



SOLICITATION ADDENDUM
MODIFICATION OF CONTRACT

City of New Braunfels

Purchasing

550 Landa St.

New Braunfels, Texas 78130

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1. Solicitation No. NB 22-034		2. Contract No.		3a. Addendum No. 3		4. Effective Date of this Action 26-Aug-22	
				3b. Modification No.			
5. Name and Address of Offeror or Contractor				6. For Information Call: (No collect calls or Fax offers accepted) Paige McDonald Phone No.: 830-221-4081 Fax No.: 830-608-2112		7. Amount of Contract/Order is: Increased by: Decreased by: \$ _____ New Total: <input checked="" type="checkbox"/> Unchanged	
8. THIS BLOCK APPLIES TO SOLICITATION ADDENDA ONLY: The above numbered solicitation is amended as set forth in Block 10 below. <input type="checkbox"/> The date and time specified for receipt of offers IS NOT extended. <input checked="" type="checkbox"/> THE DATE AND TIME SPECIFIED FOR RECEIPT OF OFFERS IS CHANGED TO: September 15, 2022 at 3 PM Central Offerors must acknowledge receipt of this addendum prior to the date and time specified in the solicitation or as amended, by one of the following methods: (i) By completing Blocks 5 and 11 and returning this Amendment in the number of copies specified for the solicitation; or (ii) By acknowledging receipt of this Amendment on each copy of the proposal submitted If by virtue of this Addendum offeror desires to change an offer already submitted, such change may be made by letter or email, provided each such notice makes reference to the solicitation AND this Amendment, and is received prior to the date and time specified. NOTICE: NON-RECEIPT OF YOUR OFFER AND THIS ADDENDUM AT THE DESIGNATED PLACE WITHIN THE DATE AND TIME SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.							
9. THIS BLOCK APPLIES TO MODIFICATIONS TO CONTRACTS, DELIVERY OR PURCHASE ORDERS ONLY. The above numbered Contract, Delivery, or Purchase order is modified as set forth in block 10 below. <input type="checkbox"/> This Change Order is issued in accordance with authority granted by instrument referenced in block 2. <input type="checkbox"/> The instrument in Block 2 is modified to reflect administrative changes. <input type="checkbox"/> This Supplemental Agreement is entered into pursuant to the Authority of: General Provision #2 Changes. <input type="checkbox"/> Other (Specify type of modification and authority): _____ <input type="checkbox"/> CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN TWO ORIGINALS. <input type="checkbox"/> Contractor is not required to sign this document but is requested to acknowledge receipt.							
10. DESCRIPTION OF CHANGES: This addendum incorporates the following changes: Pages 7, 8, 9, 14, and 15 of the solicitation are hereby replaced with the attached pages. Please note, the City added acronyms for Single Trailer Toilets (STT) and Double Unit Trailers (DUT) as well as removed two service locations and changed some units to STTs. The proposal form was also amended to allow for pricing of these units as well as hand sanitizer stations. No DUTs are currently required for these locations, however wording in the solicitation documentation notes the City reserves the right to request changes as needed during the term of an awarded contract. Please provide pricing for these units even though none are currently listed for the attached locations. The solicitation due date is also hereby extended to September 15, 2022 at 3 PM Central.							
Except as provided herein, all terms and conditions of the document referenced above remain unchanged and in full force and effect.							
11a. SIGNATURE OF OFFEROR OR CONTRACTOR				CITY OF NEW BRAUNFELS, TEXAS <i>Paige McDonald</i> 8/26/2022			
11b. PRINTED NAME AND TITLE		11c. DATE		SIGNED Paige McDonald Assistant Purchasing Manager		Date	

SECTION 4 SCOPE OF WORK

The City of New Braunfels seeks qualified contractor(s) to provide all labor, materials, equipment, and supplies required for the provision of portable toilets to be utilized on an as-needed basis in locations including, but not limited to, the City's parks and at several City-designated locations along the Comal and Guadalupe rivers.

GENERAL REQUIREMENTS AND SPECIFICATIONS:

1. All quantities of units and service frequencies are estimated. Additional units and/or service requests may be required for other special events not stated in this solicitation.
2. Pricing must be firm through the proposed term. Unit prices must be all inclusive. There shall be no additional charges for delivery, fuel surcharge, damage waiver, insurance, or any other separate charges.
3. Pro-rated rental fees will be provided for less than a full month's rental, which will be based on the day of cancellation by the City with advanced notice by phone or in writing, even if the unit is removed after the rental end date.
4. All portable toilet units will be single-occupancy units and contain the following items, and the cost of these items shall be incorporated into the rental cost of each unit:
 - a. toilet paper
 - b. hand sanitizer
 - c. flip-up seats
5. Extra service must be available with notice by the City by phone or in writing. For after-hours service, Contractor must provide emergency contact information as requested in Attachment C, "Company Information", of this solicitation. **Contractor must contact City representative within 30 minutes from receipt of an emergency phone call.**
6. The contractor shall be responsible for maintaining all units and generally keeping them in a clean and sanitary condition, including but not limited to, pumping out the waste tank, cleaning and disinfecting the interior, sweeping the floors, and restocking toilet paper and hand sanitizer. Contractor shall remove all graffiti, inside and out, when servicing units.
7. All units are to receive service by the contractor prior to 9:00 A.M. (Central Time) on requested service days.
8. The contractor shall be responsible for general repair to the units.
9. The contractor shall be responsible for repairing any damage done to any City property (including damage to grass and amenities), which is caused by the contractor's trucks and equipment.
10. The contractor shall be responsible for replacing any stolen/missing units. City shall not be held liable nor be responsible for payment of any stolen/missing units during the term of the contract.

The information included below represents the anticipated rental requirements for the City on an annual basis to assist bidders in the preparation of a response; however, the City cannot guarantee the types, quantities, and service frequencies of units stated below, as requirements can fluctuate based upon usage.

The following acronyms are hereby utilized for information within Attachments A and B of this solicitation:

- 1) **AU:** ADA / Handicap-Accessible Restroom Unit
- 2) **HSS:** Hand Sanitation Station
- 3) **SU:** Standard Restroom Unit
- 4) **STT:** Single Trailer Toilets
- 5) **DUT:** Double Unit Trailer

RIVER LOCATIONS				
<i>All units removed on October 1.</i>				
Units in Place: Friday before April 1				
Location	Unit Type and Quantity	Service Frequency	Service Days (Service by 9 AM)	Service Month
Last Tubers' Exit	AU (1) SU (1)	2 x per week	Monday, Thursday	April
River Acres Park	AU (1) STT (1)	2 x per week	Monday, Thursday	April
Prince Solms Park	AU (1)	2 x per week	Monday, Thursday	April
Units in Place: Mid-April				
Location	Unit Type and Quantity	Service Frequency	Service Days (Service by 9 AM)	Service Period
Last Tubers' Exit	AU (1) SU (3)	4 x per week	Monday, Thursday, Saturday, Sunday	Mid-April through Labor Day
River Acres Park	AU (1) STT (1)	3 x per week	Monday, Thursday, Saturday	Mid-April through Labor Day
Prince Solms Park	AU (1) SU (1)	3 x per week	Monday, Thursday, Saturday	Mid-April through Labor Day
Units in place: Tuesday after Labor Day				
Location	Unit Type and Quantity	Service Frequency	Service Days (Service by 9 AM)	Service Period
Last Tubers' Exit	AU (1) SU (1)	2 x per week	Monday, Thursday	Tuesday after Labor Day- September 30th
River Acres Park	AU (1) STT (1)	2 x per week	Monday, Thursday	Tuesday after Labor Day- September 30th
Prince Solms Park	AU (1)	2 x per week	Monday, Thursday	Tuesday after Labor Day- September 30th

SPECIAL EVENTS

EASTER WEEKEND:

Delivery: Friday afternoon prior to Easter; **Removal:** Monday morning after Easter

Location	Quantity of AU	Quantity of HSS	Quantity of SU	Service Frequency
Playground Drive	1	2	3	Sunday by 9 AM
Pavilion 4	0	1	2	Sunday by 9 AM
Pavilion 5	0	1	2	Sunday by 9 AM
Pavilion 6	0	1	2	Sunday by 9 AM
Hinman Island	0	1	2	Sunday by 9 AM
Prince Solms	0	1	2	Sunday by 9 AM
River Acres Park	0	0	2	Sunday by 9 AM
<i>Other Units</i>	As Needed	As Needed	As Needed	As Needed

MEMORIAL DAY WEEKEND:

Delivery: Friday afternoon prior to Memorial Day; **Removal:** Tuesday morning after Memorial Day

Location	Quantity of AU	Quantity of HSS	Quantity of SU	Service Frequency
Playground Drive	1	2	3	Sunday by 9 AM
Pavilion 4	0	1	2	Sunday by 9 AM
Pavilion 5	0	1	2	Sunday by 9 AM
Pavilion 6	0	1	2	Sunday by 9 AM

ATTACHMENT A PROPOSAL FORM

All quantities provided below are estimated. The City reserves the right to change the quantities and frequency of services as needed.

NOTE: Pro-rated rental fees shall be provided for less than a full month's rental, which will be based on the day of cancellation by the City with advanced notice by phone or in writing, even if the unit is removed after the rental end date.

Item	Description	Frequency of Service	Price per UOM (as stated below)
1	Monthly Rental: ADA / Handicap-Accessible Unit (AU)	2 per week	\$ per month
2	Monthly Rental: Standard Unit (SU)	2 per week	\$ per month
3	Monthly Rental: ADA / Handicap-Accessible Unit (AU)	3 per week	\$ per month
4	Monthly Rental: Standard Unit (SU)	3 per week	\$ per month
5	Monthly Rental: ADA / Handicap-Accessible Unit (AU)	4 per week	\$ per month
6	Monthly Rental: Standard Unit (SU)	4 per week	\$ per month
7	Daily Rental: ADA / Handicap-Accessible Unit (AU)	As Specified/Needed	\$ per day
8	Daily Rental: Standard Unit (SU)	As Specified/Needed	\$ per day
9	Additional Service: ADA / Handicap-Accessible Unit (AU)	As Specified/Needed	\$ each
10	Additional Service: Standard Unit (SU)	As Specified/Needed	\$ each
11	Monthly Rental: Standard Trailer Toilet (STT)	2 per week	\$ per month
12	Monthly Rental: Standard Trailer Toilet (STT)	3 per week	\$ per month

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13	Monthly Rental: Double Unit Trailer (DUT)	2 per week	\$ per month
14	Monthly Rental: Double Unit Trailer (DUT)	3 per week	\$ per month
15	Hand Sanitizer Station		\$ per month

Percent Discount of List Price for any additional items not listed above: _____

ADDENDA:

The undersigned hereby acknowledges receipt of the following solicitation addenda, and all the provisions and requirements of which addenda have been taken into consideration in the preparation of this Proposal.

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

OBLIGATION:

The undersigned, by submission of this Offer, hereby agrees to be obligated, if the Offer is accepted by the City of New Braunfels, to enter a Contract to provide the stated goods and/or services for the term as stated herein in accordance with the Scope of Work, Specifications, and Terms and Conditions, together with any written Addenda as specified above and any negotiated terms. If this offer is accepted and signed by the City of New Braunfels, this RFP document, together with any written Addenda and any negotiated terms shall be (collectively) the contract.

NON-COLLUSION:

The undersigned, by submission of this Proposal Form and other required forms, hereby declares that this Proposal is made without collusion with any other business making any other Proposal, or which otherwise would make a Proposal.

SUBMITTAL REQUIREMENTS:

The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.

Signature: _____ **Date:** _____