

KANE COUNTY

REQUEST FOR PROPOSALS (RFP) FOR Portable Toilet placement and maintenance

Notice to bidders:

- *Deadline for all submittals is 5:00 p.m. on 06/03/2024*
- *Maximum number of SOQ pages: 5 pages*
- *Electronic Submission: tglover@kane.utah.gov*

Introduction and Background

Kane County (the “County”) is requesting proposals for portable toilet services at the following trail heads: Toad Stools, Sand Caves, and Belly of the Dragon.

Selection of a provider will be based upon the review of the proposals. The term of this selection will be up to two years, effective as of the date of the selection of the lessee.

The County reserves the right to reject any and all proposals. Moreover, the County may terminate any contract entered into as a result of this RFP at any time within the two-year term by giving thirty (30) days written notice to the selected provider.

Scope of Work

At the direction of the County, the successful company will provide specific services for the term of the agreement. Such services should include:

- Two (2) portable toilets at each of the above mentioned locations.
- Maintenance schedule, including pumping, and cleaning of facilities.

Proposal Requirements

Kane County will review each of the submitted proposals and select a lessee based on the following information. The proposals should include the following items:

1. Letter of Interest. Including providers current business name, address, and contact information.
2. Current workload and ability to complete above requirements.
3. A description of provider’s fee structure. Including a fee to be billed monthly for services. Fees will be analyzed separately from the qualifications

Submittal Instructions

Proposals will be received at the Kane County Government Affairs office, or via electronic submission at the email address listed below until 5:00 p.m. on 06/03/2024. All correspondence, questions and/or clarifications need to be submitted no later than 05/27/2024. The number of pages of the proposal is to be limited to 5 single side pages. Correspondence, questions and/or clarifications of the proposal procedure should be directed to:

Taylor Glover
76 N Main Kanab Utah, 84741
tglover@kane.utah.gov

Proposal responses received after the due date and time will be considered late, and will not be considered.

Selection Criteria

A panel of 3-5 Kane County Employees will open and review the proposals on 06/04/2024 at 11:00 a.m. A selection will be made by the panel and later ratified by the Kane County Commission.

Kane County employees will utilize the following in selecting a lessee:

- Ability to complete services. (50% score rating)
- Sufficient maintenance schedule (30% score rating)
- Fee structure. (20% score rating)

* Kane County will use the following cost formula: The points assigned to each offerors fee proposal will be based on the lowest proposed fee. The offeror with the lowest proposed fee will receive 100% of the price points. All other offerors will receive a portion of the total cost points based on what percentage higher their proposed fee is than the lowest proposed fee. The formula to compute the points is: fee points x (highest proposed fee/proposed fee)

The RFP will be awarded to "the highest scoring, responsive and responsible offeror, meeting the stated RFP requirements". All offerors will be notified when the selection process has taken place regardless of award.