



**NOTICE TO BIDDERS**  
**PORTABLE TOILET RENTALS / SERVICE FOR 24 MONTHS:**  
**April 1, 2023, through March 31, 2025**

Bid documents are available online at <https://www.crpr.org/legal-notices-bids> and via request from the Centre Region Parks and Recreation Agency, Centre Region Council of Governments (the “Agency”). Bids will open on Thursday, February 9, 2023, and close on Thursday, March 9, 2023. Bids will be received only by paper submission and at the main office address listed below. **Deadline: All bid documents are due by Thursday, March 9, at 11 AM. On Thursday, March 9 at 11:30 AM, the proposals will be opened and read publicly at the Agency Office, 2040 Sandy Drive Suite A, State College, PA 16803.**

Bidders should specify on these documents all proposed monthly charges for each month at those locations, plus a 24-month total for the contract. Only fees specified in the bid will be paid during the term of the contract. The Agency expects to award the contract to the lowest qualified bidder. The Agency reserves the right to add or subtract from the estimated quantities shown in the proposal as provided below. Any bid that is unsigned, illegible, or incomplete will be returned. The Agency reserves the right to reject any or all bids, to waive irregularities in any bid, and to accept any bid which is deemed to be the most favorable to the Agency.

This contract is for **furnishing and servicing** portable toilet units in local municipal parks for a 24-month period (April 1, 2023, through March 31, 2025). Use of these forms is mandatory. Bids must be valid for 60 days from the date of opening; all quoted prices must be valid through March 31, 2023. It is expected that the bids will be awarded by the Centre Region Council of Governments General Forum on March 27, 2023.

1. **LOCATIONS, SCHEDULES & QUANTITIES for each month are specified on the attached spreadsheet (2023-2025 Portable Toilet Schedule).**
2. All units shall be emptied and cleaned at least once a week without extra charge. All servicing/cleaning of the units will be documented in each unit on the posted service record card. A master schedule of the service days must be submitted to the Agency for each unit; however, extra servicing may be requested at specific locations during program operations. For extra servicing in excess of the one regular service per week, the servicing fee shall be as **authorized by the Agency and charged as noted in Item 12 below.**
3. Vendor shall invoice monthly with terms net 30 days. Each invoice must include the assigned Purchase Order number. **Each monthly invoice will utilize the UNIT PRICES as specified in the proposal for each month plus fees (as specified in Item 12) for any Agency-authorized additional servicing.** The Total Bid Amount will be used only to evaluate and compare the bids submitted and shall not serve as a guaranteed contract amount or payment total. Vendor shall supply a servicing schedule for each park. Billing for units listed under **Section 2** of the 2023-2025 Portable Toilet Schedule (**enclosed**) should be sent directly to Patton Township and State College Borough. Only these items in section 2 are billed to those agencies.

4. The Agency reserves the right, following 15 days written notice due to unsatisfactory maintenance or unacceptable units, to, without penalty, (1) cancel the contract, or (2) cancel service at specific sites.
5. The Agency shall not be liable for any damage or loss of any rental unit. Prior to the issuance of a Purchase Order, the selected vendor will be asked to submit a Certificate of Insurance that certifies Liability, Vehicle Operations, and Workers Compensation coverage for the contract period, and lists Centre Region Parks and Recreation and Centre Region Council of Governments as an “additional insured” for related operations by the bidder in the municipal parks served.
6. The specific placement of the unit(s) at each park is subject to the approval of the Agency. In some cases, “toilet blinds” have been installed for use by the contractor. The contractor may secure the units as necessary, except that the units must be usable by park patrons at all times as specified on the attached schedule. If the park site contains a toilet-blind structure, the contractor agrees to place the unit inside. The Agency is responsible for the maintenance and security of the toilet-blind structure unless it is damaged by the contractor during placement or servicing of the toilet(s).
7. Payments will be adjusted on a pro-rated basis if the unit is not accessible during each month specified.
8. Contractor certifies by signing the Form of Proposal that all waste material will be disposed in accordance with all federal, state, and local laws and regulations.
9. No advertising or notices may be placed on the interior or exterior of any unit, except to identify the toilet vendor name, address, phone. Any graffiti or excess trash shall be removed within five (5) days of a report from Agency staff. All repairs or damages to units are the responsibility of the contractor and must be fully restored by the contractor within five (5) days’ notice from the Agency.
10. All units must have a urinal installed as well as a hand sanitizer dispenser; both of these must be maintained, and the dispenser must be refilled when necessary and upon request. Each bidder should attach information with proposed specifications and features for the units.
11. The Agency reserves the right to modify (increase or decrease) at any time the rental quantity schedule by up to three units per month (that is, add or subtract from the attached schedule at any park location in the Centre Region). In the event of any adjustment, the contract price will then be adjusted up or down by the quoted unit price of a similar unit for the month(s) in question. The notice to add or subtract units shall only be provided in writing by the Agency to the contractor, no less than two weeks prior to the supply date(s) in question.
12. In the event that the Agency requires the rental of one or more additional units for special events during the contract period, the contractor should note below the rates for that rental for a period of four (4) days, to include Saturday and Sunday, including delivery and pick-up.
  - \$ (*Specify on Form of Proposal*) **rental fee** per “wheelchair-enhanced” (w/urinal) unit per four-day period, **or**
  - \$ (*Specify on Form of Proposal*) **rental fee** per “regular” unit per four-day period
  - Include the rate (*Specify on Form of Proposal*) for the Servicing Fee as noted below in Item 13 (if service is requested and not associated with the unit delivery/pick-up)
13. In the event that the Agency requests extra servicing (empty, clean, resupply) beyond one (1) time per week, the contractor should note below the rate for each special servicing, as requested, which may involve weekends.
  - \$ (*Specify on Form of Proposal*) per **supplemental servicing** of all units at one site (for either wheelchair or regular units).
14. The *successful* bidder must provide a Certified Check, Bank Check, or Bid Bond drawn to the order of Centre Region Parks and Recreation in the amount of not less than ten percent (10%) of the Base Bid Amount. Bid surety will be returned to unsuccessful bidders after action by the COG General Forum. **Surety for the successful bidder will be returned with the payment for the second month of service.**

**Centre Region Parks & Recreation, Centre Region Council of Governments**

2040 Sandy Drive, Suite A  
State College, PA 16803  
(814) 231-3071 | [crpr@crcog.net](mailto:crpr@crcog.net)

**FORM OF PROPOSAL  
PORTABLE TOILET RENTALS & SERVICE  
FOR 24 MONTHS: April 1, 2023, through March 31, 2025**

***Submittal Deadline: Thursday, March 9, 2023, at 11 AM***

*I understand and will comply with all the stated requirements of these documents, including the location, schedule and quantity spreadsheet (2023-2025 Portable Toilet Schedule).*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

1. BASE BID AMOUNT (for 24 months as noted on attached location, schedule and quantity spreadsheet, pending actual monthly requirements):

\$ \_\_\_\_\_

AMOUNT WRITTEN: \_\_\_\_\_

2. In the event that the Agency requires the rental of one or more additional units for special events during the contract period, the contractor should note below the rates for that rental for a period of four (4) days, to include Saturday and Sunday, including delivery and pick-up.

\$ \_\_\_\_\_ rental fee per “wheelchair-enhanced” (w/ urinal) unit per four-day period, or

\$ \_\_\_\_\_ rental fee per “regular” unit per four-day period

3. In the event that the Agency requests extra servicing (empty, clean, resupply) beyond one (1) per week, the contractor should note below the rate for each special servicing, as requested, which may involve weekends.

\$ \_\_\_\_\_ per supplemental servicing of all units at one site (for either wheelchair or regular units).

**NOTE: The successful bidder must provide a Certified Check, Bank Check or Bid Bond drawn to the order of Centre Region Parks and Recreation in the amount of not less than ten percent (10%) of the Base Bid Amount.**

Centre Region Parks & Recreation Authority							WChr = Wheelchair Enhanced Model w/ urinal		Toilet Unit Rental & Service Schedule for April 1, 2023 through March 31, 2025 (24 months)																
February 1, 2023							Reg. = Regular Model w/ urinal																		
PARK NAME (by Municipality)	Reg.	WChr	Reg.	WChr	Reg.	WChr	Reg.	WChr	Reg.	WChr	Reg.	WChr	Reg.	WChr	Reg.	WChr	Reg.	WChr	Reg.	WChr	Reg.	WChr	Reg.	WChr	
Section 1: Invoice to CRPR																									
In State College Borough	Apr. 2023 to 2025		May 2022 to 2025		June 2023 to 2025		July 2023 to 2025		Aug. 2023 to 2025		Sept. 2023 to 2025		Oct. 2023 to 2025		Nov. 2023 to 2025		Dec. 2023 to 2025		Jan. 2023 to 2025		Feb. 2023 to 2025		Mar. 2023 to 2025		
High Point	1		1		1		1		1		1		1												
Lederer (Twice a week cleaning)		1		1		1		1		1		1		1		1		1		1		1		1	
Orchard														1		1									
Sunset													1		1		1								
Tusseyview	1		1		1		1		1		1		1												
In Ferguson Twp.																									
Autumnwood	1		1		1		1		1		1		1		1		1		1		1		1		
Cecil Irvin	1		1		1		1		1		1		1												
Fairbrook	2		2		2		2		2		2		2		1		1		1		1		1		
Greenbriar-Saybrook	1		1		1		1		1		1		1												
Haymarket (Twice a week cleaning)		1		1		1		1		1		1		1		1		1		1		1		1	
Homestead	1		1		1		1		1		1		1		1		1		1		1		1		
Suburban	1		1		1		1		1		1		1												
Tudek Dog Park (Parkcrest)	1		1		1		1		1		1		1		1		1		1		1		1		
Tudek Park (Herman Dr.): Oct 15-Apr. 15 only		1												0.5		1		1		1		1		1	
In Harris Twp.																									
Blue Spring		1		1		1		1		1		1		1		1		1		1		1		1	
Fasick	1		1		1		1		1		1		1												
Hess Field Complex	2		5	2	5	2	5	2	5	2	2	2	2	2	1										
Kaywood	1		1		1		1		1		1		1												
Nittany View	1		1		1		1		1		1		1												
In College Twp.																									
Dalevue	1		1		1		1		1		1		1												
Fogleman Fields Pk.: Oct 15 - Dec. 15 + Mar 15-Apr.15	1													0.5	1		0.5						1		
Millbrook Marsh Nature Ctr.		1		1		1		1		1		1		1		1		1		1		1		1	
Oak Hall Regional Park		1		1		1		1		1		1		1		1		1		1		1		1	
Slab Cabin	1		1		1		1		1		1		1		1		1		1		1		1		
Spring Creek (Houserville Rd): Oct. 15-Mar. 31		0.5												0.5		1		1		1		1		1	
Spring Creek (Pdntwn Rd pg lot)			1		1		1		1		1		1		1										
Spring Creek (Balmoral Dr)	1		1		1		1		1		1		1												
In Patton Twp.																									
Bernel Road Park(Twice a week cleaning)		1		1		1		1		1		1		1		1		1		1		1		1	
Circleville Park (Circleville Rd) (Twice a week cleaning)	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1		1		1		1		1	
Circleville Park (Little Lion Dr.)		1		1		1		1		1		1		1											
Graysdale (Twice a week cleaning)		1		1		1		1		1		1		1											
Grays Woods Park	1		1		1		1		1		1		1												
Green Hollow	1		1		1		1		1		1		1												
Oakwood	1		1		1		1		1		1		1												
Woodycrest	1		1		1		1		1		1		1												
Section 2: Invoice (below) individually to Patton Twp. and State College Borough																									
Patton Township & State College Borough Patton Gardens  McCalister Parking Garage (Twice a week cleaning) Parklet (Twice a week cleaning) Compost Facility(Hawbaker Dr.)																									
		1		1		1		1		1		1		1											
	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
		1		1		1		1		1		1		1		1		1		1		1		1	
	1		1		1		1		1		1		1		1		1		1		1		1		
Subtotal/Month	26	13	29	14	29	14	29	14	29	14	26	14	28	15.5	12	11	8.5	11	7	11	7	11	8	11	
Type of Unit	Reg.	WChr	Reg.	WChr	Reg.	WChr	Reg.	WChr	Reg.	WChr	Reg.	WChr	Reg.	WChr	Reg.	WChr	Reg.	WChr	Reg.	WChr	Reg.	WChr	Reg.	WChr	
TOTAL UNITS PER MONTH	39		43		43		43		43		40		43.5		23		19.5		18		18		19		
	Apr. 2023 to 2025		May 2022 to 2025		June 2023 to 2025		July 2023 to 2025		Aug. 2023 to 2025		Sept. 2023 to 2025		Oct. 2023 to 2025		Nov. 2023 to 2025		Dec. 2023 to 2025		Jan. 2023 to 2025		Feb. 2023 to 2025		Mar. 2023 to 2025		
Units/ Mo. This Contract	78		86		86		86		86		80		87		46		39		36		36		38		
Total Unit Months (24 months)	784																								

283.5