



Newaygo County Road Commission

935 EAST ONE MILE ROAD
WHITE CLOUD, MI 49349
Phone (231) 689-6682
Fax (231) 689-5994
www.newaygoroads.org

 Find Us On Facebook

NOTICE TO BIDDERS

The Board of County Road Commissioners of Newaygo County will receive bids at their office at 935 East One Mile Road, White Cloud, MI 49349, until 8:15 a.m. on Monday, March 20, 2023 for the following:

- Portable Restroom Rental

Specifications and bid forms may be obtained at the office of the Newaygo County Road Commission during regular business hours or by visiting our website at www.newaygoroads.org

The Newaygo County Road Commission hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprise will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of sex, race, color or national origin in consideration for an award.

The Board reserves the right to accept or reject any or all bids, to waive any irregularities in the bids and to make award in any manner they deem to be in the best interest of Newaygo County.

BOARD OF COUNTY ROAD COMMISSIONERS OF NEWAYGO COUNTY

William Gonyon, Chairman
Douglas Harmon, Vice-Chairman
Lee Fetterley, Commissioner

BID SPECIFICATIONS – PORTABLE RESTROOM RENTAL

To be opened: Monday, March 20, 2023 at 8:15 a.m.

You are invited to submit a bid for the rental of portable restrooms as requested by the Newaygo County Road Commission.

Sealed bids must be received at the Road Commission office by Monday, March 20, 2023 at 8:15 a.m. in order to be considered. **If you wish to bid, please submit your sealed submittal, in a mailing container or envelope which is plainly marked on the outside with the notation 'SEALED BID ENCLOSED - PORTABLE RESTROOM RENTAL'.** The Road Commission office is located at 935 E. One Mile Road, White Cloud, MI 49349

The Road Commission is not responsible for delays occasioned by the U.S. Postal Service or any other means of delivery employed by the bidder. Similarly, the Road Commission is not responsible for, and will not open, any bid responses which are received AFTER the time stated above. Late bids shall not be considered.

Bidders shall note: All information in a bidder's proposal and the subsequent contract is subject to the provisions of the Freedom of Information Act, 1976 no. 442, as amended, MCL 15.231. Or latest version thereof.

SCOPE OF BID

The Newaygo County Road Commission is requesting sealed bids for the installation and maintenance of portable restrooms on a contract basis. Bid price shall include delivery, pickup, and dumping fees, as well as any other fees associated with the maintenance and repair of the portable restrooms. Prompt and timely set-up and tear down are required, as well as cooperation with Road Commission staff at job sites.

Known requirements are listed on the bid specification sheets. Additional units may be required due to development, major repairs, increased usage or special events/projects. Successful bidder agrees to furnish additional units to unnamed sites within the County at rates stated in this Request for Bid. The Road Commission agrees to give 24-hour notice at a minimum for ordering units for Special Events/Projects.

Minor repairs of units will be made on site when possible. Any unit which cannot be repaired on site must be exchanged within 48 hours. There will be no additional charge for repairs.

Each unit shall be equipped with a working lock system, occupied/vacant indicator, tissue paper holder that is firmly attached to the unit per manufacturer's specification, and a hinged seat cover in working order. All other equipment shall be in working order. Bidder shall ensure that toilet tissue will be placed in all units at time of service.

A four (4) hour response time is requested on service calls for units which have been overturned or are in need of immediate assistance. Units shall be righted by the Bidder at no charge to the Road Commission.

SILENCE OF SPECIFICATIONS

Commercially accepted practices shall apply to any detail not covered in this specification and to any omission of this specification. Any technical omissions of functions or types of work within these specifications shall not relieve the Contractor from performing such work when required to the satisfactory completion of the project. Any omission or question of interpretation of the specification that affects the performance or integrity of the service being offered shall be addressed in writing and submitted with the Bid.

EXCEPTIONS TO BID DOCUMENTS

The Bidder shall clearly state in the submitted bid any exceptions to, or deviations from, the minimum bid requirements, and any exceptions to the terms and conditions of this Request for Bid. Such exceptions or deviations will be considered in evaluating the bids. Companies are cautioned that exceptions taken to this Request for Bid may cause their bid to be rejected.

SPECIAL TERMS AND CONDITIONS

WARRANTY

The supplier warrants that all articles, materials and service performed shall be consistent with manufacturer's specifications and will be free from defects. Without limitation of any rights which the Road Commission may have by reason of any breach of warranty, goods which are not as warranted may be returned at Bidder's expense within thirty (30) days after delivery, for either credit or replacement, as the Road Commission may direct without additional charge to the Road Commission.

INSURANCE

A copy of your current Certificate of Insurance should be included with your bid. Insurance requirements are as follows:

NEWAYGO COUNTY ROAD COMMISSION'S INSURANCE REQUIREMENTS

VENDOR, at its own expense, shall procure and maintain during the entire term of this Agreement and any extensions thereof, the following insurance so as to cover all risk which shall arise directly or indirectly from VENDOR'S obligations and activities.

1. Workers Compensation and Employers Liability Insurance meeting the requirements of the Michigan Workers Compensation Law covering all the VENDOR'S employees carrying out the work involved in this contract.
2. General Liability Insurance with limits of at least \$1,000,000 per occurrence for Bodily Injury and Property Damage. As a minimum, coverage for Premises, Operations, Products and Completed Operations shall be included. This coverage shall protect the public or any person from injury or property

damages sustained by reason of the VENDOR or its employees carrying out the work involved in this contract.

3. Automobile Liability Insurance with either a combined limit of at least \$1,000,000 per occurrence for bodily injury and property damage without sub-limits or split limits of at least \$1,000,000 for bodily injury per person per occurrence and \$1,000,000 for property damage per occurrence. Coverage shall include all owned, hired, and non-owned motor vehicles used in the performance of this contract by the VENDOR or its employees.

Subcontractors: In the case of any work sublet, the VENDOR shall require subcontractors and independent contractors working under the direction of either the VENDOR or a subcontractor to carry and maintain the same workers compensation and liability insurance required of the VENDOR.

Additional Insured: The Newaygo County Road Commission, its officers and employees shall be named as additional insured's on the VENDOR'S, subcontractor's, and independent contractor's liability insurance policies and certificates of insurance. This provision does not apply to workers compensation insurance.

CERTIFICATE OF INSURANCE REQUIREMENTS

1. The Description area of the certificate should state: The Newaygo County Road Commission, its officers and employees are named as additional insured's. List Portable Restroom Rental as the project the certificate covers.

2. The minimum liability limits required by the Road Commission are: (\$1,000,000). This must be occurrence form liability coverage.

3. The following address must appear in the Certificate Holder section:

Newaygo County Road Commission
935 E. One Mile Road
White Cloud, MI 49349

AWARD OF BID

AWARD CRITERIA

Award of bid shall be made to the lowest responsive and responsible Bidder(s) meeting the specifications set forth herein. In addition to the quoted price, the following is a partial list of the criteria that may be used in our determination of vendor responsibility and responsiveness:

- A. Adherence to specifications;
- B. Service as specified in these bid documents;
- C. Company's reputation
- D. Company's ability to meet the Road Commission's insurance requirements;
- E. Past experience and service provided by Bidder;
- F. Favorable references from firms with projects of similar scopes that indicate that the Bidder has the ability to carry out the services and provide the products specified;

The Road Commission reserves the right to accept or reject any or all bids; to request rebids; to award bids item-by-item, by groups, or “lump sum”; to waive irregularities and technicalities in bids; such as shall best serve the requirements and interests of the Road Commission.

CONTRACT AWARD

Award of contract shall be made to the Company who submitted the lowest responsible and responsive bid. The Road Commission may award a bid on an “all or none” basis, an individual basis or as is otherwise deemed to be in the best interest of the Road Commission.

OPTION TO RENEW

The Road Commission reserves the right to renew the contract for two additional one-year terms, each upon mutual agreement of both parties.

BID SUBMITTAL FORM - PORTABLE RESTROOM RENTAL

To be opened: Monday, March 20, 2023 at 8:15 a.m.

Submitted to: Newaygo County Road Commission
935 East One Mile Road
White Cloud, MI 49349

Long Term Units

Location: Newaygo County Road Commission
935 E. One Mile Road, White Cloud

Number of Units: 1 (one)
Total Rental Time: One (1) year
How often serviced: Weekly

Price per portable restroom per month with service one per week: \$_____

Short Term Units

Location: Various project locations around Newaygo County

Number of Units: 1 (one) per project location
Total Rental Time: various, depending on project length
How often serviced: Weekly

Price per portable restroom at various locations: \$_____

A four (4) hour response is requested on service calls for units
In need of immediate assistance (overturned, dirty lack of
Supplies, ect.) State your response time. _____

The Road Commission requests that additional units be
available with a 24-hour notice for special events/projects.
State your order availability time. _____

In case of vandalism or theft from project site what would the financial
responsibility for NCRC be? _____

Submitted by:

NAME _____

Signed: _____

ADDRESS _____

PHONE _____ FAX _____

E-MAIL ADDRESS _____