

Notice:

The City of Rifle, CO Parks & Recreation Department is currently soliciting bids for portable restroom service for Rifle City Parks and Rifle Mountain Park for 2019 and 2020.

Companies interested in submitting bids need to request bid information by phone or e-mail.

**Please contact Tom Whitmore, Parks & Recreation Director,
at 970-665-6489 or at twhitmore@rifleco.org**

**Sealed bids must be delivered to Rifle Recreation Department at:
Attn: Parks and Recreation Portable Service bids, 202 Railroad Avenue,
Rifle, Colorado 81650, by 4:00 p.m., ~~Monday, February 18~~, Tuesday
February 19th, 2019. E.O.E.**



**City of Rifle Parks Department
Portable Service Bid Notes
2019 and 2020**

Thank you for your interest in providing quotes for portable restroom services for 2019 and 2020 for the City of Rifle Parks Department. The following notes are to provide you with a better description of our expectations.

Dates (months) illustrated on the Excel spread sheet are for information only, actual delivery and pick-up dates will be specified later. Cost estimates for 2nd services are for estimation and budget purposes only. We may or may not require as many 2nd services as shown.

Simplified billings are highly desirable. We request that the vendor selected to provide service **send one monthly statement which includes all units prorated, billable on identical dates** regardless of the date the units were delivered. This will simplify the process for our accounting department and will facilitate prompt payment.

Service is requested at two geographical locations; 1). Parks listed in the city limits of Rifle, and 2). Rifle Mountain Park (RMP). RMP is located 12 miles North of Rifle, beyond the end of State Highway 325, just north of the State Fish Hatchery. The address at Rifle Mountain Park is 13885 County Road 217. There are 9 restroom locations within Rifle city parks and 10 locations at Rifle Mountain Park. Separately, we are considering assistance with sponsoring a portable unit at the West Rifle Creek Shooting Range northwest of Rifle Gap Reservoir. Please include a quote for 1 unit and weekly service at that location

You will find attached Excel spreadsheets of our sites for the expected amount of months at each site. These forms provides information on the number of units requested at each site and the period we plan to have the units there. You'll find a line for "2x/wk service". Please include the cost for second services per week per restroom indicated in town and one per week per restroom indicated at RMP. We may or may not require as many second services to be performed, but wish to include this as a contingency. We have found that 2x/wk services are more appreciated by our patrons than more units, serviced only once per week.





Note that we are requesting one ADA accessible restroom at Centennial Park (that unit will be the 12 month unit) one ADA accessible restroom at Deerfield Regional Park, one ADA Restroom at Davidson Park and on ADA Restroom at the Pool. The last 3 will be summer seasonal only.

Since we bid in two year intervals, please include your figures for 2019 and 2020. Include a cost per unit per month for the year for city parks and for Rifle Mountain Park.

Please include a sample mock monthly statement using the # of units mentioned on the attached spreadsheet. Use the month of June, 2019, for example. Divide the statements into two parts, one for Rifle city park units and one for RMP units. Include a total at the bottom.

Our experience has been that some vendors choose to price differently for RMP because of the distance from Rifle. For our purpose we will look at cost per unit averaged over all sites for the two year period.

The City of Rifle may ask that units be left for longer periods or picked up early. While we expect to pay for extended periods of service, we will not be responsible for payment for units which are not picked up in a reasonable amount of time following our request.

The City of Rifle is not in any way obligated to a contract and may request termination of services and removal of portable units at any time.

In the case of damaged units, the City of Rifle may choose to have damaged units repaired immediately or, depending on the situation, postpone repairs until the end of the rental period. The City of Rifle shall not be responsible for payment of repairs unless the damage is first inspected and repairs are approved by Parks Department staff.

Please include any references or endorsements or any selling points that may be beneficial to us relevant to portable restroom services, such as; staking down restrooms, reduced rates on tip-over clean-up, special prices on additional units for special events, providing units with special amenities (ADA restroom, hand wash stations,) etc.





Per Rifle City Ordinance NO.10 Series of 2010, there is a local preference which will be considered when determining bid results.

“Local vendor shall mean contractors, vendors, suppliers, or other retailers with a principal place of business located within the City or within a radius of three (3) miles thereof, for primary preference, or beyond three (3) miles thereof, but within Garfield County, for the purposes of a secondary preference. Businesses which maintain satellite offices within the City shall not be considered local for the purposes of this definition.”

Services valued \$5,001 to \$25,000 = 6% primary and 3% secondary discount.

Services valued \$25,001 to \$100,000 = 5% primary and 2.5% secondary discount.

Summary:

1. Please state the charge per unit month for units in city parks and RMP for each 2019 and 2020.
2. Please state the charge for a second service per week (as indicated) at city park units and Rifle Mountain Park for each 2019 and 2020.
3. Please include a sample statement as mentioned.
4. Please state the charge for tip-over service per occurrence.
5. Please state the charge for special event delivery and set-up for additional units.
6. Please state any additional selling points you wish to include.
7. Please return quotes per Public Notice ad. Note the due date is extended one day to Tuesday February 19th, at 4:00 p.m. (Monday the 18th is Presidents Day holiday)

Thank you for your interest in offering quotes for the coming two years. If you have questions, concerns, or comments, please contact us by phone or e-mail. We look forward to working with you in the future.

Thank you.

Tom Whitmore

970-665-6489



CITY OF RIFLE

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