

STATE OF NEW HAMPSHIRE  
 Dept. of Administrative Services  
 Div. of Procurement and Support Services  
 Bureau of Purchase and Property  
 State House Annex  
 Concord, New Hampshire 03301

Date: December 23, 2019

NOTICE OF CONTRACT

**COMMODITY:** Portable Toilets, Rental and Placement

**CONTRACT NO.:** 8002594

**NIGP:** 971-8200

**VENDOR:** C.D.S. Portable Toilets  
 PO Box 324,  
 Colebrook, NH 02376

**VENDOR #:** 276943

**CONTACT PERSON:** Brian Riff  
Tel. No.: 603-922-8310  
Email: [cdsportabletoiletsnh@gmail.com](mailto:cdsportabletoiletsnh@gmail.com)

**EFFECTIVE FROM:** December 16, 2019 **Through:** November 30, 2022

**TERMS:** Net 30

**PAYMENT:** Payments shall be made via ACH. Use the following link to enroll with the State Treasury: <https://www.nh.gov/treasury>

**INVOICING & PAYMENTS** Itemized invoices shall be submitted to the individual agency after the completion of the job/services and shall include a brief description of the work done along with the location of work.

Contractor shall be paid within 30 days after receipt of properly documented invoice and acceptance of the work to the State's satisfaction.

The invoice shall be sent to the address of the using agency under agreement.

**QUESTIONS:** Erica Brisson, Purchasing Agent  
 603-271-7272  
[Erica.Brisson@das.nh.gov](mailto:Erica.Brisson@das.nh.gov)

**SCHEDULE & PRICING:**

Coos		
	Regular 2-3 Day Special Event Rental Fee	\$ 200.00
	Regular Weekly Rental Fee	\$ 200.00
	Regular Monthly Rental Fee	\$ 200.00
	Regular Annual Rental Fee	\$ 2,400.00
	Regular 2-3 Day Special Event Rental Fee	\$ 225.00
	ADA Comp Weekly Rental Fee	\$ 225.00
	ADA Comp Monthly Rental Fee	\$ 225.00
	ADA Comp Annual Rental Fee	\$ 2,700.00
	Emergency Rental Fee (per order charge)	\$ 275.00
	Additional Cleaning Fee	\$ -

## SCOPE OF WORK

Contractor shall supply all labor, tools, transportation, materials, equipment and permits as necessary and required to perform services as described herein.

The purpose of this Contract is to provide the rental of Portable Toilets (for a minimum of two (2) days), furnishing all supplies, as well as be responsible for the cleaning of each unit. For the placement of handicap toilets; Contractor may be required to supply ramps. This shall include any extra supplies needed such as toilet paper, paper towels and hand sanitizer.

- **Weekly Cleaning:**

Contractor and/or their approved sub-contractors and the requesting Agency's designated representatives will set forth a weekly cleaning schedule.

- Cleaning will be reported and logged by Contractor with Agency contact upon completion of each scheduled cleaning and location of unit(s).
- A service card shall be attached inside each unit and must be completed with the time, date and signature of Contractor's employee after each unit is cleaned.

Contractor shall include weekly cleanings at a minimum as part of their rental fee and shall also include cleaning services, supplies and DELIVERY/REMOVAL charges.

An Agency may require padlocks for their station, therefore access keys will be requested at the time of rental. Additional cleanings, beyond the scheduled weekly, shall be billed at the rate established in the Exhibit B.

The Contractor shall be notified when units are to be picked up. Specific numbers and location will be determined by the State of New Hampshire designated representative from each agency.

Portable Toilets shall be delivered within three (3) business days, or as mutually agreed upon with Agency and Contractor. Exception Emergency Services orders shall not exceed six (6) hours from the time the order is placed.

## DEFINITIONS:

Term	Definition
<b>3 business days</b>	This is the normal delivery timeframe for supplying single Porta-Potties. Extended Delivery Times are acceptable based upon mutual agreement with the Agency.
<b>Additional Cleaning Fee</b>	The fee for additional cleaning in excess of one (1) time per week. This fee does not apply if the additional cleaning required is caused by anything other than normal use.
<b>Annual Rental Fee</b>	This is the cost for a year (365 days)
<b>Emergency Rental Fee</b>	This is a onetime charge for supplying Porta-Potties (Regular or Handicap) within six (6) hours or less and is based upon the ORDER not the number of units ordered.
<b>Handicap toilets</b>	All handicap toilets shall be ADA compliant
<b>Monthly Rental Fee</b>	This is the cost per month (30 and 31 days)(calendar month)
<b>Porta Potties</b>	All Porta Potties under normal usage are estimated to handle a maximum of 100 usages before cleaning is required. All units are to be cleaned one (1) time per week.
<b>Weekly Rental Fee</b>	This is a charge for supplying a single Porta-Potty for up to Seven (7) days.
<b>2-3 Day Special Event Rental Fee</b>	This is a charge for the supply of Porta-Potties (Regular or Handicap) for a two (2) day timeframe for special events.