

**RENTAL OF MOBILE RESTROOMS AND PUMPING
SERVICES
AT THE NEW YORK STATE FAIRGROUNDS**

IFB #0123

Addendum 1

Issued April 24, 2015

Questions and Answers

1. The all gender bathrooms?

All gender single stall restroom trailers (15') (Locations to be provided to the selected contractor by the Department on or before July 1st each year)

- Air Conditioning
- Rigid (vinyl, metal etc.) Skirting
- The selected contractor shall be responsible for emptying trash cans and supplying and stocking all paper and hand sanitizing products each day during the Fair from 8:00 a.m. to midnight, and cleaning the units a minimum of every 90 minutes each day during the annual Fair from 8:00 a.m. to midnight throughout the term of the contract.

I did these last year and provided 2 stall trailers I am placing the links in the email to what trailers were there last year.

- 1 <http://portablerestroomrentals.com/portablerestroom-the-cottage.html>
- 2 <http://portablerestroomrentals.com/portablerestroom-the-vegas.html>

So my question is are you looking for the same thing or are you looking for something different? **The units referenced above that were provided last year are acceptable and will meet the requirements for this procurement. Two stall trailers are acceptable as long as the stalls are individual stalls (not multiple stall restrooms) and provided the trailer is no more than 15' in total length.**

2.If you want a different trailer than what I listed, do you want the unit just to have a toilet or do you want a toilet and a urinal? **Please see response to question “1” above.**

3. Can a 2 stall trailer be used as long as it is 15’ in total length? **Yes. Please see response to question “1” above.**

4. When servicing the trailers (emptying trash cans, supplying/stocking all paper and hand sanitizing products, and cleaning) is that included in the price per trailer or is that paid to the selected contractor in the per hour rate? **The cost of servicing the trailers shall be included in the price per rental of each trailer. As stated on the Bid Form and per Section 2.2.1 of the IFB, the cost per rental shall include the delivering, installing, pumping, cleaning/sanitizing and removal of these units as well as all paper and hand sanitizing products.**

5. What is done with garbage after it is removed from the restroom trailers and sink stations? Will the fair provide a dumpster for garbage? **The Fair will designate a location on the Fairgrounds for the selected Contractor to dispose garbage collected from the units.**

6. In the IFB it states:

A. MOBILE RESTROOM FACILITIES

The selected contractor shall provide mobile restroom facilities during the annual New York State Fair that meet the specifications set forth herein. The selected contractor shall provide 24-hour service of all mobile restroom facilities provided (including weekends) during the annual Fair throughout the term of the contract. The cost per rental shall include the delivering, installing, pumping, cleaning/sanitizing and removal of these units as well as all paper and hand sanitizing products. Repairs to any of the units are the responsibility of the selected contractor. Any needed repairs must be provided by the selected contractor as soon as possible or no later than 24 hours after notification.

In the sections of each item it states:

The selected contractor shall be responsible for emptying trash cans and supplying and stocking all paper and hand sanitizing products each day during the Fair from 8:00 a.m. to midnight, and cleaning the units a minimum of every 90 minutes each day during the annual Fair from 8:00 a.m. to midnight throughout the term of the contract.

Question: Should there be a technician or technicians on site 24 hours a day through out the fair included in the price of each rental unit? **Per Section 2.2.1 E of the IFB, Contractor shall**

provide a 24-hour emergency contact number. Contractor shall respond as soon as possible or no later than one hour after notification of the emergency. Contractor shall also provide the name and number for the staff on the grounds. The IFB does not require a technician on site 24 hours a day, however if one is needed this cost should be included in the unit rental cost.

7. Portable toilets cleaned and sanitized every 90 minutes, do they need to be pumped also every 90 minutes? **The portable toilets must be pumped as needed by the selected Contractor so that they do not overflow. All mobile restrooms must be cleaned and sanitized every 90 minutes.**

8. Portable toilets, restroom trailers, and sink stations placed inside the fair where vehicles can't travel while the fair is open, will they need to be serviced every 90 minutes? **Yes. The port a johns and mobile units are placed near service roads where vehicle access is available. Please see response to question "7" above.**

9. If units need to be pumped every 90 minutes included with a service will they be made accessible to by a pump truck or will other means need to be used to pump units? If so will push carts be allowed inside and will there be electric available near units or will gas engines be allowed to run? **Please see response to questions "7" and "8" above.**

10. Sink stations, its states (minimum 4 person water hand washing station) does there need to be 4 paper towel and 4 soap dispensers on it also? **No. At least one paper towel and at least one soap dispenser shall be provided.**

11. Do the trash receptacles need to be part of the sink unit or can they be placed next to sink unit? **The trash receptacles can be placed next to the sink unit.**

12. Do the sink stations have to be a manufactured 4 person water hand washing station or can they be two- 2 person water hand washing station placed together to make one - 4 person water hand washing station? **They can be two-2 person stations placed together.**

13. Is there a minimum capacity on the fresh and gray water on the sink station? Example: total of 48 gallons fresh water and 48 gallons gray water? **There is no minimum capacity, however it will be the selected Contractor's responsibility to ensure the units continue to have fresh water at all times during the term of the Agreement.**

14. Is a supervisor required to be onsite for supervision that is mentioned to be included in price per hour for pumping? **A supervisor does not need to be on site. As stated in Section 2.2.1 E of the IFB, the contact name and number for the staff on the grounds must be provided. Per Section 2.2.1 B of the IFB, the contractor will be paid a per vehicle hourly rate for the pumping services referenced in Section 2.2.1 B. The contractor will be required to sign in using the Fair's payroll system. All supervision must be included in the per vehicle hourly rate on the Bid Form (Attachment 1).**

15. Equipment must be available as follows:

- At a minimum, three (3) pumping vehicles for a minimum of ten (10) hours each day during the annual Fair. At least two of the three pumping vehicles must have a minimum of a 1000 gallon tank for pumping.

Is the 1000 gallon tank the combination of fresh water and sewage capacity or 1000 gallons of sewage capacity? **1000 gallons of sewage.**

16. Do the restroom trailers listed in bid packet have to be the same trailers that are there for the 5 years of the IFB? **No. The trailers would have to be comparable to the existing units and must meet the requirements set forth in the IFB. Any change must be provided to the Department for approval.**

17. If a trailer has Men's 2 toilets and 2 urinals would that be acceptable or does each 24' unit have to have 1 toilet and 3 urinals? **As long as the total number of units is 4, one of which must be a toilet, this is acceptable.**

18. Is there a size requirement for the trash cans for the sinks? **At a minimum, the trash cans should be 25 gallons.**

19. D. Request for Waiver

(1) A Bidder who is able to document good faith efforts to meet the goal requirements, as set forth in clause E below, may submit a request for a partial or total waiver on Form MWBE/EEO5, accompanied by supporting documentation, at the same time it submits its MWBE Utilization Plan. If a request for waiver is submitted with the MWBE Utilization Plan and is not accepted by AGM at that time, the provisions of clauses C(2)(b& c) and C(3) above will apply.

(2) Contractor shall attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the Contract. Requests for a partial or total waiver of established goal requirements made subsequent to Contract Award may be made at any time during the

term of the Contract to AGM, but must be made no later than prior to the submission of a request for final payment on the Contract.

(3) Prior to submission of a request for a partial or total waiver, Bidder/Contractor shall speak to the AGM Office for Minority and Women Owned Business Enterprises Designated Contacts identified in the MWBE/EEO Submission Documents.

If no subcontracting is needed or a company is not MBE or WEB is form MWBE/EE05 still needed to be filled out and is step

(3) Prior to submission of a request for a partial or total waiver, Bidder/Contractor shall speak to the AGM Office for Minority and Women Owned Business Enterprises Designated Contacts identified in the MWBE/EEO Submission Documents need to be done?

Yes. Per Section 5.2 (A) of the IFB, for purposes of this procurement, AGM hereby establishes a goal of 15% for Minority-owned Business Enterprises (MBE) participation and 15% for Women-owned Business Enterprises (WBE) participation (collectively referred to as MWBE) for a total Contract MWBE goal of 30%. The total Contract goal can be obtained by utilizing any combination of MBE and /or WBE participation for subcontracting and supplies acquired under this Contract. The directory of New York State Certified MWBEs can be viewed at: <https://ny.newnycontracts.com/frontend/diversityusers.asp>. Questions regarding compliance with MWBE participation goals should be directed to the AGM Office for Minority and Women Owned Business Enterprises Designated Contacts identified in the MWBE/EEO Submission Documents. A Contractor must document good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of this Contract. Questions regarding compliance with MWBE participation goals should be directed to Bridgette Shellard at (518)457-4619.

20. Do supplies used for toilets, restroom trailers, and sinks fit the requirements for the good faith document to have to be filled out and submitted?

Yes. Bidders should refer to the directory of New York State Certified MWBEs at: <https://ny.newnycontracts.com/frontend/diversityusers.asp> for a list of certified minority and women-owned business enterprises. Questions regarding compliance with MWBE participation goals should be directed to Bridgette Shellard at (518)457-4619.

21. Do supplies used have to be placed to bid for chance a MWBE company will bid on supplying?

Please see response to questions “19” and “20” above for information on how to obtain a listing of certified M/WBE suppliers.

22. If MWBE company bids to supply how is award done from company based on price (is it within 15% up to 30%)?

Per Section 4.2 of the IFB, the contract will be awarded to the lowest responsible bidder with the lowest Aggregate Final Rating Score pursuant to the Rating Form attached as Exhibit 2.

Per Section 5.2 (A) of the IFB, for purposes of this procurement, AGM hereby establishes a goal of 15% for Minority-owned Business Enterprises (MBE) participation and 15% for Women-owned Business Enterprises (WBE) participation (collectively referred to as MWBE) for a total Contract MWBE goal of 30%. The total Contract goal can be obtained by utilizing any combination of MBE and /or WBE participation for subcontracting and supplies acquired under this Contract. The directory of New York State Certified MWBEs can be viewed at: <https://ny.newnycontracts.com/frontend/diversityusers.asp>. Questions regarding compliance with MWBE participation goals should be directed to the AGM Office for Minority and Women Owned Business Enterprises Designated Contacts identified in the MWBE/EEO Submission Documents. A Contractor must document good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of this Contract. Questions regarding compliance with MWBE participation goals should be directed to Bridgette Shellard at (518)457-4619.

23. Is (F. Quarterly MWBE Contractor Compliance Report) need to be completed throughout the terms of this IFB?

Contractors will be required to submit a Quarterly MWBE Contractor Compliance Report on Form MWBE/EEO6 to AGM by October 10th each year over the term of the Agreement documenting the progress made towards achievement of the MWBE goals of the Agreement.

*Please note that the questions above are taken directly from the emails received by the Department.