



**INVITATION FOR BIDS**  
**TOWN OF WELLS, MAINE**

Sealed bids will be received in the Office of the Town Manager, 208 Sanford Rd, Wells, Maine 04090 until 2:00 p.m. on Friday, April 16, 2021 when they will be publicly opened and read for:

Portable Toilets

Copies of the bid packages are available on the Town's website at [www.wellstown.org](http://www.wellstown.org)

Larissa Crockett  
Town Manager

**TOWN OF WELLS, MAINE**  
**Portable Toilets**  
**Instructions to Bidders and General Conditions**

1. Submission of Proposals

Proposals shall be submitted on vendor's stationery and placed in a sealed envelope clearly marked on the outside "**Town of Wells Portable Toilet Bid**". The envelope shall be addressed to the Office of the Town Manager, Attn: Larissa Crockett, 208 Sanford Road, Wells, Maine 04090. Sealed bids will be received in the Office of the Town Manager, 208 Sanford Road, Wells Maine 04090 until 2:00 Friday, April 16, 2021 when they will be publicly opened and read.

2. Discounts

The Town of Wells, Maine pays its bills in full on or within thirty (30) days following delivery of services and receipt of bills for all items covered by the Town's contract. In submitting bids under these specifications, bidders should take into account all discounts allowed in accordance with the above payment policy. The Town will also consider discounts offered if a portion of payment is included with order.

3. Exemption from Taxes

The Town is exempt from payment of Federal Excise Taxes on articles not for resale, Federal Transportation Tax on all shipments, and Maine State Sales Tax and Use Taxes. All bidders should quote a net price exclusive of these taxes on supplies delivered to the Wells Town Hall, 208 Sanford Road, Wells, Maine. If requested, exemption certificates will be furnished with the Purchase Order.

4. Transportation Charges

All transportation and delivery charges including expense for freight, transfer, mail, etc., shall be prepaid and be at the expense of the Bidder unless otherwise specified in the bid.

5. Default

In case of default by the Bidder, the Town of Wells reserves the right to procure the services from other sources and charges any excess cost occurred thereby to the Bidder. However, the Bidder shall not be held liable for any failure or delays in fulfillment of his contract arising from strikes, fire, Act of God, or any other cause, which by reasonable diligence could not be prevented.

6. Bid Openings

All bids will be opened publicly and bidders or their representatives may be present at the bid opening. The bids will be available for public inspection after opening, but abstracts will not be prepared for distribution by the Town.

7. Addenda

Should a bidder find discrepancies in or omissions from the specifications or other contract documents, or should a bidder be in doubt as to their meaning, the bidder shall, at once, notify the Town Manager, who will send instructions in the form of written addenda to all bidders. Any questions concerning the bid should be addressed to the Town Manager, Larissa Crockett, 208 Sanford Road, Wells, Maine 04090 (207) 646-5113, during the hours of 8:00 a.m. to 4:00 p.m.

8. Term of Bid

This bid is for services provided from May 1, 2021 through April 30, 2023.

9. Award of Contract

Award will be made to the lowest responsible bidder considering the quality of the services, supplies, materials or equipment to be supplied, their conformity with specification, the purpose for which it is required, date of delivery and ultimate cost thereof to the Town.

The Town of Wells reserves the right to waive any informality in bids, to accept any bid or section(s) of the bid, and to reject any or all bids should it be deemed in the best interest of the Town to do so.

10. Definitions

**Emergency Occurrence:** When the Town is informed that a unit is not meeting the needs of the public due to lack of supplies or excessive use resulting in an additional cleaning needed.

**Off-Season:** First weekend of November through the final weekend in April

**Tourist Season:** First weekend in May through the final weekend in October

Larissa Crockett  
Town Manager

## SPECIFICATIONS

### Site Visit Requirement

To be eligible to bid, each Contractor must visit with a representative of the Town of Wells to review the work to be undertaken. Contractors should contact the Facilities Manager to schedule an appointment for a site walk with the Facility Manager at 207-216-2934.

The purpose of this bid is to establish a contractual price to provide portable toilets to the facilities in the quantities specified by this document.

- Contractor to provide delivery of portable toilet units to locations as requested within a 24 hour window from request.
- For monthly rentals during tourist season, price to include three cleanings weekly and include restocking of products. Off-season monthly rental price to include 2 cleanings weekly and include restocking.
- Within 24 hours of completion of rental term, provider shall haul wastewater and unit off of site.
- Bid winner shall be required to provide services on holidays, weekends and emergency circumstances.
- Bid winner shall be required to respond to emergency calls within an agreed upon and reasonable time period not to exceed 12 hours from contact.

### TOURIST SEASON REQUIREMENTS

- Drakes Island Jetty Parking Lot will require two portable toilets placed at end of lot near the last parking meter
- Drakes Island Gross Parking Lot (Drakes Island Road) will require one ADA portable Toilet
- Wells Harbor Bathroom facility on Harbor Rd will require one portable toilet
- Mile Rd playground will require one ADA portable toilet
- "Casino Square" bathroom facilities will require two portable toilets (one being ADA)
- Gold Ribbon Lot on Webhannet Drive will require one ADA portable toilet
- Eastern Shore Parking Lot at the end of Atlantic Av. will require two portable toilets
- Wells Recreation Dept. will require 3 portable toilets

### OFF SEASON REQUIREMENTS

- Drakes Island Jetty Lot will require one portable toilet to be located at the restroom facility.
- Wells Harbor bathroom facility located at Harbor Road will require one portable toilet
- "Casino Square" bathroom facilities will require two portable toilets (one being ADA)
- Eastern Shore Parking Lot at the end of Atlantic Ave. will require two portable toilets
- Wells Recreation Dept. will require 1 portable toilet

<h1 style="margin: 0;">Town of Wells, Maine</h1> <h2 style="margin: 0;">Portable Toilet</h2> <h3 style="margin: 0;">Bid Form 2021-2023</h3>	
<h3 style="margin: 0;">Daily Rental</h3>	
Price for 24-hour rental	Price for 24-hour rental
Non-ADA unit	ADA unit
<h3 style="margin: 0;">Weekly Rental</h3>	
Price for weekly rental	Price for weekly rental
Non-ADA unit	ADA unit
<h2 style="margin: 0;">Monthly Rentals</h2>	
<h3 style="margin: 0;">Non-ADA unit</h3>	
Tourist Season	Off-Season
ADA unit	
Tourist Season	Off-Season
Price Per Emergency occurrence:	

**Bid Opening Friday, April 16, 2021 @2:00PM**