**Portable Toilet/Hand Washing Equipment and/or Septic Waste Removal Services ITQ**

**Request for Quote**

**Technical Submittal**

1. **Statement of the Project.** [Agency will provide detailed narrative of the project]
2. **Term of the Project.** The term of this Project shall commence upon issuance of a Contract or Purchase Order to the selected Contractor (“Effective Date”) and shall expire [specify number of years/months] after the Effective Date, unless it is terminated earlier pursuant to the terms of the Contract or Purchase Order. The term of this Project may be extended by and at the sole option of the Commonwealth for up to 90 days upon the same terms and conditions where a continued needed exists for the services of the selected Contractor and there has been no termination under the terms of the Contract or Purchase Order.
3. **Qualifications**.
4. **Requirements.** In response to this RFQ, contractor is required to upload all relative licensures, accreditations, narratives etc., specified below, under the Question tab, located in the JAGGAER. [Agency can build upon this criterion]

**[Add any additional requirements not listed]**

1. **Experience.** Contractor must provide three (3) detailed examples of projects that your company performed that are similar in nature and scope to the services stated in this RFQ. Contractor should provide a detailed narrative that includes the following:
	1. Project Name;
	2. Scope and Size of Project;
	3. Project Start and End Dates;
	4. Company Name;
	5. Company Address;
	6. Contact Person;
	7. Contact Phone Number; and
	8. Contact Email Address.

**Contractor Response**

1. **Personnel.** Contractor must provide the names and resumes of the individuals who will be assigned to this project showing a minimum of two (2) years of experience and demonstrating the qualifications and skills required to successfully develop and implement the project. It is very important that the proposed individuals have all proper and current certifications. The proposed project manager must have demonstrated project management skills and technical background and experience to appropriately manage the project. Ensure resumes contain no personal information as these may become public documents. [Agencies can build upon this criterion.]

**Contractor Response**

1. **Subcontracting.** If applicable, Contractor shall provide a subcontracting plan for all subcontractors, including small and small diverse business subcontractors, who will be assigned to the Project. Subcontractors, under this RFQ, do not need to be a qualified ITQ Contractor since the prime contractor assumes responsibility for all services whether or not it provides them directly. A Contractor cannot sub-contract more than 49% of the services. Upon award of the contract resulting from this RFQ, subcontractors included in the quote submission are deemed approved. For each position to be subcontracted provide:
2. Name of subcontractor;
3. Primary contact name and email;
4. Address of subcontractor;
5. Description of services to be performed;
6. Number of employees by job category assigned to this project; and
7. Resumes (if appropriate and available).

**Contractor Response**

1. **Project Work Plan.** Contractor will be responsible for performing the following tasks. Contractor shall describe in narrative form its approach for accomplishing the tasks.
	1. Portable Toilet Units. [Agencies shall modify this section to meet their needs]
		1. Contractor shall provide [number] units. [Agency to identify the types and quantities of units to be provided.]
		2. All units, including handicap units shall be a minimum 50-gallon capacity.
		3. All portable units, including handicap units, shall be equipped with hand sanitizing stations.
	2. Hand Washing Units. [Agencies shall modify this section to meet their needs]
		1. Contractor shall provide [number] units. [Agency to identify the types and quantities of units to be provided.]
		2. All portable units shall be equipped with hand sanitizing or soap dispensing stations. [Agency to provide detail requirements.]
	3. **Standard Weekly Service Requirements:** Contractors must meet the following minimum requirements for servicing Portable toilets (units). Service shall include, but not be limited to, the following, unless instructed otherwise by the using agency Purchase Order.
2. Contractors shall service units [agency to define frequency - # of times] per week as part of the weekly [or monthly – agency to identify appropriate term] rental fees.
3. Units shall be serviced based on the following schedule of service. [Agency to define requirement.]
4. The Contractor must be available to respond to weekend and holiday service needs and/or problems. [Agency shall remove if not applicable.]
5. Portable Toilet Service. [Agency shall remove if not applicable.] Shall include the complete removal of wastes, replacement of chemically treated water (treatment to include anti-freeze as necessary), thorough cleaning and disinfection of units (all exposed surfaces), replacement of supplies, repairs to units and equipment, and all other services necessary to maintain a neat and sanitary unit. Toilet tissue dispensers are to be fully restocked.
6. Hand Washing Unit Service. [Agency shall remove if not applicable.] Shall include the complete removal of wastes, replacement of potable water (if required by agency), thorough cleaning and disinfection of units (all exposed surfaces), replacement of supplies, repairs to units and equipment, and all other services necessary to maintain a neat and sanitary unit. Paper towel dispensers are to be fully restocked.
7. The Contractor shall dispose of all wastes to the satisfaction of the agency.
8. The Contractor shall be responsible for repairs and replacement of units, due to damage resulting from vandalism, accident, storm, or otherwise. Repairs or replacement of the unit shall be made by the Contractor within two (2) business days of receipt of notification to ensure uninterrupted service; or as otherwise agreed to by the agency and Contractor.
9. Removal of units shall be done within fourteen (14) calendar days of receipt of notification; or as otherwise agreed to by the agency and Contractor
10. The Contractor shall properly dispose of trash that has been left in the units. The Contractor shall work with the using agency to determine the most reasonable and advantageous method to dispose of trash at their location.
11. The Contractor shall be responsible for keeping hand sanitizing dispensers/soap dispensers/stations filled (a sanitizing product that contains less than 5% total alcohol content).
12. Deodorant blocks must be installed and replenished.
13. Remove any graffiti applied to any portion of the units.
14. Inspect and repair any element of the units, as necessary.
15. Clean exterior, as necessary.
16. Additional Weekly Cleaning Service Requirements: Contractors must be able to provide additional weekly cleaning service for rented equipment and Commonwealth-owned equipment. These services shall encompass the service requirements under Section I-4. A. and are in addition to the Standard Weekly Cleaning.
17. Delivery Requirements: The awarded Contractor is required to provide initial installation of equipment no later than five (5) calendar days after receipt of purchase order, unless otherwise specified on the purchase order.
	1. Contractor is required to provide set-up services upon delivery. Contractor shall secure each unit and ensure the unit(s) is operable and serviceable.
	2. Units delivered in an unserviceable condition are unacceptable and will be refused.
	3. Additional Requirements. [Agency shall identify any other specific delivery requirements. Delete this number 3 if no additional delivery requirements are needed.]
18. Emergency Services. Contractor shall provide a 24-hour emergency phone number for after hours and weekend service needs. Contractor to provide the number to the using agency. Emergency calls will be charged at the Emergency Service rate identified in the cost sheet.
19. **Funds Commitment.** [Agencies shall remove if not applicable]

In the event an agency receives approval to make payment for services via a Funds Commitment rather than an agency PO, all references to “purchase order” or “purchase orders” in the CONTRACT TERMS and CONDITIONS shall be replaced with the term “Contract.” A formal written notice to proceed issued by the agency will constitute the Contractor’s authority to make delivery and shall evidence the existence of an executed contract.