



PH: 801.254.3742 EMAIL: info@sjc.utah.gov FAX: 801.254.3393

March 16, 2016

Melissa Swaggerty

[REDACTED]
Salt Lake City, Utah 84141

Re: GRAMA Records Request received March 4, 2016

I am responding to your Record Request asking for:

Request: RFP BID 1602-007 – 2016 Portable Toilets, Hand Sinks, and Barricade Fencing

Reply #: Approved – (5) Pages of Records

Please let me know if you have any questions,

Sincerely,

Cindy Valdez, CMC
Deputy City Recorder

CITY OF SOUTH JORDAN
GRAMA Record Request
Fax: 801-254-3393



The following form should be completely filled out and returned to the City Recorder's office. The City is allowed 10 business days in which to respond to your request. Presently, South Jordan City Charges .25¢ per page. The City may assess other fees for records compiled in a form other than that maintained. Research or Services Fee may be charged as provided by Utah Code 63G-2-203.

Requestor's Name: Melissa SWAGGERTY
Address: [REDACTED] City: Salt Lake City
State: UT Zip: 84141 Daytime Phone: [REDACTED] Fax: [REDACTED]

In accordance with the Governmental Records Access Management Act, I am seeking the following record(s) specifically described as:

RFP
BID 1602-007 - EVENT FUNDING,
PORTABLE TOILETS + HAND SINKS

which I believe are collected, filed and/or used by the City of South Jordan, 1800 W. Towne Center Drive, South Jordan, Utah 84095 (801) 254-3742.

I would like to view/inspect the record(s).

I would like to receive a copy of the record(s) described above. I understand that the City charges a fee for copies of records and the copies will be provided subject to fees being paid. I authorize cost of up to \$_____. If costs are greater than the amount I have specified, I further understand that the office will contact me and will not respond to a request for copies if I have not authorized adequate costs.

[Signature]
Signature

3/4/16
Date

CITY'S RESPONSE TO RECORD REQUEST - FOR OFFICE USE ONLY

APPROVED - Requestor notified on 3-16-16, 20____
 DENIED - Written denial sent on _____, 20____
 Requestor notified that this office does not maintain record; and, if known, was also notified of name and address of agency that does maintain record on _____, 20____
 Extension of time for extraordinary circumstances. Required notice sent _____, 20____
COPY FEES: \$ 0. If waived, approved by: _____

David L. Alvord, *Mayor*
Patrick Harris, *Council Member*
Bradley G. Marlor, *Council Member*
Donald J. Shelton, *Council Member*
Tamara Zander, *Council Member*
Christopher J. Rogers, *Council Member*



PH: 801.446-HELP @SouthJordanUT

REQUEST FOR PROPOSALS

FOR

2016 Portable Toilets, Hand Sinks and Barricade Fencing

I Purpose

The purpose of this request for proposal (RFP) is for the City of South Jordan to enter into a contract with potential provider(s) to provide barricade fencing, portable toilets, and portable hand sinks for special events and activities for the 2016 calendar year. This contract would be subject to 3 annual renewals at the discretion of the City of South Jordan.

II Scope of Services

South Jordan City wishes to receive proposals from potential providers that will provide the following products and services:

1. Barricade and Event Fencing, including setup and take down.
2. Portable Toilets, including setup and take down.
3. Portable Hand Sinks, including setup and take down.

Exhibit A includes a tentative list for the 2016 special events that the City would require these services. The list is a tentative list provided to give each proposer tentative dates and services required for each event. The amount of events or services provided (including the number of barricade fences, portable toilets, and portable hand sinks) is an estimate and does not bind the City to purchase any or limit the City to purchase only the amount of services identified in this RFP. Award of the Bid does not guarantee any purchase. The City does not guarantee that any or all of the planned events will occur or that estimated numbers will be needed.

Any product or services that have been omitted from this specification that are clearly necessary for completing the work shall be considered a requirement although not directly specified or called for in this proposal.

The following information provided is intended and designed to provide those interested in responding sufficient basic information regarding minimum requirements. It is not intended to limit a proposal's content or exclude any relevant or essential data therefrom. Proposers are at liberty and are encouraged to expand upon the specifications to provide support for their service capabilities under any agreement.

III Qualifications Due Date and Requirements

To be considered for this RFP, Consultants must comply with the following conditions:

- 1) Submit proposals through BidSync electronically by the close date listed in BidSync. It is the sole responsibility of the BIDDER to submit the proposal before the scheduled time. Any questions regarding how to use the BidSync program, including how to submit a bid, download and upload documents, etc. should be directed to BidSync Vendor Support. The phone number is 800-990-9339.

- a) Any proposal may be withdrawn prior to the date and time the proposals are due. Any proposal not withdrawn will constitute an irrevocable offer for a period of 30 days to provide the City with the services/product specified in the proposal.
 - b) Any proposal emailed or not submitted electronically through BidSync will not be considered. It is not the responsibility of the City to inform potential providers that they must submit through BidSync; it is the sole responsibility of the potential provider to read through this RFP and follow all conditions.
- 2) Each proposal MUST be as detailed as possible and include the following:
- a) All proposals must include the company policy for the following circumstances:
 - i) Company policy on replacement of non-functioning or damaged unit during event.
 - ii) Company policy on refunds due to company failure to provide units as disclosed and contracted.
 - iii) Company policy on length of time to move units placed in incorrect positions.
 - b) Proposals should include product(s) recommended, options, and pricing. All proposals should provide a detailed breakdown that includes per unit cost, delivery fees, pick up fees, cleaning fees, and attendant checks. This should be as detailed as possible and should be based on life cycle costs, which includes: training, setup, repairs, support, etc.
 - i) The City prefers to select only one vendor to perform all services outlined in this RFP, but the contract may be awarded to multiple vendors at the discretion of City staff. The specific events awarded to each provider will be outlined and agreed upon in the contract.
 - ii) Preference may be given to those proposals that include pricing for all events.
 - iii) Any product or services that have been omitted from this specification that are clearly necessary for completing the work shall be considered a requirement although not directly specified or called for in this proposal.
 - iv) The amount of products and number of events is an estimate and does not bind the City to purchase any or limit the City to purchase the estimated quantities and estimated events identified in Exhibit A. The City may, at its discretion, limit the number of events to be issued to a potential provider for reasons of the provider's capacity, timing of an event, and size of budget, in accordance with the City's purchasing policy. Award of the Bid does not guarantee any purchase or that any event will take place. The City does not guarantee that any or all of the planned events or purchases will take place.
 - c) Detailed information about past similar work experiences and references should be provided:
 - i) Proposers should provide a list of similar events (races, town days, concerts, etc.) for the past two years that your company has provided services for.

- ii) A reference list must be provided that must include the following: organization name, point of contact, and phone number.
- 3) All providers must be willing to secure and provide a policy of General Liability Insurance obtained from a licensed insurance carrier naming the City as an additional insured party inclusive of the dates of all events agreed upon.
 - a) The limits of coverage of the policy shall be a minimum of \$2,000,000 combined single limit per occurrence for bodily injury, personal injury or property damage.
- 4) The City of South Jordan reserves the right to reject any or all RFP's or any part thereof; to waive informalities; to negotiate and agree to contract terms with the successful bidder; to disregard non-conforming, non-responsive, unbalanced or conditional proposals, and to re-advertise if it is in the best interest of the City to do so. It shall be the sole responsibility of the proposer to upload their documents onto the BidSync website prior to the deadline. Failure to submit required documents or follow any of the listed conditions in this RFP may result in the Proposal being disqualified, but it is the sole discretion of the selection committee to do so consistent with the Purchasing Policy and the best interests of the City.
- 5) All questions must be submitted via BidSync. Any question emailed or asked of staff will not be answered. Instead potential providers will be directed to go to BidSync and submit their questions via the Question and Answer function in BidSync.

IV Review Criteria for the RFPs received

All submittals will be evaluated by a review committee. If the City considers it pertinent to get clarification from the top proposals, the City may request to set interviews. Each proposal will be evaluated by the following criteria:

- 1) 50% Cost - Total Life Cycle of the Cost will be evaluated. This should include transportation, setup and take down costs, coordination meetings, services provided, and any other reasonable costs that are necessary for the completion of the work, but not explicitly stated in this RFP
- 2) 10% Availability – Availability to provide units for the complete list of events (all events and units requested in Exhibit A)
- 3) 10% Meet Requirements – Proposals demonstrate that they meet and can provide all requirements listed above.
- 4) 30% Experience – Experience and references demonstrating their ability to provide similar services for similar events.

Once this RFP is released, communication of any kind made regarding this proposal with any City employee or committee member other than the listed contact person in this RFP is prohibited. Any such contact could disqualify a provider from being awarded this RFP.

V Award Process

The proposal that most closely meets the criteria established in this RFP will be selected to be awarded the bid. This award is contingent upon a contract being signed.

VI Protected Information

1. All bids are subject to the Government Records Access and Management Act (GRAMA) Utah Code Ann., Subsection § 63G-2-101 et seq.
2. If Bidder believes any information should be held confidential for business reasons, Bidder must submit a written claim of business confidentiality for that particular information and include a specific statement of the reasons supporting the claim pursuant to Utah Code Ann. § 63G-2-305(2)(c).