

# Request for Bids



**Project Name:** Portable Toilet Facilities

**Project Location:** Buchanan, Michigan

**Issue Date:** April 8, 2025

**Bid Due Date:** April 15, 2025 at 12pm EST

## I. PROJECT OVERVIEW

The City of Buchanan, Michigan, is seeking proposals for the provisioning of six (6) standard and five (5) handicap accessible portable toilet units for use in City parks for the 2025 season.

## II. PROJECT DESCRIPTION/LOCATION

Units 1, 2, 3, 6, and 7 will require service once a week. Units 4 & 5 will require service twice a week. Portable toilet service at the following locations (see attached maps for detailed placement):

Location	# of Unites	Delivery	Pickup
1. Redbud Riverfront Park (Boat Launch) - N Redbud Trail	1 Unit	May 3 <sup>rd</sup>	October 29 <sup>th</sup>
2. Centennial Park - McCoy Creek Recreation Area	1 Handicap	May 3 <sup>rd</sup>	October 29 <sup>th</sup>
3. Kathryn Park - Moccasin & 4th	1 Unit	May 3 <sup>rd</sup>	October 29 <sup>th</sup>
4. Baseball/Softball Fields (Smith Park) - Claremont & Carroll	2 Units 1 Handicap	April 28 <sup>th</sup>	September 5 <sup>th</sup>
5. Pony Field (Old Softball field)	1 Handicap	April 28 <sup>th</sup>	September 5 <sup>th</sup>
6. Buchanan Common - Days Ave	1 Unit 1 Handicap	May 3 <sup>rd</sup>	November 1 <sup>st</sup>
7. EB Clark Woods - Schirmer Parkway	1 Handicap	May 3 <sup>rd</sup>	October 29 <sup>th</sup>
8. Veteran's Memorial Park – E Front	1 Unit	May 3 <sup>rd</sup>	October 29 <sup>th</sup>
Special Events	2-6 per event		
Extra service/dump			

## III. BIDDING INSTRUCTIONS, TERMS, AND CONDITIONS

1. The CITY OF BUCHANAN will receive sealed bids for Portable Toilet Facilities until 12:00 p.m., Tuesday, April 15, 2025.
2. Sealed bids may be delivered to the City Clerk's Office, 302 N. Red Bud Trail, Buchanan, MI 49107, Monday through Friday (except holidays) between 8:30 a.m. and 4:30 p.m., or delivered to the City Clerk in person by 12:00 p.m. on the afternoon of the bid opening.
3. Bids must be in sealed envelopes, bearing the name and return address of the bidder and marked: portable toilet facilities.
4. The City Commission reserves the right to accept or reject any and all bids or to waive technicalities, or to accept any item of any proposal
5. This document constituting component parts of this contract, comprised of 3 pages, are the following:
  - a. CALL FOR BIDS
  - b. BIDDING INSTRUCTIONS
  - c. DETAILED SPECIFICATIONS
  - d. BID FORM

Please submit your proposal by the due date and include the following:

### 1. Award of Contract

- The City Commission, in accordance with City ordinances governing purchases over \$5,000, reserves the right to award one or more contracts to the lowest competent bidder. The Commission shall have the right to reject any and or all bids and to waive irregularities in bidding and to accept bids which do not conform in every respect to the bidding requirements. Upon award of contract to the successful bidder, a City purchase order will be furnished as verification of this contract.

### 2. Taxes not applicable

- The City of Buchanan as a municipality pays neither Federal or excise tax nor State sales tax. Therefore, these taxes should be excluded from all quotations.

### 3. Withdrawal of proposals

- Any bidder may withdraw his/her proposal at any time prior to the bid opening, by submitting a written request for the return of said bid. No bidder shall withdraw or cancel his/her proposal for a period of sixty (60) days following the bid opening, pending Commission acceptance of said his/her proposal after having been notified by the City of Buchanan that said proposal has been accepted by the City Commission.

### 4. Bid Deposit

- Not required.

### 5. Bidders in default to City

- In accordance with City purchasing ordinances, bids shall not be awarded to contractors/suppliers who are in default on the payment of taxes, licenses or other moneys due the City.

### 6. Interpretation of Documents

- Any bidder in doubt as to the meaning of any part of the bid specifications or other contract documents may request an interpretation thereof from the City Manager. In the event the City Manager deems the interpretation to be substantive, the interpretations will be made by written addendum, issued to all parties holding specifications. Oral explanations will not be binding on the City of Buchanan.

In the event a written addendum is issued, either as a result of a vendor's request for interpretation or as the result of a change in specifications initiated by the City, a copy of such addendum shall be mailed to all parties holding specifications. The City shall not assume responsibility for receipt of such addendum by bidders.

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Please submit your sealed bid by **April 15, 2025 at**

**12 PM EST** to:

Kalla Langston-Weiss, City Clerk  
302 North Red Bud Trail  
Buchanan, MI 49107

For any questions regarding the project, please contact:

Tony McGhee, City Manager  
tmcghee@cityofbuchanan.com  
269.695.3844

CONTRACTOR BID

Date:  
Project Name:  
Contractor:

Location	# of Unites	Price	Delivery	Pickup
Redbud Riverfront Park (Boat Launch) N Redbud Trail	1 Unit	\$	May 3 <sup>rd</sup>	October 29 <sup>th</sup>
Centennial Park (Pavilion) McCoy Creek Recreation Area	1 Handicap	\$	May 3 <sup>rd</sup>	October 29 <sup>th</sup>
Kathryn Park - Moccasin & 4th	1 Unit	\$	May 3 <sup>rd</sup>	October 29 <sup>th</sup>
Baseball/Softball Fields (Smith Park) Claremont & Carroll	2 Units 1 Handicap	\$ \$	April 28 <sup>th</sup>	September 5 <sup>th</sup>
Pony Field (Old Softball field)	1 Handicap	\$	April 28 <sup>th</sup>	September 5 <sup>th</sup>
Buchanan Common Days Ave	1 Unit 1 Handicap	\$ \$	May 3 <sup>rd</sup>	November 1 <sup>st</sup>
EB Clark Woods - Schirmer Parkway	1 Handicap	\$	May 3 <sup>rd</sup>	October 29 <sup>th</sup>
Veteran's Memorial Park – E Front	1 Unit	\$	May 3 <sup>rd</sup>	October 29 <sup>th</sup>
	Total:	\$		
Special Events (2-6 units per event)		\$		
Per extra service/dump		\$		

Name

Title

Signature

Date



1. Redbud Riverfront Park



2. Centennial Park









5. Pony Field (Old Softball field)



6. Buchanan Common



7. EB Clark Woods



8. Veteran's Memorial Park