



State of Hawai‘i

560 North Nimitz Highway
Honolulu, Hawai‘i 96817

September 11, 2019

Request for Quotes (“RFQ”) No. KUK 2020-03

PROVIDE PORTABLE TOILET RENTALS AND SERVICING

To All Interested Parties:

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter “OHA”) will be accepting quotes from interested Offerors that can provide portable toilets for short to long-term use on an as needed basis.

The services provided shall also include the delivery/pick-up for an agreed upon location on our 5-acre parcel in Wahiawa that shall include but may not be limited to servicing and cleaning of the provided portable toilets.

The term of this Contract shall be for twelve (12) months from October 1, 2019 through and including September 30, 2020 subject to the availability of funds.

Quotes must be received through the HiePRO website by 2:00 p.m. Hawai‘i Standard Time (“HST”), Monday, September 23, 2019, Noon Hawaii Standard Time.

The selection shall be contingent on the lowest most responsible and responsive quote for the OHA. The OHA reserves the right to reject any or all quotes and to accept the quotes in whole or part in the best interest of the OHA.

Background

The OHA is the fee simple owner of 511-acres of agricultural land in Wahiawa, Oahu, Hawaii located near Lake Wilson, Kamananui Road, and Kamehameha Highway. OHA’s property surrounds a 5-acre parcel containing the Kūkaniloko Birth Stones, which is consider one of the most sacred Native Hawaiian sites in Hawaii. It was the birthing place of many prominent chiefs. The 5-acre parcel is owned in fee by the Department of Land and Natural Resources (hereinafter “DLNR”), who has delegated management authority to OHA under a Right of Entry agreement.

Scope of Work

A. Rental & Service of Portable Toilets

The successful Offeror shall provide the delivery and pick up of the units, as well as servicing/cleaning throughout the duration of the rental period that shall include, but may not be limited to, the following:

1. Unit Specifications

Standard Portable Toilet - Stand-alone restroom containing a non-flushing holding tank, urinal, and toilet paper dispenser which is designed and constructed to provide servicing for up to 10 persons for a standard work week.

- a. Enclosed unit.
- b. Lockable door with “in use” indicator.
- c. Non-flushing toilet & urinal.
- d. Toilet paper dispenser.
- e. Anti-slip flooring surface.
- f. Ventilation.

All units are to be delivered in clean condition with inside working locks and are to be supplied with toilet paper. The OHA would also like the standard portable toilets to come with a hand washing station and a locking kit that will lock the units to keep unauthorized personal from using it. The successful Offeror shall provide a price list for add-on items available.

2. Service Requirements

The successful Offeror shall provide all manpower, necessary supervision, and cleaning materials, chemicals, and equipment necessary to form all the services as described herein. Servicing of each unit (interior and exterior surfaces) shall include, but is not limited to, the following:

- a. Pumping out the holding tanks
- b. Adding the proper amount and type of chemical to holding tank. All chemicals used shall conform to all Federal, State, and Local ordinances.
- c. Brushing and scrubbing down sides, stack, holding tank, deck, and front of holding tank.
- d. Cleaning urinal with chemical, water and brush.
- e. Sweeping, wiping, washing or scraping the floor as required for cleanliness.
- f. Replacing toilet paper and deodorant blocks when necessary.
- g. Wiping down and washing the exterior unit.
- h. Drying unit and tank.
- i. Affixing a “Date Sticker” on each unit which indicates the date of the last inspection and/or servicing.

- j. All waste and debris shall be lawfully disposed of by the vendor according to Federal, State, and local ordinance.

The successful Offeror may have their own cleaning procedures and protocol requirements. The vendor may use their procedures and requirement with approval from the OHA.

If there is a spillage related to equipment failure, incidents that occur during pick-up, and/or weather-related problems with units, the vendor shall clean up any waste and chemicals associated with these events.

3. Delivery and Transportation of Units:

The successful Offeror shall work with the OHA to schedule a delivery date, time, and location. Upon delivery of units, an OHA employee will be present to inspect every unit for cracks, chips, holes, make sure units are free of rust, residue build up, and that everything works and functions at full capacity. The OHA employee will not be present during the pick-up.

The driver(s) from the rental company will inspect the site and work with the OHA staff to determine the most reasonable and safe placement of the units. This inspection can happen either before or during the drop off of units.

The vendor shall use the EPA's storm water prevention plan guidance for location determination:

- a. Units should be placed on flat ground, stable with clear access to the door.
- b. Units should be at least twenty feet from any slope storm drain, pond or stream.
- c. Units should be at least ten feet from any curb or gutter.
- d. If the last two distances cannot be met, the unit should be surrounded by sandbags or spill retention devices.
- e. Avoid placing on concrete, asphalt or similar surfaces. Grass, sand and gravel will absorb liquid in case of spills or leaks.
- f. Locate away from main traffic areas for pedestrians or moving equipment.
- g. Position for easy access by the pump truck and service staff.
- h. Secure units to the ground or each other in high wind areas or conditions.
- i. Note the location of the portable toilets on the storm water pollution prevention on construction sites.

4. Regulations:

All procedures shall be in accordance with applicable Federal, state and local environmental and OSHA regulations.

The successful Offeror shall follow all industry and regulatory standards:

- a. OSHA 29 CFR 1926.51 – Lists requirements for non-flushing toilets placed outside.

- b. ANSI/PSAI Z4.3-2016 – Sanitation – Unsewered Waste-Disposal Systems – Minimum Requirements (Voluntary consensus standards).

The successful Offeror must be registered as a business in the State of Hawai‘i and be compliant with Hawaii Compliance Express, submit a current copy of your Certificate of Liability Insurance, and complete the OHA W-9 form.

If you have any questions, please contact Charmaine Matsuura, Procurement Lead Specialist at (808) 594-0273 or by email: charmainem@oha.org.