

CITY OF ALPHARETTA REQUEST FOR PROPOSALS (RFP)

RFP Number: 23-108

RFP Title: Portable Toilet & Hand Sanitizer Rental for Special Events

RFP SCOPE OF WORK & PROPOSAL SUBMISSION

1. RFP Period of No Communication

The no communication period starts on the issue date of this RFP February 2, 2023 and lasts until the City Council meeting for contract award recommendation (or until contract award if this isn't required to go before council for approval).

Any person or company, their employees, representatives, agents, attorneys, etc. must not contact the City's elected officials or any City staff concerning this RFP.

Contacting anyone other than the Procurement Agent named below for this RFP during this time will be reason to remove a proposal from review.

2. Procurement Agent, Single Point of Contact

Debora Westbrook is the Procurement Agent and Single Point of Contact for this RFP and is the only contact representing the City of Alpharetta [City] for this RFP.

Enter all questions or comments using Opportunity Q&A tab at the Bonfire project web page. Debora can be reached at 678-297-6052 or purchasing@alpharetta.ga.us.

City of Alpharetta
2 Park Plaza
Alpharetta, GA 30009
Attn: Debora Westbrook, Procurement Agent

3. RFP Schedule of Events

1. **Proposal Close Date, Deadline for Submissions: March 2, 2023, 2:00 PM.** We may change this date during the RFP process. We will post any change in an addendum. Review web page for addenda.
2. Link to Bonfire Project Web Page: <https://cityofalpharetta.bonfirehub.com/>
3. This project web page has the important dates and all project documents for this RFP.
4. Enter all questions, comments, requests for information before the Questions Due Date using ☒ **Message – Opportunity Q&A** at the project web page.
5. In each question, clearly tell the RFP document and section that is in question.
6. We will share any changes or added information from the City by a written addendum. We will make the information available to the public on the project web page.
7. It is your responsibility to check the project web page for any addenda, other information, or other messages before finally uploading a proposal. You must respond using any updated information.

4. Our Review of Proposals and Review Criteria:

1. The City will make investigations as we feel necessary to make sure of the Offeror's ability to provide the supplies or perform the work or services detailed in this RFP.
2. We will first review all proposals to be sure that proposal have basic requirements and information.
3. Some scoring may simply be Pass/Fail. Any proposal that Fails any part or section that is needed will be removed from further review and scoring.
4. The Review Team will only get correct proposals for review and scoring. Proposals will be scored based on the evaluation criteria below. We may consider accepted industry standards. We may compare all proposals to each other for price, quality, quantity, contract terms, etc. We will use this review and scoring to decide the top-scoring proposal[s] and the best value for our City.
5. The Review Team may decide to create a shortlist of the top-scoring proposals. If so, the shortlisted firms may be invited for a presentation or interview with us; may be asked to set-up a site visit; or may be asked to supply more information for review. We may ask for discussion, negotiation, or a "best and final offer" to finally decide the highest-scoring proposal.
6. Grand total of the costs proposed will be used for proposal evaluation only and costs as proposed are not a guarantee of the amount the City will spend during the course of the contract term.
7. We will review and score each proposal using the criteria and percentage weights below:
 - a. Cover letter, business profile, and business information is required but not scored.
 - b. Required Forms are Pass/Fail.
 - c. Contact information and Contact for Legal Notices/Contract are required but are not scored.
 - d. Unique Entity ID / identifier used at SAM.gov, is not scored.
 - e. Questionnaire scoring will depend on information requested. Some questionnaire responses will be information only, while others may be pass fail such as addendum acknowledgement.

Evaluation Criteria	Maximum Points
Method of Service, Technical Proposal, Project Approach	30
Qualifications, Experience, References	27
Local Vendor Preference	3
Cost Proposal <i>(will be scored based on Grand Total of Cost Proposal Form)</i>	40
Total Maximum point score	100

WHAT WE WANT TO DO

1. General Description

From our popular and long-standing Taste of Alpharetta, which debuted in 1991 and now hosts over 60 restaurants and vendors for the culinary and entertainment delight of 40,000 or more attendees each year, to some of our newer social and entertainment events that appeal to all ages and interests, show how our City excels at hosting our citizens, friends, and neighbors for enjoyable local and leisurely events.

Our City has entrusted the planning and scheduling of these events to our award-winning Recreation, Parks, & Cultural Services Department. Within this department, leadership has developed a strong Special Events team who are responsible for organizing and managing every aspect of these events. While they could be viewed as the City's event planners, and they are, this team and Recreation, Parks, & Cultural Services Department are so much more. Working within City budgets, they continually have their eye on the pulse of the community and City leaders for guidance and ways to further develop and enhance the unique culture of Alpharetta.

To assist our Special Events team, we at times post public procurement opportunities for certain services needed to host our myriad of events. The supplying of portable toilets and hand sanitizing stations is an essential part of each of our City's events. Our team looks for and expects a reliable vendor with a high attention to detail for this service. We expect excellent communication and timeliness from the successful vendor and its staff. We also stress the need for respectful interactions with any citizens and any City staff that may be onsite during pre-event drop-off, post-event pick-up, and during the event while cleaning and restocking the facilities.

After many years of event hosting, we have developed the following specifications and requirements for this service.

2. Scope of Work

A. Specifications

- All equipment must be new or in optimal condition upon arrival and approved by Special Events staff or designee.
- All equipment must be clean, smell fresh, and must be accessible for intended users (i.e. handicap ramp) upon on-time delivery.
- All portable toilets must be zip tied closed when delivered, have at a minimum (4) rolls of toilet paper, and include a working hand sanitizer inside each unit.
- As a general rule, multiple day events and events with more than (10) STANDARD portable toilets but less than (20) portable toilets must have (1) extra case of toilet paper. For events with (20) or more STANDARD portable toilets must have (2) extra cases of toilet paper. (At this time, this requirement does not include ADA Portable Toilet counts.)
- Servicing of toilets must include:
 - emptying the portable toilets,
 - restocking the toilet paper,
 - restocking the hand sanitizer, and

- cleaning of unit as needed and deemed reasonable by the Special Events staff or designee.
 - Toilets must be zip tied or pad locked after servicing is complete.
 - Special Events staff will reopen the toilets the next day of the event.
- The contracted vendor will contact Special Events staff after the first three special events of the fiscal year – excluding Food Truck Alley – to discuss the provided service level and/or any issues to better prepare for the next event.
- For events where an attendant is required, the attendant must travel to the site of the portable toilets on foot. A service truck is not allowed in the immediate area of the events.
- Overlapping events may require additional servicing of the portable toilets.

B. Logistical Requirements

- One week prior to the event, the selected vendor will be responsible for attending a pre-event planning meeting with Special Events staff, or designee, to review equipment needs, to receive an event map, to discuss rental equipment locations, drop off/pick up date and times, assign a site contact, assign a 24-hour emergency contact, etc., to coordinate the event.
- The pre-event planning meeting may be in person, over the telephone, or by email at the discretion of the Special Events staff or designee.
- Delivery and pickup times may vary. For any changes after the pre-event planning session, the City will provide a minimum of 24-hour notice of such changes.
- For cost proposal, ensure that pricing estimates reflect the closest available pick-up and drop-off times as possible to the event times listed in Section 2, C of this document (pages 4 - 7). Pricing estimates in the cost proposal should take this requirement into account.
- Equipment delivery personnel will follow the event map for drop off locations as discussed in the pre-event planning meeting.
- The vendor will notify the Special Events staff, or designee, via email, text, or call/voicemail upon completion of the delivery.
- A fluent English speaking emergency contact will be available 24-hour a day on event days to address any problems or location issues.
- Any damage to City property or equipment will be immediately reported to the Special Events staff.
- Correct billing shall be made to the City within 6 weeks post-event.

C. Fiscal Year 2024 Special Event Calendar and Equipment Needs

Information in this section is estimated and subject to change based on the needs of the City. This information in no way guarantees a specific quantity of work.

July

Wills Park July 4th Fireworks

Tuesday, July 4, 2023

Wills Park (11925 Wills Road)

- 18 STANDARD portable toilets
- 8 ADA portable toilets
- Drop off Tuesday morning before 10 a.m.

- Pick up Wednesday morning before 8 a.m.

August: No Special Events are currently scheduled.

September

Brew Moon Festival - fall

Saturday, September 23, 2023
Milton Ave (20 Milton Avenue)

- 6 STANDARD portable toilets
- 3 ADA portable toilets
- 2 HAND SANITIZER stations
- Drop off Friday before 2 p.m.
- Pick up Sunday through Monday morning before 8 a.m.

Mayor's Challenge

Thursday, September 30, 2023
4:00-9:00 p.m.
Brooke Street Park (2 Park Plaza)

- 2 ADA portable toilets
- Drop off Thursday before 10 a.m.
- Pick up Friday morning before 8 a.m.

October

Grilling & Gridiron

Saturday, October 7, 2023
12:00-5:00 p.m.
Old Roswell Street Parking Lot (15 Old Roswell St.)

- 2 STANDARD portable toilets
- 2 ADA portable toilets
- Drop off Friday afternoon through Saturday before 10 a.m.
- Pick up Sunday through Monday morning before 8 a.m.

Wire & Wood

Saturday & Sunday, October 13 & 14, 2023
5:00-11:00 p.m. daily
Downtown Alpharetta (20 S. Main St. & 20 Milton Ave.)

- 16 STANDARD portable toilets
- 5 ADA portable toilets
- 4 HAND SANITIZER stations
- 1 extra case of toilet paper
- Drop off Friday morning before 12 p.m.
- Overnight servicing of stalls & sanitizer stations
- Pick up Sunday through Monday morning before 8 a.m.

November – March: No Special Events are currently scheduled

April

Alpharetta Wine Festival

Sunday, April 14, 2024

1:00-5:00 p.m.

Alpharetta City Center (20 S. Main St.)

- 2 STANDARD portable toilets
- 2 ADA portable toilets
- 1 HAND SANITIZER stations
- Drop off Friday afternoon through Sunday morning before 10 a.m.
- Pick up Sunday night through Monday morning before 8 a.m.

May

Taste of Alpharetta

Thursday, May 9, 2024

5:00-10:00 p.m.

Downtown Alpharetta (20 S. Main St. & 20 Milton Ave.)

- 40 STANDARD portable toilets
- 15 ADA portable toilets
- 8 HAND SANITIZER stations
- 2 extra cases of toilet paper
- Drop off Wednesday before 5 p.m.
- Pick up Friday morning before 8 a.m.

Alpharetta Arts Streetfest

Saturday & Sunday, May 25 & 26, 2024

10:00-6:00 p.m.

The Grove at Wills Park (175 Roswell St.)

- 5 STANDARD portable toilets
- 3 ADA portable toilets
- 1 HAND SANITIZER station
- Drop off Friday before 5 p.m.
- Overnight servicing of stalls & sanitizer stations
- Pick up Sunday night through Tuesday morning before 8 a.m.

June

Brew Moon Festival - spring

Saturday, June 1, 2024

Milton Ave. (20 Milton Avenue)

- 6 STANDARD portable toilets
- 3 ADA portable toilets
- 2 HAND SANITIZER stations
- Drop off Friday before 2 p.m.
- Pick up Sunday through Monday morning before 8 a.m.

K-9 5K



Saturday, June 8, 2024

Dave & Busters Alpharetta (6500 N. Point Pkwy.)

- 2 STANDARD portable toilets
- 2 ADA portable toilets
- 1 HAND SANITIZER stations
- Drop off Friday before 2 p.m.
- Pick up Sunday through Monday morning before 8 a.m.

Ongoing

Food Truck Alley – 4th Thursday April thru October

2023 dates: 7/27, 8/24, 9/28, 10/26

2024 dates: 4/25, 5/23, 6/27

5:00-9:00 p.m.

Old Roswell Street Parking Lot (15 Old Roswell St.)

- 2 ADA portable toilets
- Drop off Thursday morning before 8 a.m.
- Pick up Friday morning before 8 a.m.

FOLLOW THIS OUTLINE

How We Want You to Construct Your Proposal

1. Using Bonfire to Submit Proposal

- 1.1. This is the link to Bonfire Project Web Page to get our documents and to upload your proposal: <https://cityofalpharetta.bonfirehub.com/>
- 1.2. We are accepting all proposals by online response only. You must upload completed proposals online before the closing date and time found in Project Details of the project web page for this RFP.
- 1.3. Don't send proposals by mail, fax, or email. We will not accept paper copy proposals. We will not accept any proposals after the closing time deadline has passed.
- 1.4. You have not completed your response simply by uploading proposal documents and information. You must successfully upload all the required documents, including filling out any questionnaires, price sheets, or data requests, and then you must click the submit button before the closing time.
- 1.5. You will receive an email confirmation receipt with a unique confirmation number shortly after you complete your proposal upload. This confirms that you have successfully turned in your proposal with all required information.
- 1.6. You can update your proposal at any time until the closing time.
- 1.7. All uploaded items and responses are Sealed and will only be visible by the City after the closing time has passed.
- 1.8. If the file is 'mandatory' or 'required', you won't be able to complete your proposal until you have met all requirements.
- 1.9. Uploading large documents may take more time, depending on the size of the file(s) and your Internet connection speed.
- 1.10. Pay attention to the type and number of files we have asked you to upload.
- 1.11. The largest upload file size is 1000 MB.
- 1.12. Don't embed any documents within your uploaded files. They won't be accessible or evaluated.
- 1.13. Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Java Script must be enabled.

2. Required Proposal Document Formats

- ❖ Each proposal must follow these document formats.
 - Failure to follow these formats will reduce our review team's ability to evaluate and will result in a lower proposal score or in complete removal of a proposal from scoring.
 - Format your documents using this outline:

- ☐ formatted to single space lines,
- ☐ 10 to 12-point font size,
- ☐ black font color (excludes photos, charts, section separators or headings), and
- ☐ upload proposal in PDF format.

3. Proposal Submittal Instructions

Your RFP response must be submitted in accordance with the instructions provided and must be in the order presented below. Categorize proposal sections using the same headings (in red) and numbered and lettered exactly as outlined below. Each response must be responsive to all requested information. For the sections in which page number limits are stated, each section with a stated limit must begin on a new page and end on the last page allowed for the section. It is not allowed to begin new sections on a page allowed for a previous section, if applicable. This will enable the City ease in proposal review and to ensure compliance with the page limitations. Response Document will include Section A – Section D as follows:

A. Cover Page (limited to one (1) page maximum.) *No review points but is required.*

Each response must have a cover page. Each cover page must include at a minimum that the response is for City of Alpharetta P Public Safety Uniforms (911, Fire, Police, and Admin), and your company's full legal name, contact for this procurement, address and contact information.

B. Company Information *No review points but is required.*

- This document must be no more than two (2) pages,
- Each section below will make up the Company Information document. This document must be in the following order:
 - A. **Cover Letter with Brief Business Profile**, length of time in business, and a summary describing company strong points and why your experience with similar projects will benefit the City.
 - B. **Business information**, including name and home office address. If another office address oversees work of this project, add that address information too.
 - C. **Contact**, one person to be the single point of contact for this proposal. All communication with the City will be with this person. Supply the following contact information in the proposal:
 - Name, including business title and preferred personal/honorific title (Mr. Ms. Dr. etc.)
 - mailing address,
 - telephone number, cell phone number, and
 - e-mail address.

C. Method of Service, Technical Proposal, Project Approach *30 Review Points*

Limited to three (3) page maximum.

Response must follow instructions and supply information based on in Section 2 Scope of Work pages 3 – 7 of this document.

D. Qualifications, Experience, References *27 Review Points*

- This document must be no more than five (5) pages,
 - i. Identify the key team members that would be available contacts for the purpose of scheduling, providing service and rental items to our City, and main office personnel for invoicing, etc.
 - ii. For your firm's proposed main contact with our City and for each individual listed in response to the above, answer the following questions.
 - 1. Where is this individual located?
 - 2. How long has this individual been employed by this respondent?
 - 3. Years of experience in the particular role?
 - iii. Provide at least a one paragraph resume for each key personnel identified.
 - iv. Discuss how the location of the respondent and project staff will impact the project schedule and the coordination with the City's staff for our special events.
 - v. Provide three examples of similar contracts that your firm has held within the past three years. For each example:
 - 1. Discuss the scope in comparison to our request.
 - 2. Discuss the relationship with your client and provide a reference name and telephone number.

NOTE: We contact references to verify your ability to do the work. We also reserve the right to use any information or other references to decide your ability to perform the work in this RFP. Poor references from any source are grounds to disqualify a proposal.

4. Other Required Information

A. Cost Proposal *40 Points*

- i. Do not include Cost proposal with other Proposal documents. Submit only as Excel formatted cost proposal.
- ii. **Cost proposal form** is provided separately in Excel format and must be completed with each proposal. The Cost Proposal form requests the pricing for equipment, supplies, and services. The form will auto-populate some fields. It has secure calculations to total line items and then Grand Total for all estimated event items. More Detailed instructions can be found on the cost proposal form.
- iii. **Pick-ups and Drop-offs of rental equipment:** Please ensure that pricing estimates reflect the closest available pick-up and drop-off times as possible to the event times listed in Section 2, C of this document (pages 4 – 7). Pricing estimates in the cost proposal should take this requirement into account.

- iv. **Grand total of the cost proposal** will be used for proposal evaluation only and costs as proposed are not a guarantee of the amount the City will spend during the course of the contract term.

B. Required Forms:

- We have provided a document file with three required forms. You must complete these forms and return to us with every proposal.
- We prefer all three completed forms returned as one PDF file. However, we won't lower your scoring if you return the forms separately.
- Below are the required forms for all proposals:

A. **IRS Form W-9**

B. **Bidder's Disclosures and Certifications**

C. **E-Verify** (Affidavit Verifying Contractor Participation in Federal Work Authorization Program)

- ❖ ***E-Verify side note:*** Companies return this form to us incorrectly more often than anything else we request in our RFPs.
- ❖ Top mistakes include wrong number or missing information.
- ❖ State of Georgia law requires that we have this completed form before we can review a bid or proposal.
- ❖ A form with errors doesn't fulfill this requirement.

All the following must be on the E-verify affidavit.

- Federal Work Authorization User Identification Number – this is only five to eight numbers.
 - ⊗ No A,B,Cs.
 - ⊗ It's different from your Tax ID, Employer Identification, or Social Security Number.
 - ⊗ It won't have a combination of letters and numbers.
- Date of Authorization – this is when you first signed up and got the E-verify number.
- Name of Contractor – your company
- Name of Project – Same as RFP title
- Date, City, and State – when and where this form was signed
- Signature of Authorized Officer or Agent – to be signed
- Printed Name and Title of Authorized Officer or Agent – the person that signed the form.
- Notarized with seal

D. **Local Vendor Preference** application is not a required document. *3 Points*

Only if your company fits the requirements for a City of Alpharetta Local Vendor, provide the completed application along with all requested information/documents.

C. Questionnaire

We use a questionnaire to gather important information needed for legal requirements, your acknowledgements, our proposal review, or information needed for writing a contract.

Some questions may require your answers about the work we have described in this RFP.

You will fill out the questionnaire provided. There is no other form or document to upload.

Information requests and response types are as follows:

- Addenda Acknowledgement, enter the number of addenda received: Response Type: 0, 1, 2, etc.
- Insurance Requirement Acknowledgement, Response Type: Yes, No entry.
- Authorized signer for contract execution in DocuSign: Name, business title, email address, Response Type: Response Type: text entry.
- Corporate secretary for contract execution in DocuSign: Name, business title, email address, Response Type: Response Type: text entry.
- Legal notices contact needed for contracting: Business name and mailing address, contact name, Response Type: text entry.
- Note the employee-number category for your company (all locations). Select either 500 or more employees, 100 or more employees, or less than 100 employees.
- Unique Entity ID / identifier used at SAM.gov, Response Type: alphanumeric entry.