Notice of Request for Proposals (RFP)
For Portable Toilet Services

BID: 15-101

TO: ALL PROSPECTIVE BIDDERS

FROM: SOPHIE MCMILLIAN, PROGRAM DIRECTOR

Date: Friday, October 23, 2015

Project Summary: Rebuilding Together of the Triangle requests proposals from Portable Toilet contractors to supply services in Orange, Durham, Wake and Chatham Counties in support of the Urgent Repair Program, which provides health and safety repairs to low income homeowners. Rebuilding Together of the Triangle will select three (3) responsive and responsible (as defined below) Portable Toilet contractors to supply technical services during the period from November 15, 2015 to December 31, 2016. Following the completion of the work period, all contractors will be required to resubmit proposals following issue of an updated RFP.

Project Timeline

Date of Issue: 10/26/2015
Deadline for Questions: 10/30/15 at 5:00pm
Responses to Questions Posted: 11/02/15
Proposal Submittal Deadline: 11/13/15 at 5:00pm
Selection Complete: 11/16/15
Commencement of Project: 11/16/2015
Completion of Project: 12/31/2016

Contact Person:
Sophie McMillian, Program Director
Rebuilding Together of the Triangle
324 S. Wilmington St. #118
Raleigh, NC 27601
Phone: 919-341-5980

Questions
All inquiries and questions about this request for proposals must be submitted in writing by email to Sophie McMillian at Sophie.McMillian@rebuildingtogethertriangle.org. Questions must be submitted by 10/30/2015 at 5:00pm. All responses to submitted questions will be published in the form of an addendum on the Rebuilding Together of the Triangle website at www.rebuildingtogethertriangle.org on 11/2/2015.
REQUEST FOR PROPOSALS
PORTABLE TOILET SERVICES FOR URGENT REPAIR PROGRAM
REBUILDING TOGETHER OF THE TRIANGLE

SECTION 1: SCOPE OF PROJECT

Rebuilding Together of the Triangle is interested in developing a pool of prequalified contractors to support the Urgent Repair Program, providing health and safety home repairs to low-income homeowners. Rebuilding Together of the Triangle will contract with three (3) firms to provide Portable Toilet and related services. Work will be assigned among the three (3) contractors on a basis of contractor availability, contractor service area, and staff expertise. Contractors will be required to coordinate with Rebuilding Together of the Triangle staff regarding project scheduling, materials procurement, and project permitting.

SECTION 2: SUBMITTAL REQUIREMENTS

No paper submittals please. The Proposals should not exceed 25 pages; however, brevity should not be at the cost of clarity.

Please email your proposal to Sophie McMillian, Program Director, at Sophie.McMillian@rebuildingtogethertriangle.org with “Portable Toilet Contractor Services RFP” in the subject line.

For files exceeding 14MB in size use a download service. Note that Rebuilding Together of the Triangle cannot be charged for receipt of any files submitted through a download service. If you do not have access to email or a download service you may send a CD containing the PDF of your submittal with “Portable Toilet Contractor Services RFP” marked on the exterior of the envelope to:

Sophie McMillian, Project Director
Rebuilding Together of the Triangle
324 S. Wilmington St. #118
Raleigh, NC 27601

Including the following in your submittal:

1. Summary of qualifications including appropriate license number, proof of insurance, and service area.
2. Monthly rental fee for one (1) portable toilet capable of serving 15 people for one (1) 12 hour day.
3. A schedule of service fees.
SECTION 3: SELECTION PROCESS
Firms responding to this request should have demonstrated ability to provide a broad range of services within their discipline. The firm selected must demonstrate a capacity to work closely with Rebuilding Together of the Triangle staff, as well as homeowners and other contractors.

A selection team from Rebuilding Together of the Triangle will evaluate all submittals. Rebuilding Together of the Triangle may have an interview process. Proposals submitted by Firms will be evaluated according to the following elements, and the final selection will be the three “Responsive and responsible” firms that provide the best mix of skills, experience, operational area, and price.

“Responsive and responsible” means (a) the subcontractor is deemed able to respond to a work order in a timely fashion, (b) their bid is within 15%, in either direction, of what RTT has estimated the sample job to cost, and (c) there is no conflict of interest (real or apparent). Subcontractors must also have recent work inspected, receive favorable references from recent clients, submit proof of licensure (if needed) and insurance at the appropriate levels required by the agency, and not have a history of poor performance or responsiveness with RTT. Throughout this process RTT will consider the ability and willingness of subcontractors and vendors to serve the four county service of this program. Final Decisions regarding selection will reflect the need to provide service for each county.

Consultant selection will not be affected by the proposal of add-on items or lack thereof. Any additional items will be negotiated separately if Rebuilding Together of the Triangle Staff decide to pursue these.

When it is determined that a particular job will require the use of a subcontractor, RTT will, at its discretion (based on availability of the subcontractor, demands of the job, and recent history of performance) select a subcontractor from the relevant pool to engage for the job. Identified subcontractors will be provided with detailed work write-up on each job and must submit a similarly detailed cost estimate for each job. The sub-contractor will bill Rebuilding Together of the Triangle directly. Subcontractors will also be required to supply a one (1) year warranty for all work completed by and materials provided by the subcontractor.

Rebuilding Together of the Triangle reserves the right to reject any or all submittals, to waive technicalities, and to be the sole judge of the suitability of consultants to provide the desired services. Rebuilding Together of the Triangle reserves the right to engage in contractor services that are determined to best meet the interests of the Organization. The entity, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

Due Date
Proposals should be received by Sophie McMillian, Program Director, at Sophie.McMillian@rebuildingtogethertriangle.org by 5pm on 11/30/2015 with “Portable Toilet Contractor Services RFP” in the subject line.

Questions
Any questions regarding this RFP should be sent via email to Sophie McMillian at Sophie.McMillian@rebuildingtogethertriangle.org by 5pm on 10/30/2015, with “Question from Portable
Toilet Contractor Services RFP” in the subject line. Answers will be posted to the Rebuilding Together of the Triangle website at www.rebuildingtogethertriangle.org