

**TOWN OF HAMPTON FALLS
RFP NO. 2024:01
REQUEST FOR PROPOSALS FOR
PORTABLE TOILETS
RENTAL AND SERVICES**

Issued: February 12, 2024

Town Offices
Hampton Falls, NH 03844

RFP NO. 2024:01

REQUEST FOR PROPOSALS FOR

Portable Toilets Rental and Services

I. REQUEST FOR PROPOSALS

The Town of Hampton Falls, NH is soliciting proposals from qualified firms for a price quote for the rental and servicing of portable toilets to be used by the Recreation Department for the upcoming recreation / concert season and Brush Dump for employee use. General information and specifications are as follows.

II. BACKGROUND

The Town has three locations that utilize portable toilets. Portable toilets are required on each recreation site from early spring through late fall and year-round at the Brush Dump. Normal servicing is to be once per week on Wednesdays.

III. GENERAL REQUIREMENTS

- 1) Interested firms submitting proposals must respond in writing to all requirements of this Request for Proposal. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal.
- 2) All payments will be made on the presentation of a valid invoice for services. The Town will process payment invoices on their normal accounts payable cycle, and based on an assessment of successful performance on the part of the Contractor.
- 3) All proposals must be received no later than 3:00 PM on March 4, 2024 by the Town Administrator, Town of Hampton Falls, 1 Drinkwater Road, Hampton Falls, NH 03844

IV. SCOPE OF SERVICES

Governor Weare Park	1 Standard Unit	June 3 – October 31
Town Common	1 Standard Unit	June 3 – October 31
Town Common	1 Standard Unit	June 3 – August 30
Brush Dump	1 Standard Unit	Year-round

V. ADDITIONAL REQUIREMENTS

- 1) Pick up of units having reached their pre-established termination date will be made with-in one week of pick up date.
- 2) Vendor shall insure that toilet tissue will be placed in all units at the time of service.
- 3) Each unit shall be equipped with a working lock system, occupied/vacant indicator, tissue paper holder that is firmly attached to the unit, hinged seat cover and in working order.
- 4) Units which have been overturned and vandalized shall be righted and repaired or replaced as needed by the Vendor at no cost to the Town of Hampton Falls. The Town will take reasonable precautions to help protect these rental units from damage resulting in misuse, vandalism or malicious actions.

VI. PROPOSAL REQUIREMENTS

The Town of Hampton Falls reserves the right to reject any and all proposals and to make a selection in the best interests of the Town.

To be deemed qualified, the Proposer(s) must demonstrate the requisite experience, skills, and resources necessary to successfully perform services requested in the Request for Proposals.

All questions about this Request for Proposals should be submitted in writing to:
Karen Anderson, Town Administrator

VIII. EVALUATION OF PROPOSALS

Evaluation of the responses will be based on the extent to which the response meets the requirements of the solicitation and the Town's determination as to the extent to which the respondent is likely to be able to achieve the desired results and fulfill the purposes of the solicitation. Proposers are welcome to submit supporting information or references, demonstrating how they have shown their performance to be in terms of quality and timeliness in tasks performed for other clients or the Town of Hampton Falls and how responsive the vendor will be in terms of cost efficiency to the Town of Hampton Falls.

Proposal Form Submission

Bids shall be accepted on the attached form and must be in a sealed envelope clearly marked **RFP 2024:01 Portable Toilets Rental and Service**

Proposals received in the Office of the Town Administrator after the time and date specified in the solicitation will not be opened or considered. Facsimile transmissions of proposals will be accepted but confidentiality of the bid is not guaranteed.

Proposal Withdrawal

No proposal can be withdrawn after it is filed unless the offeror makes a request in writing to the Town prior to the time and date set for the opening of proposals or unless the Town fails to award or issue a notice of intent to award a Contract within 60 days after the date and time set for opening proposals.

Portable Toilets Rental and Service

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PROPOSAL

Name: _____

Contact Person: _____

Phone: _____

Address: _____

TOTAL Monthly All- Inclusive Fee per Standard Unit: **March-October** _____ **per month**

(Winter)November – February _____

Delivery Fee – per unit

Signature

Title

Fed ID# or SS# (Please specify)

Phone #

Fax #

Please return this proposal to:

Due : March 4, 2024

3:00 PM

Karen Anderson, Town Administrator

Town of Hampton Falls

1 Drinkwater Road

Hampton Falls, NH 03844

CLEARLY LABEL ENVELOPE: RFP 2024:01 Portable Toilets and Servicing