

INVITATION TO BID

May 4, 2023

Dear Vendor,

Enclosed you will find a bid package for a **Porta John** services at some City Facilities. All pertinent information is contained within.

We invite you to participate in the bid process. Please note that all bids are to be submitted in sealed envelopes and addressed to: **City of Seaford, Attn: City Manager, P.O. Box 1100, 414 High Street, Seaford, DE 19973**, and marked on the outside "**Bid Response – Porta Johns**" by **2:15 p.m. on May 24, 2023**.

The bid opening will be held at City Hall, 414 High Street, Seaford, Delaware.

Should you need clarification on any item, please contact Katie Hickey, Superintendent of Parks & Recreation at 302-629-6809. If you would like to request a bid package, you can contact Ashley Heinicke, City Clerk at 302-629-9173 or aheinicke@seafordde.com.

Thank you for reviewing this information and participating in our bidding process.

Sincerely,

City of Seaford
Charles Anderson
City Manager
Enclosures

**CITY OF SEAFORD
BID NOTICE
Porta John Service**

Sealed Bids will be received by the City Manager of the City of Seaford, 414 High Street, P.O. Box 1100, Seaford, DE 19973, until 2:15 p.m., standard time on May 24, 2023, for Porta John Service. The bids will be opened at such time in the City Council Chambers at City Hall, 414 High Street, Seaford, DE and read aloud. They will then be evaluated by the City Manager and Staff for bid compliance. Failure to bid on the total components as stated may disqualify your bid. The Mayor and Council reserve the right to reject any and all bids.

Mayor and Council may award the bid at their regular meeting on June 13, 2023. Specifications may be picked up at the City Office, 414 High Street, Seaford, DE 19973, email request to aheinicke@seafordde.com or by calling (302) 629-9173. Please ask for Ashley Heinicke, City Clerk. No bidder may withdraw their bid within sixty days after the actual date of the opening thereof.

City of Seaford
Charles Anderson
City Manager

INFORMATION FOR BIDDERS

BIDS will be received by the City of Seaford (herein called the "Owner") at the office of the City Manager, City Hall, 414 High Street, Seaford, Delaware until 2:15 p.m., prevailing time, on May 24, 2023,, and then publicly opened in the City Council Chambers and read aloud.

BIDDERS are advised that the bid is for all required materials and services, for Porta John services at selected City Facilities.

Each BID must be submitted in a sealed envelope, addressed to the City of Seaford, Attn: City Manager, 414 High Street, P.O. Box 1100, Seaford, DE 19973. Each sealed envelope containing a bid must be plainly marked on the outside as "Bid Notice – Porta Johns" and the envelope should bear on the outside the name of the BIDDER and their address. If forwarded by mail, the sealed envelope containing the BID must be enclosed in another envelope addressed to the OWNER. Any BID received after that time and date specified shall not be considered.

All BIDS must be made on the required BID proposal form. All blank spaces for BID prices must be filled in, in ink, or type written, and the BID form must be fully completed and executed when submitted. One copy of the BID form is required. BIDS and/or alternate bids submitted by FAX will not be accepted.

The OWNER may waive any informalities or minor defects or reject any and all BIDS. Any BID may be withdrawn prior to the above scheduled time for the opening of the BIDS or authorized postponement thereof. No BIDDER may withdraw a BID within sixty (60) days after the actual date of the opening thereof.

BIDDERS must satisfy themselves of the accuracy of the required work in the BID documents by a review of the CONTRACT DOCUMENTS. After BIDS have been submitted, the BIDDER shall not assert that there was a misunderstanding concerning the location, use of property or conditions outlined in the CONTRACT DOCUMENTS.

Information obtained from an officer, agent or employee of the OWNER or any other person shall not affect the risks or obligations assumed by the CONTRACTOR or relieve them from fulfilling any of the conditions of the contract.

The OWNER may make such investigation as they deem necessary to determine the ability of the BIDDER to provide the necessary materials and/or labor and equipment to carry out the work and the BIDDER shall furnish to the OWNER all such information for this purpose as the OWNER may request. The OWNER reserves the right to reject any BID if the evidence submitted by, or investigations of, such BIDDER fails to satisfy the OWNER that such BIDDER is properly qualified to carry out the obligations of the Agreement. A conditional or qualified BID may be reason to disqualify your bid.

Award may be made to the lowest, responsible BIDDER. The Mayor and Council reserve the right to reject any and all bids. The bids may be presented to the Mayor and Council at their Regular Meeting on June 13, 2023, at 7:00 p.m., at City Hall, 414 High Street, Seaford, DE.

All applicable laws, ordinances and the rules and regulations of all authorities having jurisdiction over the WORK shall apply to the contract throughout. Each BIDDER is responsible for reading and being thoroughly familiar with the CONTRACT DOCUMENTS. The failure of the BIDDER to do any of the foregoing shall in no way relieve any BIDDER from any obligation respective to their BID.

The successful bidder must also provide an insurance certificate prior to the commencement of work. Comprehensive Liability, Bodily Injury and Property Damage, and Worker's Compensation will be required in the amounts listed herein. The contractor shall secure and maintain at his own expense, during the contract term a commercial general liability insurance which insures against claims for bodily injury, property damage, personal injury and advertising injury arising out of or in connection with, any operations or work under this contract whether such operations are by the contractor, its employees, or subcontractors or their employees. The policy shall provide minimum limits of liability as follows:

\$500,000.00 combined single limit – each occurrence

\$500,000.00 combined single limit – general aggregate

\$500,000.00 combined single limit – products/completed operations aggregate

\$200,000.00 Business auto liability – combined single limit

\$500,000.00 Workers compensation – each accident, each employee

All insurance shall name the owner; its appointed and elected officials, officers, servants, agents and employees as insured. The contractor shall submit proposed insurance instruments to the City Manager prior to execution for approval.

All invoicing must be submitted prior to the close of the current fiscal year, which ends June 30th.

Prior to the start of services, the successful bidder must meet with Bobby Holston, Parks Coordinator, or his representative in order to be shown appropriate placement of units and routes for delivery and cleaning, where applicable.

City of Seaford Porta John Service Specifications

The City of Seaford has several departments and locations for which Porta John services are needed. The locations and requirements are as follows:

1. Soroptimist Park – 2 regular units, 4/1 thru 11/15 annually
 - Units to be serviced and cleaned twice a week, Monday and Thursday or Friday.
2. Nutter Park – 1 regular unit, 4/1 thru 11/15 annually
 - Unit to be serviced and cleaned once a week, Thursday or Friday.
3. Boat Ramp – 1 regular unit, 4/1 thru 11/15 annually
 - Unit to be serviced and cleaned twice a week, Monday and Thursday or Friday.
4. Hooper's Landing – 5 units (4 regular units year-round; 1 handicap unit 4/1 thru 9/30)
 - Units to be serviced and cleaned twice a week, Monday and Thursday.

Sports Complex (See attached map for approximate locations of units)

5. Jay's Nest Playground – 2 units (1 handicap unit year-round and 2nd regular unit 4/1 thru 11/15)
 - Unit(s) to be serviced and cleaned twice a week, Monday and Thursday or Friday.
6. Football Fields – 1 regular unit, 4/1 thru 11/15, annually
 - Unit to be serviced and cleaned once a week, Thursday or Friday.
7. Softball Fields – 3 regular units, 4/1 thru 11/15 annually
 - Units to be serviced and cleaned twice a week, Monday and Thursday or Friday.
8. School Lane – 1 regular unit, 6/1 thru 8/31 annually
 - Unit to be serviced and cleaned once a week, on Thursday.
9. Miscellaneous:
 - There will be various occasions throughout the year when toilets will be needed at various locations on an on-call basis. (Usually one and two-day events.) Superintendent of Parks and Recreation or their designee will submit requests in writing by e-mail for date of delivery and pick-up of toilets for special events. Should the vendor deliver units without prior written authorization, the City will not be obligated to pay the vendor for the associated rental charge. The written authorization shall be submitted with the invoice for payment.
 - Any Contract entered into with a vendor will be for an initial one-year duration, from July 1, 2023 to June 30, 2024, with a one-time renewal option for 2 years. The City's option to exercise renewal will be contingent on quality of service and cost provided by the vendor in the first year of the contract.

- The vendor shall not leave any units in place during the off-season unless requested by the City.
- The City will submit in writing its concerns as they occur and may exercise its right to terminate the contract by giving ninety-day written notice of its intent based on quality of service with our account.

City of Seaford
Porta John Services
Bid Proposal

The bid prices below shall be honored by the City for the initial contract with the vendor for the 2023 fiscal year (July 1, 2023 – June 30, 2024):

Soroptimist Park	\$ _____ per month for 2023-2024
Nutter Park	\$ _____ per month for 2023-2024
Boat Ramp	\$ _____ per month for 2023-2024
Hooper's Landing (year-round units)	\$ _____ per month for 2023-2024
Hooper's Landing (seasonal handicap unit)	\$ _____ per month for 2023-2024
Jay's Nest (year-round handicap unit)	\$ _____ per month for 2023-2024
Jay's Nest (seasonal unit)	\$ _____ per month for 2023-2024
Football Fields	\$ _____ per month for 2023-2024
Softball Fields	\$ _____ per month for 2023-2024
School Lane	\$ _____ per month for 2023-2024
Additional Units as needed	\$ _____ per day for 2023-2024

The bid prices below shall be honored by the City if the contract with the vendor is extended into the 2024 fiscal year (July 1, 2024 – June 30, 2025):

Soroptimist Park	\$ _____ per month for 2024-2025
Nutter Park	\$ _____ per month for 2024-2025
Boat Ramp	\$ _____ per month for 2024-2025
Hooper's Landing (year-round units)	\$ _____ per month for 2024-2025
Hooper's Landing (seasonal handicap unit)	\$ _____ per month for 2024-2025

Jay's Nest (year-round handicap unit) \$ _____ per month for 2024-2025
 Jay's Nest (seasonal unit) \$ _____ per month for 2024-2025
 Football Fields \$ _____ per month for 2024-2025
 Softball Fields \$ _____ per month for 2024-2025
 School Lane \$ _____ per month for 2024-2025
 Additional Units as needed \$ _____ per day for 2024-2025

The bid prices below shall be honored by the City if the contract with the vendor is extended into the 2025 fiscal year (July 1, 2025 – June 30, 2026):

Soroptimist Park \$ _____ per month for 2025-2026
 Nutter Park \$ _____ per month for 2025-2026
 Boat Ramp \$ _____ per month for 2025-2026
 Hooper's Landing (year-round units) \$ _____ per month for 2025-2026
 Hooper's Landing (seasonal handicap unit) \$ _____ per month for 2025-2026
 Jay's Nest (year-round handicap unit) \$ _____ per month for 2025-2026
 Jay's Nest (seasonal unit) \$ _____ per month for 2025-2026
 Football Fields \$ _____ per month for 2025-2026
 Softball Fields \$ _____ per month for 2025-2026
 School Lane \$ _____ per month for 2025-2026
 Additional Units as needed \$ _____ per day for 2025-2026

Bidder:

 Company Name

 Address

 Address

Authorized Signature

Print Name and Title _____

Email Address _____

Office Phone number _____

Cell Phone number _____

REFERENCES

Please provide the following information for customers who you have served for at least twelve months:

Company Name: _____

Address: _____

Contact Name: _____

Contact #: _____

Company Name: _____

Address: _____

Contact Name: _____

Contact #: _____

Company Name: _____

Address: _____

Contact Name: _____

Contact #: _____

Company Name: _____

Address: _____

Contact Name: _____

Contact #: _____

