

Request for Bids



Project Name: Portable Toilet Facilities
Project Location: Buchanan, Michigan
Issue Date: March 5, 2026
Bid Due Date: March 25, 2026 10am EST

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 2026 season.

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 Attachment A for detailed placement.

INSTRUCTIONS TO BIDDERS

Responders provide:

- Completed proposal form
- Completed reference sheet
- Any accompanying standard or optional specifications and associated pricing, if applicable
- The bid will be returned by March 25, 2026 10:00AM EST, in a sealed envelope marked ATTN: Portable Toilet Facilities

STANDARD TERMS AND CONDITIONS

The following standard clauses shall apply to all Requests for Proposals (RFPs) issued by the City of Buchanan, State of Michigan. Submission of a proposal constitutes acknowledgment and acceptance of these terms.

Right to Reject or Accept Proposals

The City reserves the right to accept or reject any or all proposals, to waive any informalities or irregularities in the proposals received, and to award the contract in whole or in part to the proposer deemed to be in the best interest of the City.

No Obligation to Award

Issuance of this RFP does not obligate the City to award a contract, and the City shall not be liable for any costs incurred by proposers in the preparation, submission, or presentation of proposals or in anticipation of award.

Proposal Costs

All costs associated with the preparation, submission, and presentation of a proposal shall be borne solely by the proposer. The City shall not be responsible for any costs or expenses related to this process.

Right to Negotiate

The City reserves the right to negotiate with one or more proposers deemed most responsive and qualified, to request additional information or clarification, and to conduct interviews or presentations as necessary.

Proposal Validity

All proposals shall remain valid and binding for a period of not less than ninety (90) days following the proposal due date unless otherwise specified in the RFP.

Addenda and Modifications

Any interpretation, correction, or change to this RFP will be made by written addendum issued by the City. Only those communications identified by formal written addendum shall be binding.

Disclosure and Public Record

Proposals submitted in response to this RFP become public records subject to disclosure under the Michigan Freedom of Information Act (FOIA), MCL 15.231 et seq., following award or rejection of all proposals.

Award and Contract Execution

The successful proposer shall be required to enter into a written agreement with the City in a form acceptable to the City Attorney. The City reserves the right to accept or reject proposed contract terms and to make modifications in the best interest of the City.

Compliance with Laws

The proposer shall comply with all applicable federal, state, and local laws, ordinances, codes, and regulations, including but not limited to those governing non-discrimination, safety, and employment.

Reservation of Rights

The City reserves the right to:

- Reject any proposal deemed non-responsive or non-responsible;
- Withdraw or cancel the RFP at any time without obligation;
- Negotiate with one or more proposers;
- Postpone proposal submission or opening dates; and
- Consider any other factors deemed to be in the City's best interest.

SCHEDULE

In order to be considered, the proposal must be received at the City of Buchanan, 302 N Red Bud Trail, Buchanan MI 49107, on or before **March 25, 2026 10:00AM EST**. All proposals shall be in a sealed package marked: **ATTN: Portable Toilet Facilities**

Please submit your sealed bid by **March 25, 2026 10:00AM EST** to:
Kalla Langston-Weiss, City Clerk
302 N Red Bud Trail
Buchanan, MI 49107

For any questions regarding the project, please contact:
Emma Lysy, Administrative Assistant
elysy@cityofbuchanan.com
269-695-3844 ext. 10

PROPOSAL FORM

Date:

Project Name:

Business Name:

Location	# of Unites	Price	Delivery	Pickup
Redbud Riverfront Park (Boat Launch) N Redbud Trail	1 Unit	\$	May 2	October 28
Centennial Park (Pavilion) McCoy Creek Recreation Area	1 Handicap	\$	May 2	October 28
Kathryn Park - Moccasin & 4th	1 Unit	\$	May 2	October 28
Baseball/Softball Fields (Smith Park) Claremont & Carroll	2 Units 1 Handicap	\$ \$	April 27	September 4
Pony Field (Old Softball field)	1 Handicap	\$	April 27	September 4
Buchanan Common Days Ave	1 Unit 1 Handicap	\$ \$	May 2	October 31
EB Clark Woods - Schirmer Parkway	1 Handicap	\$	May 2	October 28
Veteran’s Memorial Park – E Front	1 Unit	\$	May 2	October 28
	Total:	\$		
Special Events (2-6 units per event)		\$		
Per extra service/dump		\$		

Name
Title
Signature
Date

REFERENCES

Please list three (3) references (Municipal Government) wherein your company has provided similar services of this type being proposed for the City of Buchanan.

CLIENT _____
ADDRESS _____
CONTACT PERSON _____
PHONE NUMBER _____
EMAIL _____

CLIENT _____
ADDRESS _____
CONTACT PERSON _____
PHONE NUMBER _____
EMAIL _____

CLIENT _____
ADDRESS _____
CONTACT PERSON _____
PHONE NUMBER _____
EMAIL _____

NOTE
Previous experience and performance may be a factor in making the award.

Attachment A





1. Redbud Riverfront Park



2. Centennial Park



3. Kathryn Park



(2 Regular go between blue shed and wood fence)

4. Baseball/Softball Fields (Smith Park)



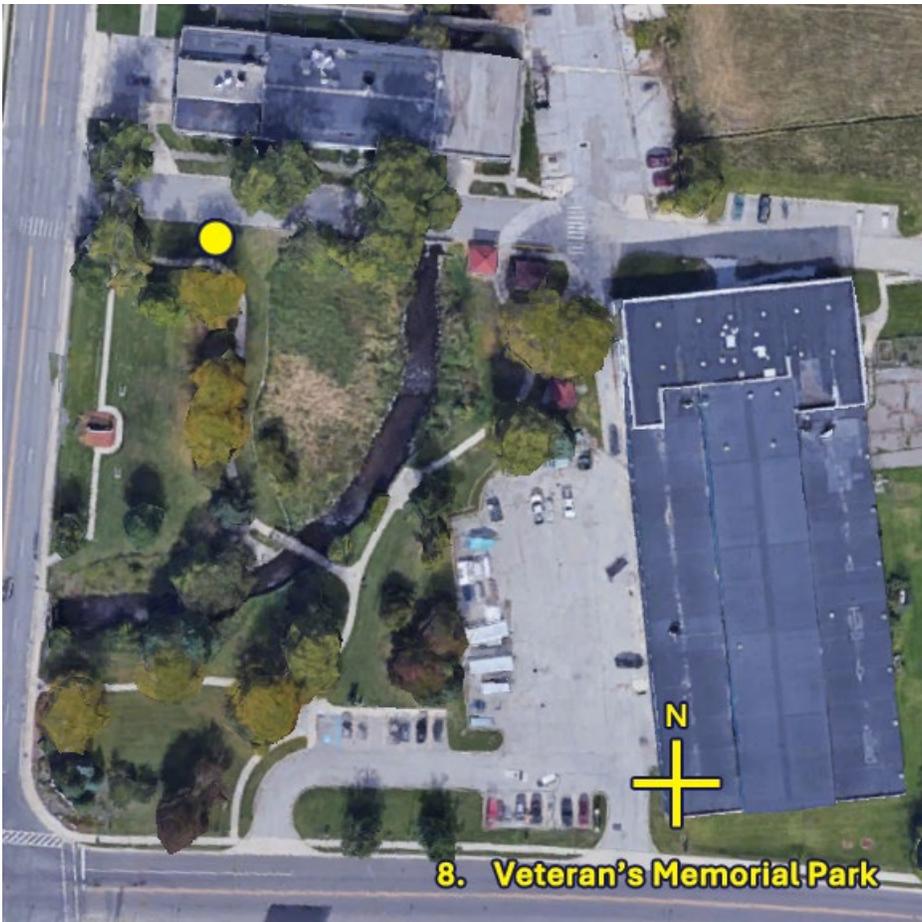
5. Pony Field (Old Softball field)



6. Buchanan Common



7. EB Clark Woods



8. Veteran's Memorial Park