

NOTICE TO BIDDERS

Portable Restroom Service Bid Worcester County, Maryland

The Worcester County Commissioners are currently accepting bids for the rental and service of portable restrooms for a period of two years, with an option to extend for up to five years for: **Part A** - Boat landings, Solid Waste Homeowner Convenience Centers (HOCC) and the County firing range for the Maintenance Division of Public Works; and **Part B** - Passive and active recreational parks for the Recreation and Parks Department.

Bid specification packages and bid forms are available from the Office of the County Commissioners, Worcester County Government Center, One West Market Street - Room 1103, Snow Hill, Maryland 21863, obtained online under the Departments - County Commissioners "Bid Board" tab at www.co.worcester.md.us or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. **Sealed bids will be accepted until 1:00 PM, Monday, December 12, 2016** in the Office of the County Commissioners at the above address, at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Portable Restroom Service Bid**" in the lower left-hand corner. After opening, bids will be forwarded to the Department of Public Works for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting.

In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate.

All inquiries regarding Part A - Maintenance Division portable restrooms - shall be directed to Ken Whited, Maintenance Superintendent, at 410-632-3766. All inquiries regarding Part B - Recreation and Parks portable restrooms - shall be directed to Bill Rodriguez, Parks Superintendent, at 410-632-3173.

**WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS
MAINTENANCE DIVISION**

PART A - INSTRUCTIONS TO BIDDERS

1. **BID DURATION**

Bid duration is for a period of approximately two (2) years from date of award and ending January 31, 2019. All Bidders shall provide optional pricing for the extension of service to include year 3, 4, and 5. See the Bid Form for inclusion of these optional years.

2. **BIDS**

Bids should be submitted in sealed envelopes clearly marked in the lower left-hand corner "Portable Restroom Service Bid".

3. **LATE BIDS**

Bids should be mailed or hand carried to be received in the Office of the County Commissioners by or before **Monday, December 12, 2016 at 1:00 p.m.** Bids received after the appointed time will not be considered.

4. **TAXES**

The County is exempt from all Federal and State taxes for direct purchase of supplies and materials. However, the County's tax exemption does not extend to the bidder for supplies and materials, which bidder must purchase to complete this contract. Therefore, bidders' prices should reflect the inclusion of Federal and State taxes on purchased supplies and materials.

5. **SCOPE OF SUPPLY – DPW**

Schedule 1 – Supply and service five (5) flush with sink portable restrooms located at the Solid Waste sites and the Firing Range according to the attached portable restroom schedule. All portable restroom will be cleaned, to include pumping waste tanks, replenishing of water tanks, general cleaning, sanitizing, supplying toilet tissue and hand sanitizer.

Schedule 2 – Supply and service eight (8) handicap accessible portable restrooms including stabilized ramps and two (2) standard portable restrooms located at the County boat ramps according to the attached portable restroom schedule. All portable restroom are to be cleaned, to include pumping waste tanks, general cleaning, sanitizing, supplying toilet tissue and hand sanitizer.

6. **SPECIFICATIONS**

- All portable restrooms will be in good condition and in an acceptable condition to the County at all times. All portable restrooms will be self-contained portable chemical type and will be serviced per the attached schedules. Toilet and service procedure must comply with the State of Maryland Department of Health and Mental Hygiene Rule 26.04.02.07 and 26.04.02.08.

- All portable restrooms will be secured to the site with rebar or some other type of anchorage as approved by the County.
- All handicap accessible portable restrooms will have secured ramps to meet ADA compliance.
- All portable restrooms will be supplied with hand sanitizing units with waterless solutions.
- All invoicing for **Part A** – Schedule 1 & 2 shall be submitted to the Worcester County Department of Public Works-Maintenance Division, 6113 Timmons Road, Snow Hill, Maryland 21863; **Part B** invoices shall be submitted to the Worcester County Department of Recreation & Parks, 6030 Public Landing Road, Snow Hill, Maryland 21863.
- **Any damages to the portable restroom shall be the responsibility of the contractor at no additional cost to the County.** The repairs shall take place within 24 hours of notification to the company of damages.

7. **AWARD OF CONTRACT**

Bids will be opened in the County Commissioners office on **Monday, December 12, 2016 at 1:00 p.m.** to be awarded at a future date. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities herein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with county contracts, or any other factors they deem appropriate.

8. **EXCEPTIONS**

The County, dependent on its needs, shall reserve the right to amend the quantity of units to be supplied as listed in these bid documents. The County will provide ample notice of changes that may be requested and an amended contract will be issued to reflect the revisions to services.

9. **TERMINATION CLAUSE**

The County reserves the right of termination of contract or forfeiture of payment for services, if portable restrooms are not maintained as specified in the Scope of Work.

**WORCESTER COUNTY DPW – MAINTENANCE DIVISION
PORTABLE RESTROOMS RENTAL BID
PART A**

SCHEDULE 1...Service to be performed once per week

- **SOLID WASTE DIVISION**

CT.	LOCATION	UNIT DESCRIPTION	TYPE
1	Berlin, MD HOCC	1 flush w/sink	A
2	Newark, MD Central Site	1 flush w/sink	A
3	Snow Hill, MD HOCC	1 flush w/sink	A
4	Pocomoke, MD HOCC	1 flush w/sink	A

- **COUNTY FIRING RANGE**

CT.	LOCATION	UNIT DESCRIPTION	TYPE
1	Newark, MD – Langmaid Road	1 standard	B

SCHEDULE 2...Service to be performed twice per week on Mondays and Fridays. The handicap-accessible restroom located at the Public Landing Boat Ramp will be serviced continually for twenty four (24) months. See Bid Form.

- **COUNTY BOAT RAMPS**

CT.	LOCATION	UNIT DESCRIPTION	TERM	TYPE
1	Shell Mill	1 handicap w/ramp	16 mos.	C
2	Gum Point	1 handicap w/ramp	16 mos.	C
3	South Point	1 handicap w/ramp	16 mos.	C
4	Mason Landing	1 handicap w/ramp	16 mos.	C
5	Public Landing	1 handicap w/ramp	24 mos.	C
5	Public Landing	2 standard	16 mos.	B
6	Taylor Landing	1 handicap w/ramp	16 mos.	C
7	George Island Landing	1 handicap w/ramp	16 mos.	C
8	Cedar Hall	1 handicap w/ramp	16 mos.	C

WORCESTER COUNTY DPW – MAINTENANCE DIVISION

PART A PORTABLE RESTROOM SERVICE BID FORM

SCHEDULE 1 - Solid Waste and Firing Range PERIOD: 02/01/17 – 1/31/19

Quote per portable restroom per month for flush w/sink unit (A) \$ _____.

SCHEDULE 2 - Boat Landings PERIOD: APRIL-NOVEMBER...02/01/17 – 1/31/19

Quote per portable restroom per month for standard unit (B) \$ _____.

Quote per portable restroom per month for handicap accessible unit(C) \$ _____.

PRICING SUMMARY...based on Schedule 1 & 2

ITEM	PRICE
Cost of flush w/sink unit (A) x 5 units x 24 months	\$ _____.
Cost of standard unit (B) x 2 units x 16 months	\$ _____.
Cost of standard unit (B) x 1 unit x 24 months	\$ _____.
Cost of handicap accessible unit (C) x 7 units x 16 months	\$ _____.
Cost of handicap accessible unit (C) x 1 unit x 24 months	\$ _____.
TOTAL BASE BID - YEAR 1 & 2 PERIOD: 02/01/17 – 01/31/19	\$ _____.

CONTRACT EXTENSION PRICING	
• YEAR 3 - OPTIONAL PERIOD: 02/01/19 – 01/31/20	\$ _____.
• YEAR 4 - OPTIONAL PERIOD: 02/01/20 – 01/31/21	\$ _____.
• YEAR 5 - OPTIONAL PERIOD: 02/01/21 – 01/31/22	\$ _____.

NOTE: Extension of service for optional years may be awarded at the conclusion of the Base Bid service period. Contract award for optional years is at the sole discretion of the County Commissioners of Worcester County Maryland.

BID MUST BE SIGNED TO BE VALID

NAME: _____

SIGNATURE: _____

COMPANY/FIRM: _____

DATE: ___ / ___ / ___

COMPANY ADDRESS: _____

TEL:() - _____

EMAIL: _____

CITY: _____ ST. _____

ZIP: _____

WORCESTER COUNTY RECREATION & PARKS DEPARTMENT

PART B INSTRUCTIONS TO BIDDERS

BID DURATION

Bid duration is for a period of approximately two (2) years from date of award and ending January 31, 2019.

TAXES

The County is exempt from all Federal and State taxes for direct purchase of supplies and materials. However, the County's tax exemption does not extend to the bidder for supplies and materials, which bidder must purchase to complete the job. Therefore, bidders' prices should reflect the inclusion of Federal and State taxes on purchased supplies and materials.

SCOPE OF SUPPLY

- Supply and service twelve (12) handicap accessible portable restrooms according to the attached PORTABLE RESTROOM SCHEDULE. Service is to include pumping of waste tanks, general cleaning and sanitizing, and supplying of toilet tissue.
- Supply and service fifteen (15) standard portable restrooms according to the attached PORTABLE RESTROOM SCHEDULE. Service is to include pumping of waste tanks, general cleaning and sanitizing, and supplying of toilet tissue.

SPECIFICATIONS

- Toilets shall be self-contained portable chemical type and shall be serviced per the attached PORTABLE RESTROOM Schedule. Toilet and service procedure must comply with the State of Maryland Department of Health and Mental Hygiene Rule 26.04.02.07 and 26.04.02.08.
- A record shall be submitted each month with an itemized statement stating the location and quantities of portable restrooms, also included on the reports shall be work completed for that month. Submit to the Worcester County Department of Recreation & Parks, Attn: Bill Rodriguez, Park Superintendent, 6030 Public Landing Road, Snow Hill, MD 21863.
- **Any damages to the portable restroom shall be the responsibility of the contractor at no additional cost to the County.** The repairs shall take place within 24 hours of notification to the company of damages.
- Contacts for park portable restrooms shall be Bill Rodriguez, Parks Superintendent at 410-632-3173, or Debbie Perez, Recreation & Parks Office Assistant at 410-632-2144, ext.2504.
- If work is not performed as per specifications on attached schedule, receipts shall be required after completion of each service.
- All standard and handicapped units should be equipped with hand sanitizer units with a waterless solution.

EXCEPTIONS

The number of contracted portable restrooms is subject to change whether in increases or decreases, due to changes being made throughout the County properties.

TERMINATION CLAUSE

The County reserves the right of termination of contract or forfeiture of payment for services if portalets are not maintained as specified.

PORTABLE RESTROOM SCHEDULE – February 2017 through January 2019

Schedule 1 – Portable Restroom – Passive January 1 to December 31 – serviced 1 time/wk

Parks

Newark Park 1 Handicap Accessible
 Stockton Park 1 Handicap Accessible
 Whaleyville Park 1 Handicap Accessible
 Girdletree Park 1 Handicap Accessible

Schedule 2 – Portable Restroom – Active *Off - Peak Season serviced 1 time/wk **Peak Season serviced 2 times/wk

Parks

Bishopville Park 1 Handicap Accessible 1 Handicap Accessible
 Homer Gudelsky Park 1 Handicap Accessible 1 Handicap Accessible
 Isle of Wight Nature Park 1 Handicap Accessible 1 Handicap Accessible & 1 Standard
 John Walter Smith Park 1 Handicap Accessible 1 Handicap Accessible & 2 Standard
 Newtown Park 1 Handicap Accessible 1 Handicap Accessible & 1 Standard
 Northern Worcester Athletic Complex 1 Handicap Accessible 1 Handicap Accessible & 5 Standard
 Showell Park 1 Handicap Accessible 1 Handicap Accessible & 2 Standard

* Off-Peak season shall be the period of time from November 1 to February 28.

** Peak season shall be the period of time from March 1 to October 31.

Schedule 1 – Portable Restrooms Passive Parks are to be serviced 1 time per week January 1 to December 31.

Schedule 2 – Portable Restrooms Active Parks -- Off Peak Season service 1 time per week.

Schedule 2 – Portable Restrooms Active Parks – Peak Season service twice per week on Mondays and Fridays.

PART B BID FORM

Prices must be quoted as monthly rates as well as a **TOTAL BID FOR 2017-2019**. The monthly rate will allow for adjustments, if needed. Please see attached **PORTABLE RESTROOM SCHEDULE**. The number of contracted portable restrooms is subject to change whether in increases or decreases, due to changes being made throughout the County properties.

ITEM	PRICE
Cost of Jan. 1 to Dec. 31 handicap portable restroom (a) x 4 portable restroom x 24 months	\$ _____
Cost of peak season standard portable restroom (b) x 15 portable restrooms x 16 months	\$ _____
Cost of off-peak season handicap portable restrooms (c) x 7 portable restrooms x 8 months	\$ _____
Cost of peak season handicap portable restrooms (d) x 8 portable restrooms x 16 months	\$ _____
TOTAL BASE BID - YEAR 1 & 2 PERIOD: 02/01/17 – 01/31/19	\$ _____

CONTRACT EXTENSION PRICING	
• <i>YEAR 3 - OPTIONAL PERIOD: 02/01/19 – 01/31/20</i>	\$ _____
• <i>YEAR 4 - OPTIONAL PERIOD: 02/01/20 – 01/31/21</i>	\$ _____
• <i>YEAR 5 - OPTIONAL PERIOD: 02/01/21 – 01/31/22</i>	\$ _____

NOTE: Extension of service for optional years may be awarded at the conclusion of the Base Bid service period. Contract award for optional years is at the sole discretion of the County Commissioners of Worcester County Maryland.

BID MUST BE SIGNED TO BE VALID

NAME: _____ SIGNATURE: _____

COMPANY/FIRM: _____ DATE: ____/____/____

COMPANY ADDRESS: _____ TE.:(____)____-_____

EMAIL: _____

CITY: _____ ST. _____ ZIP: _____

Directions to Worcester County Solid Waste Transfer Stations

- **Berlin Homeowner Convenience Center:**
Turn off of Route 50 onto Seahawk Road that runs next to Stephen Decatur High School. Turn right past the Middle School onto Flower Street. Follow until see Transfer Station sign on Flower Street turn left.
- **Newark Central Site:**
Turn off of Route 113 onto Central Site Lane north of Worcester County Vocational Center. Follow road to transfer station.
- **Snow Hill Homeowner Convenience Center:**
Turn off of Route 113 onto Bay Street towards Snow Hill (Route 365). Make first right onto Timmons Street. Follow into bend and make first right onto Holly Court. Follow into transfer station.
- **Pocomoke Homeowner Convenience Center:**
Turn off of Route 113 onto Byrd Road. Turn left onto Pocomoke Landfill Road. Follow into transfer station.

Directions to Worcester County Sheriff's Department Firing Range

Turn off of Route 113 at Newark Station onto Langmaid Road. Follow Landmaid Road all the way to the end. It will be necessary for the driver to stop by the Maintenance Department to pick up a key to the lock to gain access.

Directions to Worcester County Boat Ramps

- **Shell Mill Boat Ramp (Bishopville):** Turn off of Route 113 onto Bishopville Road (Route 368) then onto St. Martins Neck Road (Route 367). Then onto Shell Mill Road, boat ramp at end.
- **Gum Point Boat Ramp (Berlin):** Turn off of Route 113 onto Route 50 headed east. Turn onto Racetrack Road (Route 589) then onto Gum Point Road. Boat Ramp on right side approximately 2 miles.
- **South Point Boat Ramp (Berlin):** Turn off of Route 50 onto Route 611 heading towards Assateague. Turn onto South Point Road and follow to end.
- **Mason Landing Boat Ramp (Newark):** Turn off of Route 113 onto Langmaid Road away from Newark Station. Make first left onto Marshall Creek Road. Follow to end.
- **Public Landing Boat Ramp (Snow Hill):** Turn off of Route 113 onto Public Landing Road (Route 365, away from Snow Hill). Follow to end.
- **Taylor Landing Boat Ramp (Girdletree):** Turn off of Route 113 onto Route 12 (Away from Snow Hill). Turn left onto Box Iron Road, then bear right onto Taylor Landing Road. Follow to end.
- **George Island Landing Boat Ramp (Stockton):** Turn off of Route 113 onto Route 12 past Girdletree towards Stockton. Turn left onto Route 366 (George Island Landing Road). Follow to end.
- **Cedar Hall Boat Ramp (Pocomoke):** Located 6 miles from Route 13 off Route 371 in Pocomoke, end of Cedar Hall Wharf Road.

Directions to Worcester County Parks

Bishopville Park - 10602 Bishopville Rd: Turn off Route 113 on to Bishopville Road (Route 367). Follow road into Bishopville, park is on the right prior to Jarvis Road.

Herring Creek Nature Park – 12500 Nature Park Drive: Turn off Route 50 on to Keyser Point Road. Turn left onto Nature Park Drive. Follow into park.

Homer Gudelsky Park - 13055 Old Bridge Rd: Turn off Route 50 on to Golf Course. Turn left onto Old Bridge Road (Route 707). Follow to the park at the end.

Isle of Wight Park – 13090 St. Martin’s Neck Road: Park entrance is at the intersection of Route 90 and St. Martin’s Neck Road.

John Walter Smith Park - 6022 Public Landing Rd: Turn off Route 113 on to Public Landing Road. Turn left on John Walter Smith Park Road and the entrance to the park.

Newark Park - 8332 Newark Rd: Turn off Route 113 on to Newark Road. Park is next to the fire house.

Newtown Park - 2001 Groton Rd: Turn off Route 113 on to Groton Road. Park entrance is on the right. Alternative Entrance: Turn off Route 113 on to Newtown Park Road. Follow into the park.

Northern Worcester Athletic Complex - 9906 Buckingham Lane: Turn off Route 113 on to S Main Street. Turn left on to Buckingham Lane. Turn left on to Ball Park Road and the entrance to the park.

Showell Park - 11281 Racetrack Rd: From Route 113: Turn off Route 113 on to Racetrack Road. Park is on the right across from Showell Elementary School. From Route 50: Turn off Route 50 on to Racetrack Road. Park is on the left across from Showell Elementary School.

Stockton Park - 5520 Hursley Rd: From Route 13: Turn off Route 13 on to Stockton Road (Route 366). Follow road to Stockton, make a left on to Hursley Road and the entrance to the park. From Route 113: Turn off on to Snow Hill Road (Route 12). Follow road to Stockton. Make a right on to Stockton Road (Route 366). Make a right on to Hursley Road and the entrance to the park.

Whaleyville Park - 11723 Sheppard’s Crossing Rd: Turn off Route 50 on to Whaleyville Road (Route 610). Turn right on to Sheppard’s Crossing Road. Park is the first right.

Girdletree Park - 5841 Box Iron Rd: Turn off Route 113 on to Snow Hill Road (Route 12). Follow road in to Girdletree. Make a left on Box Iron Road. Park entrance is on the left.

Future Contract Addition: Greys Creek – 13236 Rollie Road East: Turn off Route 113 on to Bishopville Road (Route 367). Bishopville Road turns in to Hudson Road upon entering Delaware. Make a right on to Lighthouse Road (Route 54). Turn right on to Williamsville Road. Williamsville Road turns in to Delaware Road upon re-entering Maryland. Turn right on to Rollie Road, bearing right on to Rollie Road East. Park is on the left.