The City of Alamosa (“City”) is accepting proposals from qualified persons or firms (“Contractor”) to provide portable toilet services to the City of Alamosa. Please review the following pages for complete information on the request for proposals process.

Section 1. Background

The City of Alamosa is responsible for many parks and recreation areas. The City is interested in receiving proposals from qualified firms interested in providing portable toilet services for our smaller sites. Sites included in this proposal: Olympian Park, Diamond Park, Jardin Hermoso Park, Disc Golf Course, Blanca Vista Dog Park, Peyton’s Playground at the Alamosa Family Recreation Center (AFRC), Lee Fields Dog Park, and the Cemetery (service only).

Section 2. Scope of Work

The Scope of Work shall include:

- Providing one portable toilet at each site listed above (except Cemetery). Specific placement of portable toilets as determined by the City.
- Seasonal portable toilets to be in place from April 11, 2022 through October 31, 2022 (6.5 months). Note: April 1st beginning in 2023 if contract is carried over.
- Year round portable toilets to be in place from April 11, 2022 through April 10, 2023 (12 months).
- Servicing of portable toilets to be scheduled once per week.
- All toilet exterior walls must be a light earth tone color.
- All needed repairs of the portable toilets are the responsibility of the Contractor.

The Contractor will work closely with the Department of Parks and Recreation.

Section 3. Fee for Services

The Contractor should include a not to exceed monthly cost for these services broken out by site for either seven summer months or twelve months.

Section 4. Standard Terms and Conditions

The City of Alamosa is not responsible for any costs associated with responding to
this request for proposals. The City reserves the right to reject any and all submittals, to consider alternatives, to waive any informalities and irregularities, and to re-solicit proposals.

The successful proposer shall be required to sign a contract with the City in a form provided by and acceptable to the City. The proposer shall be an independent contractor of the City. The independent contractor will be required to maintain its own workers compensation, liability and automobile insurance coverages, and provide proof of same to the City, all in the manner provided in the contract required to be signed.

**Section 5. Evaluation**

The following criteria will be used to evaluate all submittals:

- The Contractor’s interest in the services which are the subject of this RFP, as well as their understanding of the scope of such services and the specific requirements of the City of Alamosa.
- Price in a separate sealed envelope showing price per site per month using Attachment A.
- Such other factors as the City determines are relevant to consideration of the best interests of the City.

**Section 6. Required Submittals**

The Contractor should return one copy of each of the documents listed below to the City of Alamosa by 2:00 P.M. on Monday, April 4, 2022. Proposals will be opened shortly after that time. Proposals should be submitted to:

City of Alamosa  
Attn: Director of Parks and Recreation  
Portable Toilet Services  
300 Hunt Ave  
Alamosa, CO 81101

Proposals shall contain:

- Cover letter signed by someone with the ability to enter into contracts on behalf of the proposer. The cover letter should provide the name, address, phone, and email contact for the Contractor’s main point of contact. In addition, it should include the Contractor’s understanding of the required services and ability to meet the needs of the City (i.e. adequate staff, equipment, etc.) as described in the scope of work.
- Attachment A completed.

Point of Contact: Andy Rice, Director of Parks, Recreation & Library, 719-589-2105

Thank you, we look forward to reviewing your proposal.
# Portable Toilet Service Pricing

**Attachment A**

Submitted By: ________________________________

## Seasonal Portable Toilets (Apr 1 – Oct 31)

<table>
<thead>
<tr>
<th>Location</th>
<th>Monthly Rental</th>
<th>One Weekly Service</th>
<th>MONTHLY (Once a Week Winterization Service)</th>
<th>SUMMER (Total Monthly Fees)</th>
<th>WINTER (Total Monthly Fees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Olympian Park</td>
<td></td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Diamond Park</td>
<td></td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Jardin Hermoso Park</td>
<td></td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Disc Golf Course</td>
<td></td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Peyton's Playground @ Rec Ctr</td>
<td></td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

## Year Round Portable Toilets

<table>
<thead>
<tr>
<th>Location</th>
<th>Monthly Rental</th>
<th>One Weekly Service</th>
<th>MONTHLY (Once a Week Winterization Service)</th>
<th>SUMMER (Total Monthly Fees)</th>
<th>WINTER (Total Monthly Fees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lee Fields Dog Park</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blanca Vista Dog Park</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cemetery (service only)</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| TOTAL MONTHLY FEES                      | $              | $                  |                                             |                            |                            |
1) Olympian Park  (Service Dates:  Apr 1 – Oct 31)
2) Diamond Park (Service Dates: Apr 1 – Oct 31)
3) Jardin Hermoso Park (Service Dates: Apr 1 – Oct 31)
4) Disc Golf Course  (Service Dates: Apr 1 – Oct 31)
5) Peyton’s playground @ AFRC (Service Dates: Apr 1 – Oct 31)
6) Lee Fields Dog Park (YEAR ROUND)
7) Blanca Vista Dog Park (YEAR ROUND)
8) Cemetery (YEAR ROUND)

City-owned Porta John – requires year round servicing.