

Request for Proposals
Temporary Toilets with Service at East Portal Trailhead
Boulder Ranger District
Arapaho and Roosevelt National Forest
Boulder, CO 80302

Background and Statement of Work:

This Request for Proposals is for temporary toilet rental and cleaning service for the Boulder Ranger District's East Portal Trailhead. See General Specifications below for more detail.

Information Requested

If interested in submitting a bid for this project, please provide a proposal for the above statement of work by providing:

- technical approach
- work experience
- cost
- capacity for this project
- experience in similar projects

Specific requirements are detailed below.

I. PROJECT OVERVIEW AND REQUIREMENTS

General Specifications

- (a) Description of Work – This Request for Proposals is for services related to Temporary Toilet Rental and Servicing including the following:

Services will consist of furnishing all equipment, labor, supplies, supervision, transportation, and incidentals necessary to perform portable toilet delivery/pick up, pumping, cleaning, and effluent disposal services in accordance with the requirements and specifications contained herein.

The Arapaho and Roosevelt National Forest, Boulder Ranger District, is requesting the rental of 1 accessible portable toilet, 3 regular portable toilets, and include servicing to all units.

The selected contractor will deliver and service toilets at the East Portal Trailhead on Moffat Road (CR 16), approximately 8 miles west of Rollinsville, CO (5 miles south of Nederland, CO on Hwy 119).

Toilet Service

Interior service shall consist of pumping toilet vaults; sweeping interior floors; removing wastepaper and debris from all surfaces; washing interior fixtures, walls, and floor with water and disinfectant soap; restocking toilet paper; refilling toilet chemical and hand sanitizer dispenser. Exterior service: Entrance to port-a-potties must be kept clear of snow and ice during winter months to maintain access.

Toilet Delivery and Maintenance

All toilet units must be properly secured against sustained winds of 30-40 miles per hour and gusts exceeding 50 miles per hour. Contracting Officer Representative shall approve location of toilets and method of securing before installation. Units must remain adequately secured to withstand high winds through regular inspection.

Offsite Disposal of Sewage

The selected contractor shall be properly licensed and shall be responsible for making disposal arrangements, including disposal of all effluent, debris, and trash, and payments of all disposal-related fees. Disposal shall conform to all Federal, State, and local laws and ordinances. Contracting Officer Representative and Contracting Officer shall approve all disposal sites before pumping begins.

The selected contractor shall be responsible to prevent spillage and to haul all waste material (sewage and debris) in watertight containers. Handling of all waste material shall be in accordance with all applicable health regulations.

The Contractor shall identify what they can supply in terms of materials, labor, equipment, supplies, supervision, quality control, and incidentals required to complete the work described. The Contractor shall perform all work in a safe and conscientious manner.

- (b) Project Location – East Portal Trailhead, Gilpin County, CO (See Map – Appendix A).
- (c) Work Schedule – Cleaning and pumping on all units shall be performed 2 days a week on Monday and Thursday of each week as weather and conditions allow.

Other Project Requirements and Specifications

- (a) Utilities – In many locations there will be no or limited sanitation, water, electrical or housing services available. The Contractor shall make its own arrangements for temporary facilities if needed.

Insurance Requirements

Upon selection of the winning bid, the Contractor agrees that it has and shall maintain the following insurance coverage indicated below. The effective date of all coverage shall precede the start of any work.

- a. State minimum workers' compensation insurance coverage for its employees, if any.
- b. Broad form general liability, property damage, and automotive liability insurance in the minimum amount of \$1,000,000 for bodily injury, death, or damage to property of any person and \$2,000,000 for bodily injury, death, or damage to property of more than one person. The Contractor shall name NFF an Additional Named Insured and provide NFF with a certificate of insurance evidencing such coverages, prior to the initiation of the Scope of Services.
- c. If the Scope of Services includes professional services as identified herein, Contractor shall also provide professional errors and omissions liability insurance. Professional services for purposes of this section include, but are not limited to performing architecture, engineering, landscape architecture, land surveying or planning, preparation and signing or stamping of drawings, maps, surveys or construction specifications, or design and development of computer software, programs or websites by the Contractor or by subcontractors on behalf of the Contractor, for which professional liability insurance would typically be required. The minimum coverage limits required are \$1,000,000 for each claim and \$1,000,000 annual aggregate.

Prohibited Telecommunications Services and Equipment

The Contractor is responsible for compliance with the prohibition on certain telecommunications and video surveillance services or equipment identified in 2 CFR 200.216.

Payment/Performance Security

Contractor shall post cash, a letter of credit, bond, or other financial security that is easily convertible into cash in a form acceptable to the NFF, in its sole determination, to assure completion of the work required under any subsequent agreement and payment of all amounts lawfully due to all persons supplying or furnishing to the Contractor or Contractor's subcontractors with labor, laborers, materials, rental machinery, tools or equipment used or to perform the work. Contractor may incorporate required associated costs into mobilization costs or other approved expenses.

- a. Work that is classified as construction in accordance with the Miller Act or Little Miller Act or if required per conditions of the funding source, payment and performance bonding will be required in the full amount of any Agreement. For the purposes of this Request for Proposal, construction is defined as "any contract greater than \$100,000 for the construction, alteration, or repair of any public building or public work where the federal government is the owner", or
- b. If Contractor is not self-performing at least 85% of the total contract value or if the cost of materials is in excess of the larger of \$100,000 or 50% of the contract total, payment and performance bonding will be required in the full amount of the agreement, or

- c. If the value of the agreement is in excess of \$250,000, Contractor will be required to post financial security in a form acceptable to the NFF in the amount of 5% of the total agreement value up to \$250,000 in total financial security.

American Made Products. The work associated with this RFP is subject to Build America, Buy America Act. P.L. 117-58, Secs 70911-70917, and as such, domestic content procurement preference requires all iron and steel, manufactured products and construction materials used within the scope of this Agreement, be produced in the United States.

Federal Exclusion Verification

The selected Contractor will be required to affirm that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Federal Flowdown Provisions

Flowdown Requirements: Any Agreement associated with this RFP may be subject to flowdown requirements under associated federal or state funding agreements, which are included and made part of by this reference.

II. REQUIRED COMPONENTS

Technical Proposal

Please provide a detailed technical approach to the work.

Contractor Qualifications

- (a) Past Experience – Please provide a brief explanation of previous work experience with land management agencies.
- (b) References – Please provide three professional references that can speak to past performance.

Pricing Schedule

Contractor shall price work according to the schedule below. Prevailing wages are required per conditions of funding sources.

	Task/Item	Quantity	Units	Unit Cost	Extended Cost
(a)	Standard Toilet Rental & Servicing	6	Month		\$
(b)	Standard Toilet Rental & Servicing	6	Month		\$

(c)	Standard Toilet Rental & Servicing	6	Month		\$
(d)	Accessible Toilet Rental & Servicing	6	Month		\$
				Total Bid	

Contract may be extended providing additional funding becomes available for the above scope of work at the rate provided in the bid.

III. SUBMISSION, EVALUATION, AND CONTACTS

Contractor Selection Process

This is a request for proposals only and bids furnished are not offers from the National Forest Foundation. This request does not commit the National Forest Foundation to pay any costs incurred in the preparation or submission of the proposal or to contract for supplies or services.

The NFF will use the Evaluation Factors below to review each submitted bid. Based on the outcomes of that selection process, the NFF will notify successful and unsuccessful bidders by June 7, 2024 and will prepare a separate contract document.

Evaluation Factors and Relative Importance

The following criteria will be used in the evaluation of submitted proposals, ordered from highest weighting (level 3) to lowest weighting (level 1).

Level 3 Criteria

- Price / cost
- Equipment and contractor capability
- Timing of when contractor can begin and/or finish the project
- Past performance, references, and USFS feedback

Level 2 Criteria

- Technical proposal / proposed approach to project
- Overall strategic benefits to meeting NFF goals and grant needs, requirements, and timelines

Level 1 Criteria

- Benefits to the local community
- Relationship to local community

Point of Contact

Please submit any questions about the project in writing to the Point of Contact.

Jack Pritchard
National Forest Foundation
Northern Colorado Project Coordinator
jpritchard@nationalforests.org

Responses will be shared with known interested parties by email or otherwise posted at <https://www.nationalforests.org/rfp>.

Bid Submission

Submit bids via email to jpritchard@nationalforests.org by May 31, 2024.

Equal Opportunity Provider

In accordance with Federal law and U.S. Department of Agriculture policy, the National Forest Foundation is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability.

Appendix A

Boulder Ranger District Portable Toilet Location

East Portal Trailhead – 2024 Location

