



## CITY OF TORRINGTON

**PURCHASING DEPARTMENT**  
140 Main Street, Room 206  
Torrington, CT 06790

**Pennie Zucco, Purchasing Agent**  
Phone: (860)-489-2225  
Fax (860)-489-2547  
Email: pennie\_zucco@torringtonct.org

March 24, 2021

Mayor Elinor Carbone  
Members of the City Council


### **Re: BID #PTR-038-031621 PORTABLE TOILET RENTAL FOR 2021-22 SEASON**

Two (2) bids were received for the rental of portable toilets for the 2021/22 season.

Suburban Sanitation Services Canton, CT	\$144.25 per regular unit per month \$195.25 per handicap unit per month
United Site Services Northeast Westborough, MA	\$140.10 per regular unit per month \$165.00 per handicap unit per month

It is the recommendation from Parks and Recreation Supervisor Brett Simmons and the Purchasing Agent that the City Council authorize the Mayor to award the rental of Portable Toilets to United Site Services Northeast, Westborough, MA and to have the Mayor act on the behalf of the City regarding the execution of the contract and its administration.

Thank you for your consideration on this matter.

  
Pennie Zucco  
Purchasing Agent



City of Torrington

Bid Name Portable Toilet Rental for 2021-2022 Season Bid Number PTR-038-031621

Date of Opening March 16, 2021 Time of Opening 11:00 AM

VENDOR	BID BOND	NON-COLLUSION	BID AMOUNT	ADDENDUM
United Site Services 118 Flanders Rd. Ste 1000 Westborough, MA 01581	✓	✓	\$140.10 regular unit \$165.00 handicap unit	
Suburban Sanitation Inc. P.O. Box 307 Easton, CT 06019-0307	✓	✓	\$144.25 regular unit \$195.25 handicap unit	

PRICING	SUBURBAN SANIT. SVCS.	UNITED SITE SERVICES
	Canton, CT	Westborough, MA
Monthly Rental w/cleaning	\$144.25/mo.	\$140.10/mo.
Monthly Rental Handicap	\$195.25/mo.	\$165.00/mo.
Daily Rental Fee (special Events)	\$144.25/mo.	\$61.10/mo.
Daily Rental fee (handicap unit) (special events)	\$195.25/mo.	\$86.00/mo
Additional weekday cleaning charge (requested by City)	\$94.50	\$19.75/toilet/service
Additional weekend/holiday cleaning charge (req. by city)	\$194.50	\$40.00/toilet/service
Emergency/Vandalism Service call charge (weekdays)	\$94.50	\$25.00
Emergency/Vandalism Service call charge (weekend/holiday)	\$194.50	\$50.00
Emergency/vandalism guaranteed response time	4 hours	24 hours
Max. liability for destroyed or stolen unit regular	\$1,865.00	\$500.00
Delivery charge per unit reg.	included	\$25.00
Pick-up charge per unit	included	included

# City Of Torrington

Torrington Parks and Recreation  
153 South Main Street  
Torrington, CT 06790



Tel: (860) 489-2274  
Fax: (860) 489-2588  
[www.torringtonct.org](http://www.torringtonct.org)

## **MEMORANDUM**

**To:** Pennie Zucco, Purchasing Agent  
**From:** J. Brett Simmons, Superintendent of Parks and Recreation  
**CC:**  
**Date:** March 24, 2021  
**Re:** Contract Award– Portable Toilet Rental – United Site Services Northeast, Inc.

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We have reviewed the Bids received for BID #PTR-038-031621 – Portable Toilet Rental for 2021-22.

The Parks and Recreation Department would like to recommend awarding the bid to United Site Services Northeast, Inc. in accordance with the fee schedule they submitted with their bid packet.

Please let me know if you require any additional information.

Thank you.

*.....Explore the possibilities*



**CITY OF TORRINGTON**  
**REQUEST FOR BID**

**ORIGINAL**

**BID #PTR-038-031621 PORTABLE TOILET RENTAL FOR 2021-22 SEASON**

Date of bid opening: **March 16, 2021** Time: **11:00AM** Location: **City Hall, 140 Main St., Room 206, Torrington**

Bid Bond or Certified Check required with bid: **5% of total bid**

Submit bid proposals in DUPLICATE, one original & one duplicate

The City of Torrington reserves the right to accept or reject any or all bids or any portion thereof, to waive technicalities, and to award the contract as will best serve the public interest.

Omit State and Federal Taxes.

All prices must be F.O.B.: Destination (Torrington, CT) unless otherwise requested.

Dated in Torrington: February 26, 2021

Purchasing Agent \_\_\_\_\_

Pennie Zucco

**Item**

**RENTAL OF PORTABLE TOILETS INCLUDING CLEANING EVERY MONDAY AND THURSDAY FOR LOCATIONS AND DATES SPECIFIED. USE ATTACHED PRICE SHEET.**

The Purchasing Agent is authorized to offer City based bidders that exceed the lowest bid by up to 6%, the opportunity to match the lowest bid. A City based bidder within the 6% differential who agrees to accept the amount of the lowest bid will be awarded the bid. When multiple City based bidders agree to accept the amount of the low bid then the City based bidders will be invited to submit a new bid, not to exceed the low bid. The bid will then be awarded to the lowest responsive, responsible bidder.

Bidder: United Site Services Northeast, Inc.

Address: 118 Flanders Road Westborough, MA 01581

(Signed By) \_\_\_\_\_ Title: Vice President

Name (please print) Jeff Dunlop Date: 03/12/2021

Phone: 508-948-5934 Fax: n/a

E-Mail: John.Oneil@unitedsiteservices.com

Federal Tax Identification Number: (FEIN) 04-2563022

Comments: n/a

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER  
MBE'S WBE'S AND SBE'S ARE ENCOURAGED TO APPLY**

# SAMPLE FORM

Bid # PTR-038-031621 Portable Toilet Rental

## NON-COLLUSION AFFIDAVIT

STATE OF Massachusetts COUNTY OF Worcester

I, Jeff Dunlop, being first duly sworn, deposes and says that:

1. I am Vice President of United Site Services Northeast, Inc. the bidder that has submitted the attached request for proposal for #PTR-038-031621 Portable Toilet Rental.
2. I am fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the work for which the attached Bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Torrington or any person interested in the proposed Bid; and
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Printed) Jeff Dunlop

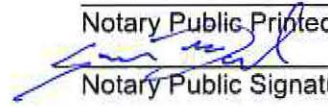
(Signed) 

(Title) Vice President

Subscribed and sworn to before this 12th day of March, 2021.

Sean McDowell

Notary Public Printed

  
Notary Public Signature

My commission expires October 8, 2021

(Notary Seal)



**SEAN M. MCDOWELL**  
Notary Public  
Commonwealth of Massachusetts  
My Commission Expires  
October 8, 2021

NOTE: Before submitting, documents must be signed and sealed by a Notary Public. Only documents bearing a notary seal will be accepted.

**BID # PTR-038-031621**  
**PORTABLE TOILET RENTAL FOR 2021-22 SEASON**

**PRICE SHEET**

Monthly Rental Charge, including cleaning, for each of the Regular units (Price to remain the same should additional be units needed)	\$ <u>140.10</u>
Monthly Rental Charge for Handicap unit including cleaning	\$ <u>165.00</u>
Daily Rental Fee (per unit) for regular units, if needed for special events	\$ <u>61.10</u>
Daily Rental Fee (per unit) for handicapped units, if needed for special events	\$ <u>86.00</u>
Additional weekday cleaning charge, if requested by City, per location/per visit (all units at that location.)	\$ <u>19.75/toilet/service</u>
Additional weekend/holiday cleaning charge, if requested by City, per location/per visit (All units at that location.)	\$ <u>40.00/toilet/service</u>
Emergency/Vandalism Service call charge: weekdays	\$ <u>25.00</u>
Emergency/Vandalism Service call charge: weekends or holidays	\$ <u>50.00</u>
Emergency/Vandalism guaranteed response time	<u>24</u> hours
Maximum liability for destroyed or stolen units	\$ <u>500.00</u>
Delivery Charge, per unit	\$ <u>25.00</u>
Pick-up charge, per unit	\$ <u>0.00</u>

**Payment terms are Net 30 days after receipt of invoice and completion of satisfactory services. Invoice must reflect Purchase Order number and location of unit billed.**

**PORTABLE TOILET RENTAL FOR 2021-22 SEASON**  
**BID # PTR-038-031621**  
**STATEMENT OF REFERENCES**

List of references that demonstrate your ability to supply equipment and services included in the scope of the specifications. Attach additional pages if required. The City reserves the right to contact each of the references listed for additional information regarding your company's qualifications.

**Reference No. 1**

Customer Name: Town of Rocky Hill  
Contact Individual: Rita Chambray Phone No: 860-258-2772  
Address: 761 Old Main Street Rocky Hill, CT 06067  
Email address: rchhabra@rockyhillct.gov Year: 2021  
Service contract year(s): 5+

**Reference No. 2**

Customer Name: Town of Avon  
Contact Individual: Sharon Henry Phone No: 860-409-4332  
Address: 60 West Main Street Avon, CT 06001  
Email address: shenry@avonct.gov Year: 2021  
Service contract year(s): 4+

**Reference No. 3**

Customer Name: Town of Hamden  
Contact Individual: Dave DeMartino Phone No: 203-287-2585  
Address: 2750 Dixwell Avenue Hamden, CT 06518  
Email address: DDeMartino@hamden.com Year: 2021  
Service contract year(s): 2+

**Reference No. 4**

Customer Name: \_\_\_\_\_  
Contact Individual: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email address: \_\_\_\_\_ Year: \_\_\_\_\_  
Service contract year(s): \_\_\_\_\_

**Reference No. 5**

Customer Name: \_\_\_\_\_  
Contact Individual: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email address: \_\_\_\_\_ Year: \_\_\_\_\_  
Service contract year(s): \_\_\_\_\_