

**TOWN OF ENFIELD, CONNECTICUT  
INVITATION TO BID**

**RENTAL OF SANITARY FACILITIES**

March 3, 2010

Sealed bids for the service named above will be received at the Office of the Director of Finance until 11:00 a.m., Monday, March 15, 2010. Thereafter, bids will be opened in public and read aloud.

Specifications and bidding documents may be obtained from the Office of the Director of Public Works, Stanley E. Jablonski DPW Complex, 40 Moody Road, Enfield, CT 06082, telephone number (860) 253-6427 or the Town's website, [www.enfield-ct.gov](http://www.enfield-ct.gov).

The Town of Enfield reserves the right to accept or reject any, all, or any part of bids, to waive formalities or informalities, and to award the bid deemed to be in the best interests of the Town.

Lynn Nenni, Director of Finance  
EOE/AA

**TOWN OF ENFIELD, CONNECTICUT  
STANDARD INSTRUCTIONS TO BIDDERS**

**RENTAL OF SANITARY FACILITIES**

1. INTRODUCTION

The Town of Enfield is soliciting bids for the above named service. If there are any conflicts between the instructions in these Standard Instructions to Bidders and any other bidding document(s), these Standard Instructions to Bidders shall prevail.

2. KEY EVENT DATES

Advertisement of Invitation to Bid	<u>March 3, 2010</u>
Public Bid Opening	<u>Monday, March 15, 2010 at 11:00 a.m.</u>
Bid Awarded (Not Definite)	March 17, 2010
Commencement of Work	<u>April 1, 2010</u>

3. OBTAINING BID DOCUMENTS

Specifications and bidding documents may be obtained from the Office of the Director of Public Works, Stanley E. Jablonski DPW Complex, 40 Moody Road, Enfield, CT 06082, telephone number (860) 253-6427 or the Town's website, [www.enfield-ct.gov](http://www.enfield-ct.gov).

4. BID SUBMISSION INSTRUCTIONS

- A. One (1) original and two (2) copies of all bids must be submitted in a sealed envelope clearly marked "Rental of Sanitary Facilities Bid". If forwarded by mail or courier, the sealed envelope must be addressed to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082". Bids must be at the Office of the Director of Finance by the time of the Public Bid Opening date noticed in Section 2 titled Key Event Dates. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first bid is publicly opened will NOT be accepted.
- B. Ditto marks or words such as "SAME" on the Bid Form are NOT considered writing and must not be used.
- C. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialed by the person signing the bid.
- D. Bids are considered valid for ninety (90) days after bid(s) are opened. Bidders may not withdraw, cancel or modify their bid for a period of ninety (90) days after bid(s) are opened.
- E. Bids must be signed by an authorized person representing the legal entity of the bidder.
- D. The inability to meet any specified requirements(s) must be stated in writing and attached to the bid form, or written on the bid form.

## STANDARD INSTRUCTIONS TO BIDDERS (continued)

### 5. PRESUMPTION OF BIDDER BEING FULLY INFORMED

At the time the first bid is opened, each Bidder is presumed to have read and be thoroughly familiar with all bidding and contract documents for this project, and has performed an on-site inspection of the work location. Failure or omission of the Bidder to receive or examine any information shall in no way relieve any Bidder from obligations with respect to their bid.

### 6. INTERPRETATION OF ACCEPTABLE WORK

The specifications, bidding and contract documents are to be interpreted as meaning those acceptable to the Town of Enfield. Any substantive changes or interpretations will be issued by the Town in writing as an addendum.

### 7. TAX EXEMPTIONS

The Town of Enfield is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Bidders shall avail themselves of these exemptions.

### 8. INSURANCE

The bidder awarded this bid must provide a current Certificate of Insurance to the Director of Finance PRIOR to commencement of work, with the following requirements:

- A. General liability coverage limits for bodily injury, property damage, and personal injury, \$1,000,000 per occurrence/\$2,000,000 general aggregate
- B. Auto liability limits for property damage and bodily injury caused by the operation of motor vehicles, \$1,000,000 per occurrence
- C. Contractual liability, \$1,000,000 per occurrence
- D. Pollution Liability \$1,000,000 per occurrence and \$1,000,000 aggregate.
- E. Excess Liability, \$1,000,000 per occurrence and \$1,000,000 aggregate.
- F. Worker's Compensation, as required by Connecticut State statute
- G. The "Town of Enfield" is to appear as an additional insured on all Certificates of Insurance for general liability and auto liability coverage.
- H. All insurance is to be provided by carriers authorized to issue such insurance in the State of Connecticut, and rated at least A-/VIII by A.M. Best. Exceptions are subject to the sole discretion of the Town of Enfield.

### 9. BID BOND

Bidders are required to furnish a bid surety at the time the first bid is opened in the amount of ten (10) percent of the total amount of their bid. The bid surety should be in one of the following three (3) forms: (a) a bank certified check, (b) a bank check, or (c) a surety company bond. The surety company must be authorized to write such surety bonds in the State of Connecticut. Checks or bonds must be drawn to the order of "Director of Finance, Town of Enfield".

STANDARD INSTRUCTIONS TO BIDDERS (continued)

10. PERFORMANCE BOND AND PAYMENT BOND

To ensure the faithful execution of this bid according to its provisions, the Contractor awarded this bid must provide to the Town of Enfield, at the Contractor's expense, a performance and payment bond in the amount of one hundred (100) percent of the bid. The bonds must be issued by a company authorized to write such surety bonds in the State of Connecticut. The bonds shall be drawn to the order of the "Director of Finance, Town of Enfield", and delivered to the Town prior to commencement of work. On projects less than fifty thousand (\$50,000) dollars the Contractor may substitute the performance bond (but not the payment bond), for a bank certified check or a bank cashier's check in the amount of ten (10) percent of the bid.

11. FAIR EMPLOYMENT PRACTICES

The Bidder hereby agrees that he will not discriminate against any employee or applicant for employment in the performance of this contract, with respect to hire, tenure, terms, conditions, or privileges of employment because of race, sex, age, religion, or national origin, or other condition prescribed by State or Federal law.

12. AWARDING THE BID

The Town of Enfield reserves the right to accept or reject, any, all, or any part of bids, to waive formalities or informalities, and to award the bid deemed to be in the best interests of the Town.

It is the Town's policy to not award bids to those who owe Town of Enfield prior year(s) property taxes.

The "Bid Awarded" date in Section 2. titled Key Event Dates is the date the bid is anticipated to be awarded. It is not a date certain.

The lowest priced bid is NOT the sole determining factor when awarding this bid.

13. EXTENSION OF BID

It is anticipated that the initial period shall be from April 1, 2010 through June 30, 2010. Subsequent one (1) year renewals, at the option of the Town of Enfield, may be available for two (2) additional years. The total contract period, including all renewals, shall not exceed thirty-six (36) months.

The contract may be renewed annually at the option of the Town for a one (1) year period with thirty (30) days' notice to the contractor.

**END OF STANDARD INSTRUCTIONS TO BIDDERS**

## **TOWN OF ENFIELD BUILDINGS AND GROUNDS MAINTENANCE DIVISION**

Specifications and conditions are for the rental of sanitary facilities for the Town's Park and Recreation areas. The Town of Enfield will not be responsible for any damages to units incurred by other than Town staff.

Furnish, deliver in place and service sanitary facilities meeting the following minimum specifications:

1. Units shall be fiberglass and/or plastic with the interior (bowl, seat, etc.) of stainless steel, plastic, fiberglass or other non-porous material.
2. Unit must be chemical type with 60 gallon holding tank.
3. Units must be self-contained, odor free, non-polluting type units.
4. Unit with hand washing facilities shall contain:
  - a) When temperatures remain above freezing; a sink with soap and hand towel dispensers and minimum 10 gallons of water. Contractor must supply all soap, paper towels and water needed.
  - b) When temperatures are at or below freezing; contractor must provide an alternate method (which meets O.S.H.A. standards) of sanitizing hands.
5. High visibility colored units are not acceptable. Acceptable colors are green, brown, gray or any dull color.

The following provisions shall apply and be part of this contract:

1. Service toilets once per week minimum, more frequently as necessary to prevent unsanitary conditions or obnoxious odors. The Buildings & Grounds Supervisor will inspect the units and approve payment.
2. Toilets found to be in an unsanitary condition, are required to be cleaned or replaced within two (2) hours of notification. Failure to resolve such unsanitary conditions within two (2) hours of notice will result in a penalty charge equal to one (1) weeks rental of the sanitary unit involved.
3. The Town reserves the right to add additional units to an area or extend the dates of use of facilities. The additional units or extended time to be at the same rate as the contract.

LOCATION	UNITS	Dates
Eli Whitney, Middle Road	1	April 15 – Oct. 31 – 6.5 months
Whit Acres, Laurie Drive	1	April 15 – Oct. 31 – 6.5 months
Brainerd Park, Brainard Road	4	April 15 – Sept. 30 – 5.5 months
Brainerd Park, Brainard Road	2	April 15 – Oct. 31 – 6.5 months
Powder Hollow, Dusthouse Road	2	April 15 – Oct. 31 – 6.5 months
Mark Twain, South Road	2	April 15 – Oct. 31 – 6.5 months
Parkman School, Weymouth Road	1	April 15 – Oct. 31 – 6.5 months
Asnuntuck College, Elm Street	4	April 15 – Oct. 31 – 6.5 months
Mt. Carmel, Park Avenue	2	April 15 – Oct. 31 – 6.5 months
Higgins Field, N. Main Street	2	April 15 – Oct. 31 – 6.5 months
Enfield Street School, Enfield Street	1	April 15 – Oct. 31 – 6.5 months
Henry Barnard School, Shaker Road	1	April 15 – Sept. 30 – 5.5 months
Hazardville School, N. Maple Street	1	April 15 – Oct. 31 – 6.5 months
Nathan Hale School, Taylor Road	1	April 15 – Nov. 30 – 7.5 months
Lafayette Park, Hartford Avenue	1	April 15 – Aug. 31 – 4.5 months
Neelans Playground, Neelans Road	1	July 1 – Aug. 30 – 2 months
Prudence Crandall School, Brainard Road	1	April 15 – Oct. 31 – 6.5 months
Hazardville Playground, Hazard Avenue	1	May 1 – Sept. 30 – 5 months
Green Manor, Taylor Road	1	May 1 – Sept. 30 – 5 months
Transfer Station, Town Farm Road	1	w/hand sanitizer - 12 months
Enfield Firehouse, Weymouth Road	1	April 15 - Sept. 30 - 5.5 months
South River St. Boat Launch	1	April 15 - Oct 31 - 6.5 months
Shaker Soccer Complex, Shaker Rd	2	April 15 – Oct. 31 – 6.5 months
Community Garden, Main St	1	April 15 – Nov. 31 – 7.5 months

**Total Units:** 36

#### SCHOOLS

JFK Middle School, Raffia Road	4	April 15 – Nov. 30 – 7.5 months
Enfield High School, Enfield Street	4	April 15 – Nov. 30 – 7.5 months
Fermi High School	4	April 15 – Nov. 30 – 7.5 months

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#### SPECIAL EVENTS

May/June - Memorial Day Parade – Town Hall: 5- Regular units and 1 handicap units  
 Enfield Girls Softball, Opening Day -2 days: 2 reg. and 1 handicap units  
 Enfield Little League Opening Day, Powder Hollow – 2 days: 2 reg. and 1 handicap units  
 Thompsonville; Little League Opening Day. ACC - 2 reg. and 1 handicap units.

Oct. - Jack-O-Lantern Festival – 2 Reg. units and 2 handicap  
 Nov. - Veterans Day Parade: 5 reg. units and 1 handicap units

Total: 18 Regular  
 6 Handicap

**TOWN OF ENFIELD, CONNECTICUT  
BID FORM**

**RENTAL OF SANITARY FACILITIES**

1 units – 2 months \$ \_\_\_\_\_

1 units – 4.5 months \$ \_\_\_\_\_

2 Units – 5 months \$ \_\_\_\_\_

6 units – 5.5 months \$ \_\_\_\_\_

23 units – 6.5 months \$ \_\_\_\_\_

14 units – 7.5 months \$ \_\_\_\_\_

1 unit w/ Hand Sanitizer– 12 months  
\$ \_\_\_\_\_

**48 UNITS TOTAL BID** \$ \_\_\_\_\_

SPECIAL EVENTS

Regular unit(s) per day \$ \_\_\_\_\_ ea.

Unit(s) w/sink per day \$ \_\_\_\_\_ ea.

Handicap unit(s) per day \$ \_\_\_\_\_ ea.

Hand Sanitizer per unit \$ \_\_\_\_\_ ea.

Cost to reset tipped over unit \$ \_\_\_\_\_ ea.

**TOWN OF ENFIELD, CONNECTICUT  
BID FORM**

**RENTAL OF SANITARY FACILITIES**

[BID FORM REQUIRED RESPONSES]

Under penalty of perjury and other remedies available to the Town of Enfield, the undersigned certifies this bid is submitted without collusion and all responses are true and accurate. If awarded this bid it is agreed this forms a contractual obligation to provide services at fees specified in this Bid Form, subject to and in accordance with all instructions, bidding and contract documents, including any addenda, which are all made part of this bid.

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Signature of Authorized Person

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Date

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Printed Name of Authorized Person

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Company Title of Authorized Person

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Name of Company

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Address of Company

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Address of Company

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City, State, and Zip Code

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Telephone Number

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Facsimile Number