

**CITY OF FEDERAL WAY  
REQUEST FOR PROPOSAL**

**I. PURPOSE OF REQUEST.**

The City of Federal Way (“City”) is requesting proposals for the purpose of Portable Toilet Services. The City’s needs are outlined in the following Request for Proposal (“RFP”).

**II. TIME SCHEDULE.**

The City will follow the following timetable:

Issue RFP	October 20, 2023
Deadline for Submittal of Proposals	November 2, 2023 – 2:00pm
Preliminary Selection of Firm	November 8, 2023
Notify Firm Chosen	December 6, 2023

**III. INSTRUCTIONS TO PROPOSERS.**

A. All proposals should be sent to:

Mary Jaenicke, Administrative Assistant II  
City of Federal Way  
33325 8th Ave S  
Federal Way, WA 98003-6325  
(253) 835-6901  
[mary.jaenicke@cityoffederalway.com](mailto:mary.jaenicke@cityoffederalway.com)

B. If submitted on paper, all proposals must be in a sealed envelope and clearly labeled in the lower left-hand corner. If submitted by email, all proposals must be clearly labeled in the subject line. The label shall identify the contents as “RFP Portable Toilet Services.”

C. All proposals must be received by the Deadline for Submittal of Proposals detailed in II. Time Schedule, at which time they will be opened. If submitting on paper, three (3) copies of the proposal must be presented. Faxed or telephone proposals will not be accepted.

D. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both

sides of paper sheets for any submittals to the City is desirable whenever practicable.

- E. The Parks and Facilities Manager or representative will notify the firm selected by the date stated in II. Time Schedule.
- F. All proposals must include the following information:
  - A proposed outline of tasks, products, and project schedule, including the number of hours required to complete each task or product.
  - References.
  - An overview of experience completing work tasks similar to this RFP request
  - Attachment A – Quote Sheet

**IV. SELECTION CRITERIA.**

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the written proposal to the purpose and scope of service.	30%
2. Price.	40%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	30%
<u>Total Criteria Weight</u>	100%

Each proposal will be independently evaluated on factors one through three.

**V. TERMS AND CONDITIONS.**

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.

- C. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City, the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. A copy of the contract is available for review and shall include requirements to comply with ADA, Civil Rights Act, and EEO requirements. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney's office.
- F. The City, as a recipient of federal funding, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.
- G. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

**VI. SCOPE OF SERVICES.**

The City is requesting quotes for a portable toilet contractor who shall maintain, sanitize, and keep in a safe and good working condition, portable toilets within specified parks on a monthly basis, emergency basis, and special event basis for the City of Federal Way. The contractor shall keep all units in good working order, which shall include ensuring the following for each unit: a working door lock and handle, unbroken toilet seat, unbroken toilet paper holder, a door that opens and closes properly with the door spring in working order, screens in place and unbroken, no leaks in the tank, ramp properly affixed to the unit, and no holes in the unit. All leased units will receive service weekly, except where noted otherwise.

**A. Monthly leased units that are parks based are located as follows:**

1. Brooklake Blueberry Farm – 726 S 356<sup>th</sup> St
  - a. 1 ADA unit,
  - b. 1 Standard unit
2. French Lake Off Leash Dog Park – 31531 1<sup>st</sup> Ave S
  - a. 1 Standard unit
3. Lakota Park – 31334 SW Dash Point Rd
  - a. 1 ADA unit
4. Palisades Park – 5039 Dash Point Rd
  - a. 1 Standard unit
5. Steel Lake Park – 2410 S 312<sup>th</sup> St –
  - a. 2 Standard units @ site 5
  - b. 1 Standard unit @ Basketball Court
6. Steel Lake O&M Facility – 31130 28<sup>th</sup> Ave S
  - a. 1 Standard unit

**B. City of Federal Way owned ADA units shall receive service twice weekly and are located as follows:**

1. Panther Lake Trailhead – 550 Campus Dr. SW
  - a. 1 ADA unit
2. West Hylebos Wetlands Park – 411 S 348<sup>th</sup> St
  - a. 1 ADA unit

C. Orders for units needed for special events or emergencies will be ordered by the Contractor Administrator or Parks Department Representative in writing

D. Environmentally friendly (non-pollutant and biodegradable) products shall be used for all cleaning, sanitizing, and deodorizing functions.

E. Each monthly unit will be serviced once per week.

F. Any special event or emergency unit on site for two weeks or more shall be serviced once per week.

G. Each weekly unit cleaning shall include:

1. Removing the waste from the toilet tank and refilling with a biodegradable chemical additive.
2. Supplying the unit with not less than three rolls of toilet paper.
3. Removing debris and litter from the inside of the unit and disposing of the debris properly.

4. Removing debris and litter from the exterior of the unit in a five-foot radius around the unit.
5. Cleaning of the interior and exterior of the unit to remove dirt, bio-hazards & graffiti.
6. Conducting minor, in-field repairs, to include fixing a door lock, repairing or replacing a toilet seat, door handle, door spring, vent screens and toilet paper holder, and realigning the ramp as-needed and identified by the Contractor or as directed by the City's Contract Manager.
7. Supplying the unit with hand sanitizer dispenser and refilling with solution. (optional bid)

H. In the event a unit is damaged or inoperable, Contractor shall provide replacement within 48 hours of City notification.

**VII. COMPENSATION.**

State the firm's proposed fees for the Scope of Services inclusive of Washington state sales tax and any other applicable governmental charges on the quote sheet provided in Attachment A.

- a. Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

**VIII. PUBLICATION.**

Name of Publication:

Dates:

MRSC

October 20, 2023

FW Mirror

October 20, 2023

**ATTACHMENT A  
QUOTE SHEET**

Standard Unit/ monthly rental with weekly service *No charge for delivery or pick-up	\$
ADA Unit/ monthly rental with weekly service *No charge for delivery or pick-up	\$
Service on city owned standard units *monthly rate with service weekly	\$
Service on city owned ADA units *monthly rate with service weekly	\$
Extra service requests - per unit per service	\$
Extra service request/monthly rate with service weekly	\$
Service for tipped over/vandalized unit - per unit per service	\$
Weekend service rate - per unit per service	\$
Optional Hand Sanitizer - per month per unit	\$
Hand Wash Station - per unit per event Note: used during special events which are typically 1-2 days	\$
Full Replacement Cost (if damaged) – price per unit *includes standard and ADA	\$
Full Replacement – Hand Wash Station (if damaged) – price per unit	\$

**\*ALL PRICING SHALL BE INCLUSIVE OF WASHINGTON STATE SALES TAX**