



TOWN OF  
**NORTH KINGSTOWN, RHODE ISLAND**

100 Fairway Drive  
NORTH KINGSTOWN, R.I. 02852-6202  
PHONE: (401) 294-3331  
FAX: (401) 294-2436

**INVITATION FOR BIDS**  
**PORTABLE TOILET RENTALS**  
**ONE (1) YEAR TERM**

\*Sealed proposals for the above will be accepted in the Office of the Purchasing Agent, Town Municipal Offices, 100 Fairway Drive, North Kingstown, RI 02852, until 10:30am on Thursday, March 19, 2020, and will then be publicly opened read aloud.

**NO BIDS WILL BE ACCEPTED AFTER THE THURSDAY, MARCH 19, 2020, 10:30AM DEADLINE.**

**IT IS THE RESPONSIBILITY OF THE PROSPECTIVE BIDDERS TO MONITOR THE TOWN'S WEBSITE AND/OR STATE OF RI WEBSITE FOR ANY SUBSEQUENT BID ADDENDUM. NO ADDENDUMS WILL BE ISSUED OR POSTED WITHIN FORTY-EIGHT (48) HOURS OF THE BID SUBMISSION DEADLINE.**

The bid will be evaluated as to R.I.G.L. 45-55-5. (2) "Competitive Sealed Bidding" and the award shall be made on the basis of the lowest evaluated or responsive bid price.

Specifications may be obtained at the Purchasing Agent's Office at address listed above.

A certificate of Insurance showing \$1 million General Liability and \$1 million Any Auto, with the Town being named as an additional insured, Worker's Compensation, with a waiver of subrogation will be required of the successful bidder.

The Town of North Kingstown reserves the right to reject any or all proposals or parts thereof; to waive any formality in same, or accept any proposal deemed to be in the best interest of the Town.

The Town of North Kingstown will provide interpreters for the hearing impaired at any pre-bid or bid opening, provided a request is received three (3) days prior to said meeting by calling 294-3331, ext. 142.

Purchasing Agent

**\*PLEASE SUBMIT AN ORIGINAL AND ONE (1) COPY**

## **SELECTION CRITERIA**

**The bid will be evaluated as to R.I.G.L. 45-55-5.(2) “Competitive Sealed Bidding”, and the award shall be made on the basis of the lowest evaluated or responsive bid price.**

The following factors will be considered in determining the lowest evaluated or responsive bid price:

Bid Price;

Quality of services previously performed by the vendor for the Town of North Kingstown, if any;

Services offered;

Meets or exceeds bid specifications;

Early Payment Discount.

**TOWN OF NORTH KINGSTOWN, RHODE ISLAND  
INFORMATION FOR BIDDERS**

**ARTICLE 1. RECEIPT AND OPENING OF BIDS**

Sealed bids must be submitted in SEALED ENVELOPES, addressed to the **Purchasing Agent, Town Municipal Offices, 100 Fairway Drive, North Kingstown, Rhode Island 02852,** and clearly marked with the name of the item bid, and the date and time of opening. Bids will be received by the Purchasing Agent up to the specified time as noted on the Invitation to Bid, and publicly opened and read aloud at the specified time.

Proposals submitted for a specified item must not be combined under the same cover with any other bid item.

It is the bidder's responsibility to see that their bid is delivered within the time and at the place prescribed. Proposals received prior to the time of opening will be securely kept unopened. No responsibility will attach to any officer or person for the premature opening of a proposal not properly addressed and identified.

Any bid received after the time and date specified shall not be considered, by messenger or by mail, even if it is determined by the Town that such non-arrival before the time set for opening was due solely to delay in the mails for which the bidder is not responsible. Conditional or qualified bids will not be accepted.

**ARTICLE 2. PREPARATION OF BID**

Each bid must be submitted on the prescribed form. All blank spaces for bid prices must be filled in, in ink or typewritten, both in words and figures. Erasures or other changes must be explained or noted over the signature of the bidder.

Each bid must be submitted in sealed envelopes, clearly labeled, so as to guard against opening prior to the time set therefore.

The Town may consider any bid not prepared and submitted in accordance with the provisions hereof and reserves the right to reject any or all proposals in whole or in part, toward any item, group of items, or total bid; to waive any technical defect or formality in same, or to accept any proposal deemed to be in the best interest of the Town.

**ARTICLE 3. TELEGRAPHIC MODIFICATION**

Telephonic, telegraphic or oral bids, amendments or withdrawals will not be accepted.

**ARTICLE 4. WITHDRAWAL OF BIDS**

Bids may be withdrawn personally or by written request at any time prior to the time specified for the opening. Bids may be modified in the same manner. Negligence on the part of the bidder in preparing the bid confers no right of withdrawal or modifications of their bid after such bid has been opened.

## **ARTICLE 5. QUALIFICATIONS OF THE BIDDER**

The Town reserves the right to request each bidder to present evidence that they are normally engaged in purveying the type of product or equipment bid on. No bid shall be considered from bidders who are unable to show that they are normally engaged in purveying the type of product or equipment specified in the bid proposal.

To receive full consideration, the bidder must submit literature and necessary details, when applicable, on the material or service he proposes to furnish in order that the Town may have full information available when analyzing the proposals.

## **ARTICLE 6. OBLIGATIONS OF THE BIDDER**

At the time of opening of bids, each bidder will be presumed to have inspected the Specifications and Contract Documents (including all addenda) which has been sent to the address given by such bidder. The failure or omission of any bidder to receive or examine any form, instrument, or document shall in no way relieve any bidder from any obligation in respect to their bid.

Any exceptions or deviations from the provisions contained in this Specification must be explained in detail and attached to proposal. If such deviations do not depart from the intent of this notice and are in the best interest of the Town, the proposal will receive careful consideration.

## **ARTICLE 7. "OR EQUAL" BIDDING**

The Town intends to permit liberal scope in bidding and specifically does not intend to limit bidding to any one make or model. Whenever a material, article or piece of equipment is identified by reference to manufacturers' or vendors' names, trade names, catalogue numbers, etc., it is intended merely to establish a standard; and any proposed material, article, or equipment of other manufacturers and vendors which will perform adequately the duties imposed by the general design will be considered equally acceptable provided it is in the opinion of the Town to be of equal substance and function.

## **ARTICLE 8. PRICES**

Bidders shall state the proposed price in the manner as designated in the Bid Proposal Form. In the event that there is a discrepancy between unit prices and the extended totals, the unit prices shall govern. In the event that there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.

The prices in this bid shall be irrevocable for ninety (90) days, or until the bid is awarded by the Town Council. After award by the Town Council, said prices shall then remain firm for the duration of the Contract.

## **ARTICLE 9. TAX EXEMPTIONS**

The Town is exempt from payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30 Para. I, as amended. The Town is exempt from

payment of Federal Excise Taxes. The prices bid must be exclusive of taxes and will be so construed. Exemption certificates will be completed as required by the successful bidder.

**ARTICLE 10. CONTRACT PERIOD AND TERM OF AGREEMENT *(When Applicable to Bid)***

Contract period is found in the Standard Form of Agreement. If financially advantageous to the Town of North Kingstown, these contracts may be renewed or extended, from time to time, when agreed to, in writing, by both parties.

**ARTICLE 11. LABOR REGULATIONS *(When Applicable to Bid)***

**The following paragraphs regarding nondiscrimination in employment shall be included and become part of these specifications:**

- a.** Contractors shall comply with the provisions of the General Laws of Rhode Island and attention is called to Title 37, Chapter 13, Section 1-16, relative to the payment of wages, obligations and charges by Contractors on public works projects.
- b.** Non-resident Contractors are subject to Section 44-1-6 of the Rhode Island General Laws, as amended. (OUT OF STATE CONTRACTORS.)
- c.** The successful bidder will be required to comply with the Davis-Bacon Act (40USC 2 to a-7) as supplemented by Department of Labor regulations (29CFR Part 5).
- d.** The successful bidder will be required to comply with the Contract Works Hours and Safety Standards Act (40 USC 327-330) as supplemented by Dept. of Labor Regulations (29CFR, Part 5).
- e.** The successful bidder will be required to comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended, and as supplemented in Department of Labor regulations (41 CFR Part 60).
- f.** The successful bidder will be required to comply with the Copeland "Anti-Kickback" Act (18 USC 874) as supplemented in Department of Labor regulations (29 CFR, Part 3).
- g.** The successful bidder will be required to comply with the Safety and Health regulations (29 CFR, Part 1926 and all subsequent amendments) as promulgated by the Department of Labor.
- h.** The successful bidder will be required to comply with Title VI of the Civil Rights Act of 1964 ( P.L. 88-352).

**ARTICLE 12. INSURANCE *(When Applicable to Bid)***

The Vendor shall assume responsibility and liability for all injuries to persons or damages to property, directly or indirectly due to, or arising out of, their operations under the contract and shall be responsible for the proper care and protection of all work performed until completion and final acceptance by the Town.

The Vendor shall also indemnify and save harmless the Town of North Kingstown against any and all claims of whatever kind and nature due to, or arising out of, their breach or failure to perform any of the terms, conditions, or covenants of the contract resulting from acceptance of their bid.

The Vendor shall furnish the Purchasing Agent with certificates of insurance from companies acceptable to the Town of North Kingstown. All insurance companies listed on certificates must be licensed to do business in the State of Rhode Island. The Vendor shall provide a certificate of insurance as specified in the bid specifications. Contracts of insurance (covering all operations under this contract) shall be kept in force until the contractor's work is acceptable by the Town.

The limits of the insurance must be at least in the amounts specified below;\*

1. Commercial General Liability-Occurrence Form \$1,000,000/\$1,000,000.
2. Automobile Liability - \$1,000,000. With both of the above naming the Town as additional insured.
3. Worker's Compensation (if legally allowed and available). Waiver of subrogation applies to Worker's Compensation

**The Vendor shall secure, pay for and maintain insurance as necessary to protect themselves against loss of owned or rented capital equipment and tools, with provision for waiver of subrogation against the Owner, and shall secure, pay for and maintain insurance as necessary to protect against errors and omissions which may result from this project.**

### **ARTICLE 13. LAWS, ORDINANCES, AND CODES**

All applicable Federal and State Laws, Ordinances and Codes of the Town of North Kingstown and regulations of all authorities having jurisdiction over this Project shall apply to this contract the same as though written herein in full.

The Town of North Kingstown will not award the Contract to any Contractor who is, at the time, ineligible under the provisions of any applicable regulations issued by the Secretary of Labor, United State Department of Labor, or is not qualified under applicable Ordinances of the Town of North Kingstown, or the laws of the State of Rhode Island.

**TOWN OF NORTH KINGSTOWN, RHODE ISLAND  
PORTABLE TOILET RENTALS  
ONE (1) YEAR TERM**

**SPECIFICATIONS**

The Town of North Kingstown is requesting bids to rent uni-sex portable sanitary units for specific dates, with the following specifications. The Town reserves the right to delete any units no longer needed, or add any extra units, if a need becomes apparent.

Please complete the following:

Outside dimensions: Approximately 44.5" x 44.5" x 80" \_\_\_\_\_

Door opening: Approximately 31" x 72" \_\_\_\_\_

Construction: 1/8" fiberglass reinforced resin, one piece, or equal \_\_\_\_\_

Toilet seat: Plastic or enamel coated wood with lids \_\_\_\_\_

Tank: Approximately 45-gallon, fiberglass, or equal \_\_\_\_\_

Weight: Approximately 190 lbs. empty \_\_\_\_\_

Skids: Pressure treated, or equal \_\_\_\_\_

**The units are to be cleaned twice a week, except as noted.**

**The Town shall not be responsible for damage to the rentals due to  
fire, theft, vandalism, etc.**

**TOWN OF NORTH KINGSTOWN, RHODE ISLAND  
PORTABLE TOILET RENTALS – ONE (1) YEAR TERM**

**PROPOSAL FORM: *Page 1 of 3***

**TO: Town of North Kingstown  
100 Fairway Drive  
North Kingstown, RI 02852**

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I, (We), the undersigned, agree to furnish to the Town of North Kingstown, portable sanitary facilities at the below mentioned locations and times, for the following prices:

**TOWN**

<b>Town Dock:</b> End of Main Street (DPW)	04/01/2020 to 03/31/2021	\$ _____
<b>McGinn Park:</b> 174 School Street (DPW)	04/01/2020 to 03/31/2021	\$ _____
<b>Golf Course (2 Units):</b> Callahan Road		\$ _____
<b>GREEN IF AVAILABLE</b>	04/01/2020 to 12/31/2021	_____
<b>Wickford Middle School:</b> 250 Tower Hill Road	05/01/2020 to 12/31/2021	\$ _____
<b>Fuerer Park:</b> Lafayette Road	05/01/2020 to 08/31/2021	\$ _____
<b>Intrepid Drive:</b> Flatfish Alley	04/01/2020 to 10/31/2021	\$ _____
<b>Ryan Park:</b> 291 Oak Hill Road	10/28/2020 to 12/31/2021	\$ _____
<b>Water Pumping Station #1:</b> Oak Hill Road (H20)	04/01/2020 to 03/31/2021	\$ _____
<b>Town Beach (2 Units):</b> 15 Beach Street	04/01/2020 to 03/31/2021	\$ _____
<b>Allen Harbor:</b> 24 Bruce Boyer Street	05/01/2020 to 10/31/2021	\$ _____

Vendor Signature: \_\_\_\_\_



**TOWN OF NORTH KINGSTOWN, RHODE ISLAND  
PORTABLE TOILET RENTALS – ONE (1) YEAR TERM**

**PROPOSAL FORM: *Page 2 of 3***

**TOWN BEACH (4<sup>TH</sup> OF JULY)**

- Eighteen (18) units at Town Beach, including handicap accessible and one with a sink, beginning July 2<sup>nd</sup> noon through July 6<sup>th</sup>, 2020.

**WICKFORD ART FESTIVAL**

- Twenty-six (26) units, including three (3) handicap accessible and three (3) wash stations beginning Friday, July 10<sup>th</sup> by 4:00pm through noon Monday, July 13<sup>th</sup>, 2020.
  - ✓ Clean out Saturday night between 9:00pm and 8:00am on Sunday
  - ✓ All units shall contain toilet paper dispensers to accommodate at least two (2) toilet paper rolls of 2500 sheets/roll, or equal.
  - ✓ New full toilet paper rolls shall be placed in each portable toilet when delivered on Friday, and again on Saturday.

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1) *Art Festival Only* **TOTAL PRICES** \$ \_\_\_\_\_

2) *Town Beach Fireworks Only* **TOTAL PRICES** \$ \_\_\_\_\_

3) *Art Festival and Fireworks* **TOTAL PRICES** \$ \_\_\_\_\_

4) *Alternate: Cost for unit(s), if needed, for use at areas or dates other than those specified:*

Regular Portable: \$ \_\_\_\_\_/Week

Handicap Accessible: \$ \_\_\_\_\_/Week

Wash Station: \$ \_\_\_\_\_/Week

Regular Portable: \$ \_\_\_\_\_/Month

Handicap Accessible: \$ \_\_\_\_\_/Month

Wash Station: \$ \_\_\_\_\_/Month

**DISCOUNT FOR EARLY PAYMENT:** \_\_\_\_\_

Vendor Signature: \_\_\_\_\_

**TOWN OF NORTH KINGSTOWN, RHODE ISLAND  
PORTABLE TOILET RENTALS – ONE (1) YEAR TERM**

**PROPOSAL FORM: *Page 3 of 3***

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
*(Please print name and title)*

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DATE: \_\_\_\_\_