary (908) 514-3388

**Secondary contact:**

Jack Schulz, Park Maintenance park coordinator, office # (908) 522-3071, mobile # (908) 447-6223

**Billing/payment issues :**

Charlene Maranitz , Park Maintenance ,accounts payable/receivable, office # (908) 789-3655

COUNTY OF UNION  
DEPARTMENT OF PARKS & RECREATION

**2016-2017 SCHEDULE OF PORTABLE TOILET LOCATIONS AND RENTAL PERIODS\***

*\*for the first twelve months of contract- please note that it is the intent of the County to rent for the same length of term for each site for the second twelve months of the original contract and extension.*

LOCATION	RENTAL PERIOD	# OF MONTHS	# OF UNITS		TOTAL UNITS	# OF UNIT-MONTHS	
			Standard	Access.		Standard	Access.
Green Brook Park Near the Playground Park Drive, off Clinton Ave. Plainfield, NJ	March 30, 2016 to March 29, 2017	12		1	1		12
Green Brook Park Near the Playground Park Drive, off Clinton Ave. Plainfield, NJ	March 30, 2016 to September 28, 2016	6	1		1	6	
Green Brook Park At the Baseball Field End of Willow Ave. Extension Plainfield, NJ	March 30, 2016 to September 28, 2016	6		1	1		6
Green Brook Park At the Extension soccer field West End Plainfield, NJ	March 30, 2016 to November 30, 2016	8	1	1	2	8	8
Glenside Park At soccer field Glenside Avenue Summit, NJ	March 30, 2012 to November 30, 2012	8		1	1		8
Oak Ridge Park At Archery Range Oak Ridge Road Clark, NJ	March 30, 2016 to November 30, 2016	8		2	2		16
Rahway River Park Near Softball Field #2 Off St. Georges Ave. (Rt. 27) Rahway, NJ	March 30, 2016 to November 30, 2016	8		1	1		8
Fire Science Training School Lower Road Linden, NJ	March 30, 2016 to March 29, 2017	12		1	1		12
Warinanco Park At the cricket field Park Drive near Acme Street Elizabeth, NJ	March 30, 2016 to March 29, 2017	12		1	1		12
Warinanco Park Various locations in park Linden Road Roselle, NJ	March 30, 2016 to November 30, 2016	8	5	3	8	40	24

LOCATION	RENTAL PERIOD	# OF MONT HS	# OF UNITS		TOTAL UNITS	# OF UNIT-MONTHS	
			Standard	Access.		Standard	Access.
Mattano Park Near the Facility Building Fifth Avenue Elizabeth, NJ	March 30, 2016 to November 30, 2016	8	2	2	4	16	16
Elizabeth River Park At the Bocci Court John Street Elizabeth, NJ	March 30, 2016 to March 29, 2017	12		1	1		12
Elizabeth River Park Salem Section At the parking lot Rutgers Avenue Hillside, NJ	March 30, 2016 to November 30, 2016	8		1	1		8
Elizabeth River Park Lightning Brook Section At the parking lot Union Avenue Union, NJ	March 30, 2016 to November 30, 2016	8		1	1		8
Kawameeh Park Kawameeh Drive & Thoreau Terrace Union, NJ	March 30, 2016 to November 30, 2016	8		1	1		8
Echo Lake Park At Playground near concession stand Off Route 22 Mountainside, NJ	March 30, 2016 to November 30, 2016	8		1	1		8
Black Brook Park Upper parking lot End of 19 <sup>th</sup> Street Kenilworth, NJ	March 30, 2016 to November 30, 2016	8		1	1		8
Echo Lake Park Near Locust Grove playground Off Route 22 Mountainside, NJ	March 30, 2016 to November 30, 2016	8	2	1	3	16	8
Lenape Park Facility Building Boulevard Cranford, NJ	March 30, 2016 to March 29, 2017	12		1	1		12
Nomahegan Park At ballfield parking lot Boulevard & Springfield Ave. Cranford, NJ	March 30, 2016 to November 30, 2016	8	1	1	2	8	8

LOCATION	RENTAL PERIOD	# OF MONT HS	# OF UNITS		TOTAL UNITS	# OF UNIT-MONTHS	
			Standard	Access.		Standard	Access.
Briant Park Along walking path Springfield Avenue Summit, NJ	March 30, 2016 to March 29, 2017	12		1	1		12
Houdaille Quarry Pistol Range & SWAT Range Off Shunpike Road Springfield, NJ	March30, 2016 to March 29, 2017	12		2	2		24
Watchung Reservation Deserted Village, in field Off Cataract Hollow Road Berkeley Heights, NJ	May 11, 2016 to June 11, 2016 Verify dates before delivery	1	1	1	2	1	1
Watchung Reservation Deserted Village, in field Off Cataract Hollow Road Berkeley Heights, NJ	September 21, 2016 to November 26, 2016 Verify dates before delivery	2	1	1	2	2	2
Meisel Park Near track & field Meisel Avenue Springfield, NJ	March 30, 2016 to November 30, 2016	12		1	1		12
Watchung Reservation Sky Top picnic area Sky Top Drive Scotch Plains, NJ	March 30, 20126 to November 30, 2016	8		1	1		8
Watchung Reservation Seeley's Pond Picnic Area Diamond Hill & Valley Roads Berkeley Heights, NJ	March 30, 2016 to November 30, 2016	8	1	1	2	8	8
Watchung Reservation Trailside Nature & Science Center (Harvest Festival) 452 New Providence Road Mountainside, NJ	September 21, 2016 to September 28, 2016 Verify dates before delivery	1	1	1	2	1	1
Sperry Pond/Mohawk Park At basketball court Wall St. & Crane Parkway Cranford, NJ	June 1, 2016 to September 1, 2016	3		1	1		3
TOTAL-First 12 months			16	33	49	106	271
TOTAL 2 <sup>nd</sup> 12 months			16	33	49	106	271
TOTAL-24 months			32	66	98	212	542

## LOT 1

Item # 1 - Vendor will provide standard units as specified at various locations and rental periods outlined in the Schedule in amounts indicated on the bid form page.

Item # 2 - Vendor will provide accessible units as specified at various locations and rental periods outlined in the Schedule in amounts indicated on the bid form page.

Item # 3 - Cost for rental and servicing of an additional **standard** portable toilet, per unit/per month, delivered to any location in Union County, beyond those specified in the Schedule of Portable Toilet Locations and Rental Periods. UNIT MONTHS ARE A "MORE OR LESS" ESTIMATE.

Item # 4 - Cost for rental and servicing of an additional **accessible** portable toilet, per unit/per month, delivered to any location in Union County, beyond those specified in the Schedule of Portable Toilet Locations and Rental Periods. UNIT MONTHS ARE A "MORE OR LESS" ESTIMATE.

Item # 5 For Rental Periods greater than 1 Week but less than 1 Month: Cost for rental and servicing of an additional **standard** portable toilet, per unit/per week, delivered to any location in Union County.

Item #6 For Rental Periods greater than 1 Week but less than 1 Month: Cost for rental and servicing of an additional **accessible** portable toilet, per unit/per week, delivered to any location in Union County.

Item #7 For Rental on a daily basis: Cost for rental and servicing of an additional **standard** portable toilet, per unit/per day, delivered to any location in Union County.

Item #8 For Rental on a daily basis: Cost for rental and servicing of an additional **accessible** portable toilet, per unit/per day, delivered to any location in Union County.

Item #9 Cost for an additional routine servicing, between scheduled weekly servicing, of any portable toilet provided by the contractor, if such servicing is requested to be performed on a **Weekday**

Item #10 Cost for an additional routine servicing, between scheduled weekly servicing, of any portable toilet provided by the contractor, if such servicing is requested to be performed on a **Saturday**.

Item #11 Cost for an additional routine servicing, between scheduled weekly servicing, of any portable toilet provided by the contractor, if such servicing is requested to be performed on a **Sunday or Holiday**.

Item #12 – Cost for the rental of an executive high end port-a-john on a Saturday, Sunday or Holiday with a minimum of a three day rental.

Item #13 – Cost for the rental of a portable trailer restroom on a Saturday, Sunday or Holiday with a minimum of a three day rental.

**LOT 2**

Item #1 – Cost per gallon for pumping services for septic tank on weekday.

Item #2 – Cost per gallon for pumping services for septic tank on Saturday, Sunday or Holiday