

**CITY OF AUSTIN
PURCHASING OFFICE
PURCHASING SPECIFICATION
SOLICITATION NO. IFB SLW0108**

RENTAL OF PORTABLE TOILETS

1.0 GENERAL REQUIREMENTS

- 1.1 This specification establishes the minimum requirements for an annual service contract for the rental, delivery, cleaning, maintenance, and service of chemical portable toilets (Handicapped & Non-Handicapped).
- 1.2 The chemical portable toilets will be rented on a monthly, weekly, or daily basis including holidays, weekends, and special events at locations in and around the City of Austin.
- 1.3 The City reserves the right to add departments and locations to this agreement as required.

2.0 VENDOR REQUIREMENTS

- 2.1 Vendor shall comply with all City, State, and Federal codes, guidelines, laws, and regulations.
- 2.2 Vendor shall comply with all applicable certifications and licensing for operating equipment appropriate for the rental, delivery, cleaning, maintenance and service of units.
- 2.3 Vendor shall furnish all equipment and supplies required to place, pickup, clean, service, repair and/or relocate units.
- 2.4 Vendor shall provide units with a service label placed on the inside wall.
- 2.5 Awarded vendor shall submit contract service schedule ten (10) days after award.
- 2.6 Vendor shall provide name, and emergency phone number of at least two (2) representatives who can be reached 24 hours a day.

3.0 SERVICE REQUIREMENTS

- 3.1 Vendor shall annotate on label the date unit was serviced, and initial after each service. Service provided and not listed on unit label will be considered a missed service.
- 3.2 Vendor shall service units two (2) times per week or otherwise as specified.
- 3.3 Vendor shall provide service including the complete removal of tank contents/waste, cleaning and disinfecting the inside, to include but not limited to, the waste tank, urinal, walls, door, toilet seat, and floor, at no additional cost to City.
- 3.4 After waste has been removed from tank, Vendor shall recharge tank and deposit the necessary chemical for odor control and decomposition to keep unit sanitary.
- 3.5 Vendor shall provide two (2) full rolls of toilet tissue when servicing each unit at each location, at no additional cost to City.
- 3.6 Vendor shall provide a supervisor to perform spot checks a minimum of two (2) times per week, at no additional cost to City. A Biweekly report of sign-off service labels located in units shall be provided with the monthly bill to assure proper service has been done.
- 3.7 Vendor shall remove graffiti from rental unit when found, either during cleaning procedure, or within 24 hours after notification from the Contract Manager.
- 3.8 Vendor shall remove damaged or non-functional rental unit when found, either during cleaning procedure, or within 24 hours after notification from the Contract Manager.
- 3.9 Vendor shall provide service during the hours of 7:45 am to 5:00 pm, including weekends and holidays.
- 3.10 Vendor shall obtain prior written approval from Contract Manager on any change(s) of service during contract period not otherwise scheduled by PARD representative.

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3.11 Vendor shall be able and available to provide service year-round (365 days per year, with weekends and holidays included).

4.0 UNIT RELOCATION

4.1 Vendor shall relocate unit(s) within 24 hours after notification by Contract Manager or delegated equivalent.

4.2 Vendor shall be responsible for removing contents of unit and any equipment used during service from City property upon service completion.

5.0 UNIT REQUIREMENTS

5.1 Single seat capacity with one (1) urinal.

5.2 Tanks shall be fifty (50) - fifty-five (55) gallon capacity of fiberglass or non-porous plastic, water tight, and outside vented.

5.3 Toilet Seats will have a hinged cover and be manufactured of enameled wood or plastic.

5.4 Urinal will be manufactured from fiberglass or urethane with a discharge opening of 1 inch minimum inside diameter of rigid plastic or buyer approved equal and shall be water tight.

5.5 Unit Structure will be weatherproof, of plywood, fiberglass or metal, with durable rigid frame, well vented on skids for relocation by sliding so air goes through it and can be moved easily and does not sit on ground.

5.6 Doors will be self-closing, tight fitting, and shall have an inside lock. The exterior of the door shall include an occupancy meter to indicate when unit is occupied and unoccupied.

5.7 All units shall be equipped with toilet tissue dispenser for two (2) full rolls. Unit shall have a screened ventilation opening and have a cross-sectional area of at least one (1) square foot. Vent shall be screened with a minimum sixteen (16) mesh screen or buyer approved equivalent.

5.8 A chemical charge to ensure bacteriological and chemical safety and eliminate odors shall be applied to all units.

5.9 Units shall have the capacity and option to include hand-cleaning stations which include hand-sanitizer bottles or dispensers inside or outside of the unit, connected to, or detached from the unit, and stand-alone hand-washing stations with soap and water.

5.10 Handicapped Units shall have capacity for wheelchair to enter door and park wheelchair inside toilet compartment without obstructing patron's ability to reach handrails and toilet seat. Unit shall be equipped with handrails and ramps at no additional cost to the City. Dimensions of unit shall comply with City of Austin Uniform Building Codes as identified in Section 2.0 Applicable Specifications.

5.11 Service Truck servicing any City location shall be maintained in a clean, nuisance free, serviceable condition at all times. All bodies of servicing equipment, including holding tanks, shall be leak proof and fully enclosed. Service truck shall have separate storage tanks for holding effluent from serviced toilets and potable water for recharging units after cleaning.

5.12 If during the servicing of the unit, there is an accidental discharge of effluent (waste) or spillage, the Vendor shall notify the Contract Manager. Vendor will clean up discharge or spill and sanitize the affected area at no additional cost to the City. Cleanup and sanitation will be performed in accordance with TCEQ guidelines.

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6.0 ENVIRONMENTAL REQUIREMENTS

All units shall be Green Certified units including the following environmental requirements:

6.1 Holding Tank Deodorizer:

- 6.1.1 Formaldehyde free
- 6.1.2 Alcohol free
- 6.1.3 Non toxic

6.2 Cleaners and Solvents:

- 6.2.1 Non aerosol
- 6.2.2 Non flammable
- 6.2.3 No hazardous air pollutants
- 6.2.4 No toxic chemicals
- 6.2.5 Bio-degradable
- 6.2.6 Low aquatic toxicity
- 6.2.7 No Butyl, Glycol, or ethers

6.3 Paper Products:

- 6.3.1 100% Recycled
- 6.3.2 Chlorine free
- 6.3.3 Controlled dispensing systems

6.4 Gray Water Disposal:

- 6.4.1 Gray water is brought to a certified waste treatment center and recycled

7.0 MOBILIZATION

7.1 Standard Mobilization:

Contractor shall provide standard services including delivery, pickup, relocation, and unit service within 24 hours after notification by the City of Austin including weekends and holidays as required.

7.2 Emergency Mobilization:

Contractor shall provide emergency services including delivery, pickup, relocation, and unit service in Two (2) hour, Six (6) hour, and 12 (12) hours increments. Contractor shall be allowed an additional fee for emergency mobilization.

8.0 REPORTING

Contractor shall provide a bi-annual Activity Report tracking all contract activity. The report shall include the following information at a minimum:

- 8.1 Deliveries
- 8.2 Unit type
- 8.3 Relocations
- 8.4 Pickups
- 8.5 Emergency mobilizations
- 8.6 Services provided (over and above the requirements listed in Section 3 above (Service Requirements)).