



## **Request for Proposal (RFP)**

### **Portable Toilet Services Village of Johnsburg**

Issue Date: December 14, 2021

**RFP Submittal Due Date: December 21, 2021 at 3:00p.m.**

## **1. RFP Overview**

### **1.1 Purpose of RFP**

This Request for Proposals ("RFP") is being issued by the Village of Johnsburg (the "Village"). The Village is soliciting proposals from entities for rental and servicing of portable toilets for the Village. The Village intends to pursue a three-year contract beginning on or before January 1, 2022 and ending on December 31, 2024.

### **1.2 RFP Timeline**

Proposals are due December 21, 2021. The Village anticipates award of contract no later than December 23, 2021 with a start date of January 1, 2022.

The Village reserves the right, at its sole discretion, to adjust the RFP schedule as it deems necessary. Notification of any adjustment to the RFP Schedule of Events will be provided to all Proposers.

### **1.3 RFP Questions**

All questions, technical or otherwise, pertaining to this RFP can be directed to:

V. Lamontagna  
Village Assistant Administrator  
Village of Johnsburg  
815-385-6023  
Email: [vlamontagna@johnsburg.org](mailto:vlamontagna@johnsburg.org)

### **1.4 RFP Amendment and Cancellation**

The Village reserves the unilateral right to amend this RFP in writing at any time. The Village also reserves the right to cancel or reissue the RFP at its sole discretion. If amendment(s) are issued, notification shall be provided to all Proposers. Amendment(s) will also be posted on the Village's website:

<http://www.johnsburg.org>.

### **1.5 Proposal Submittal**

Sealed proposals must be received at the Village Hall, 1515 Channel Beach Avenue, Johnsburg, Illinois 60051 no later than December 21, 2021 at 3:00p.m. and should be clearly labeled "Proposal for Portable Toilet Services"

## **2. Scope of Services**

### **2.1 General Description**

The Contractor shall provide rental and servicing of portable toilets at Village facilities and on- call during Village special events and emergencies.

The Contractor must be able to provide emergency service response of the Village's facilities on a twenty-four (24) hour a day, seven (7) days per week basis, including all holidays. The Contractor must possess, and have readily available in functioning order, all required tools, equipment, apparatus, facilities, and materials needed to perform all work necessary to maintain facilities in compliance with standards set by the Village.

Contractor shall be responsible for providing a safe work place, and complying with the standards and regulations set forth by the Federal Occupational Safety and Health Act (OSHA) and any other applicable governmental law or Village Risk Management standards. Non-Compliance with previously mentioned standards and regulations may result in a deficiency or performance deduction.

## 2.2 Village Facilities

The facilities to be serviced are as follows:

**2.2.1 Rescue Squad Park** (Terminus of Church St); 2410 W. Johnsburg Road, Johnsburg, IL 60051  
Number and Type of Units: One (1) of which must be ADA compliant and One (1), of which must be standard portable toilets, in total two (2) at said location with adaptive hand sanitizing stations in each unit.

Preferred Service frequency: 2 times per week (May - October) and 1 time per week (November-April)

**2.2.2 Sunnyside Memorial Park** (Terminus of Channel Beach Avenue); 1515 Channel Beach Avenue, Johnsburg, IL 60051

Number and Type of Units: One (1) of which must be ADA compliant and One (1), of which must be standard portable toilets, in total two (2) at said location with adaptive hand sanitizing stations in each unit.

Preferred Service frequency: 2 times per week (May - October) and 1 time per week (November-April)

**2.2.3 Francis Schmitt Park / Chapel Hill Lift Station #2** (Terminus of Fairview Ave); 2107 Fairview Avenue, Johnsburg, IL 60051

Number and Type of Units: One (1) of which must be ADA compliant, in total one (1) at said location with adaptive hand sanitizing, seasonally only May through November.

Preferred Service frequency: 1 time per week (May - November)

**2.2.4 Alfred May Boat Launch & Park** (Terminus of Riverview Drive); 4100 Riverview Drive, Johnsburg, IL 60051

Number and Type of Units: One (1) of which must be ADA compliant, in total one (1) at said location with adaptive hand sanitizing, seasonally only May through November.

Preferred Service frequency: 1 time per week (May - November)

**2.2.5 Chapel Hill Golf Course** (Terminus of N. Club Rd); 2500 N. Chapel Hill Road, Johnsburg, IL 60051

Number and Type of Units: Two (2), of which must be standard portable toilets, in total two (2) at said location with adaptive hand sanitizing stations in each unit located at separate locations within the 18-hole public golf course.

Preferred Service frequency: 2 times per week (April - November) and 1 time per week (December - March) \*Note; possibility this will only be seasonal April through November.

## 2.3 Special Events and Circumstances

The Contractor shall provide discounted/flat rate portable toilets for community events and special circumstances. The Contractor shall provide such portable toilets at least one (1) day prior to the scheduled event and remove the portable toilets by the morning of the next business day after said event is completed. Cost proposal will include a per unit rental cost by day, week and month as well as service costs of each unit based upon the agreed upon term.

- Easter Egg Hunt (March/April)
- Memorial Day (May)
- Summer Party Event (August)
- Saufen und Spiel (September)
- Celebration in the Park (October)
- Holiday Magic (December)
- Jeeps on the Run (December)

## **2.4 Maintenance Requirements**

### **2.4.1 Routine Maintenance**

The Contractor shall provide a routine, comprehensive maintenance and cleaning of each unit in accordance with frequency schedule noted in the RFP.

### **2.4.2 Emergency Response Work**

The Village may request that the Contractor perform Emergency Response Work where a unit or unit(s) require service in advance of normal cleaning and maintenance schedule. The Contractor shall provide and maintain emergency service response of the Village's facilities on a twenty-four (24) hour a day, seven (7) days per week basis, including all holidays. Emergency Response Work shall be performed on a time and materials basis.

## **2.5 Materials and Equipment**

Proposer will provide all paper items, soaps, cleaning materials and other tools, equipment, apparatus, and materials needed to perform all work necessary.

## **2.6 Hours of Work**

Unless otherwise specified, all work shall be done during regular workings hours (Monday through Friday, 7:30 am to 8:00 pm).

## **2.7 Assignment and Subcontracting**

The Contractor may not subcontract, transfer, or assign any portion of the contract.

## **3. Reporting Requirements**

### **3.1 Activity/Service Records**

The Contractor shall maintain activity/service records and produce same to the Village upon request.

### **3.2 Invoices**

The Contractor shall provide one invoice to the Village by the fifteenth (15) working day of each month for the previous month. Invoices shall list the cost for each facility/event and identify emergency response work separate from routine maintenance. Charges for routine maintenance should reflect the established rate for facilities negotiated in the contract. Charges for Emergency Response Work should be itemized by service call and should show the actual labor hours per employment classification and application rates.

### **3.3 Payment**

All payments will be made within thirty (30) days of receipt.

## **4. Proposal Submission Requirements**

Proposals should reflect the contractor's ability to perform and shall include copies of all licenses required to perform the work and a list of references. The Village relies on the professionalism and competence of the Contractor to be knowledgeable of the general areas identified in the Scope of Work and of adequate competence to consider all required tasks and subtasks, personnel commitments, man hours, direct and indirect costs, etc. when developing its proposal. The Village will not approve addenda to the Contractor's agreement which do not involve a substantial change from the general Scope of Work identified in this Request for Proposal.

## **5 Award of Contract**

It is the Village's intent to award a single contract to the firm that can best meet the requirements of the Request for Proposal document. The Village reserves the right to award a contract to multiple firms or a single firm or to make no award, whichever is in the best interest of the Village.