

**CITY OF GREELEY
INVITATION FOR BID**

**Portable Toilets (Restrooms)
for
The City of Greeley**

BID #F24-03-025

DUE April 19th, 2024 BEFORE 3pm P.M. MST



Serving Our
Community
It's A Tradition

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INVITATION FOR BID

The City of Greeley, Colorado is requesting **sealed** bids for Portable Toilet due **April 19th, 2024 before 3pm MST** via electronic submission which at that time all bids will be publicly opened and read aloud via video conferencing. No late or faxed bids will be accepted. It is the responsibility of the vendor to ensure the solicitation documents are submitted to the correct email address as noted in the Solicitation Documents. Solicitations delivered to other City of Greeley email addresses may be deemed as late and not accepted.

Instructions for electronic submittal

Email your Bid Response to purchasing@greeleygov.com Submit your Bid response to this email only – please do not email to multiple people. Only email’s sent to will be considered as responsive to the invitation to bid. Emails sent to other City emails may be considered as non-responsive and may not be reviewed.

Bids shall be submitted in a single Microsoft Word or PDF file under 20MB.

The Bid number and Project name **must be noted** in the subject line, otherwise the Bid may be considered as non-responsive to the Bid.

Electronic submittals will be held, un-opened, until the time and date noted in the Bid documents or posted addenda.

The City of Greeley disseminates all bids through the Rocky Mountain E-Purchasing System site. Go to <http://www.RockyMountainBidSystem.com>, then “Bid Opportunities” and then select “The City of Greeley”. Bids submitted to the City of Greeley must include all Sections in this invitation. Addenda must be acknowledged in the bidding documents. Bidders failing to acknowledge any and all addenda may be considered non-responsive.

No bid shall be withdrawn after the opening of the bids without the consent of the City of Greeley, Colorado, for a period of sixty (60) days after the scheduled time of the receiving the bids.

All bids/proposals will be confidential until a contract is awarded and fully executed. At that time, all bids/proposals and documents pertaining to the proposals will be open for public inspection, except for the material that is proprietary or confidential. However, requests for confidentiality can be submitted to the Purchasing Contact provided that the submission is in accordance with the following procedures. This remains the sole responsibility of the offeror. The Purchasing Contact will make no attempt to cure any information that is found to be at a variance with this procedure. The offeror may not be given an opportunity to cure any variances after bid opening. **Neither a proposal in its entirety, nor proposal price information will be considered confidential/proprietary.** Questions regarding the application of this procedure must be directed to the Purchasing Contact listed in this RFP.

“Public Viewing Copy: The City is a governmental entity subject to the Colorado Open Records Act, C.R.S. §§ 24-72-200.1 et seq. (“CORA”). Any bids/proposals submitted hereunder are subject to public disclosure by the City pursuant to CORA and City ordinances. Vendors may submit one (1) additional complete bid/proposal clearly marked “FOR PUBLIC VIEWING.” In this version of the bid/proposal, the Vendor may redact text and/or data that it deems confidential or proprietary pursuant to CORA. Such statement does not necessarily exempt such documentation from public disclosure if required by CORA, by order of a court of appropriate jurisdiction, or other applicable law. Generally, under CORA trade secrets, confidential commercial and financial data information is not required to be disclosed by the City. Bids/Proposals may not be marked “Confidential” or ‘Proprietary’ in their entirety. All provisions of any contract resulting from this request for proposal will be public information .”

The City of Greeley retains the right to reject any and all bids and to waive any informality as deemed in the best interest of the city.

Questions pertaining to the project may be directed to Alec Keiser via email: purchasing@greeleygov.com or at 970-336-4246. Deadline to receive questions is **April 10th, 2024 by 3pm.**

**Portable Toilets BID For
FIXED PRICING**

The City of Greeley is accepting bids for the Portable Toilets.

The vendor must provide the information requested set forth in herein. Please fill out completely. Failure to complete bid form will result in a “NO BID”

SCOPE (Service): The City of Greeley is looking for a vendor(s) to provide affordable and high-quality portable toilets for various parks, facilities, and work sites around the city. Current uses include approximately 20-25 portable toilets on a regular basis (long-term) and an estimated 20 additional units for various events and winter services throughout the year (short-term). The toilets should be cleaned and pumped at least once a week.

The Awarded Vendor(s) will be offered a 1-year contract with four (4) 1-year optional extensions. Pricing should not increase more than 5% year-over-year. An increase in Cost exceeding 5% will be considered a breach of contract and could render the agreement null-and-void.

Pricing:

- The pricing shall include all costs associated with Portable Toilets associated with delivery or fulfilment of services provided.
- **SERVICE PROVIDED:** Please fill out the below table with the type of service offered and all associated costs:

Service/Product	Monthly Price per Toilet
Long-Term Toilets (3+ Months)	\$
Short-Term Toilets (0-2 Months)	\$
Cleaning Fee's (if separate)	\$
Other Fee's	\$
(Optional) ADA Accessible Toilets	\$

VENDOR NAME:

AUTHORIZED SIGNATURE:

PRINTED SIGNATURE:

PHONE NUMBER: _____

EMAIL: _____

BID ACKNOWLEDGEMENT

The offeror hereby acknowledges receipt of addenda numbers _____ through _____.

Falsifying this information is cause to deem your proposal nonresponsive and therefore ineligible for consideration. In addition, falsification of this information is cause to cancel a contract awarded based on one or both of the above preferences.

By signing below, you agree to all terms & conditions in this Invitation for Bid.

Original Signature by
Authorized Officer/Agent

Type or printed name of person signing

Company Name

Title

Phone Number

Vendor Mailing Address

Email Address

City, State, Zip

Proposal Valid Until (at least for 90 days)

Website Address

Project Manager:

Name (Printed)

Phone Number

Vendor Mailing Address

Email Address

City, State, Zip

Debarment/Suspension Certification Statement

The proposer certifies 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, State, County, Municipal or any other department or agency thereof. The proposer certifies that it will provide immediate written notice to the City if at any time the proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstance.

DUNS # (Optional) _____

Name of Organization _____

Address _____

Authorized Signature _____

Title _____

Date _____