


Date: December 19, 2019
To: File
From: Jane Ugalde, Management Analyst 
Subject: Re-bid of RFB #F-1063 "Portable Sanitation Facilities & Services"

After review of the submissions for RFB #F-1063, it is in the best interest of the Port to re-bid. There were only two bids received from the following bidders: 1) Service Connected, Inc. and 2) A-Throne Co., Inc. Both bids have been deemed non-responsive to RFB #F-1063. The reasons are as follows:

RFB Submission from bidder, Service Connected, Inc.

- Bidder only submitted one copy of the RFB and did not submit an original RFB with wet signatures and corporate seal as per Bidder's Instructions on page 7 of the RFB
- Bidder did not state a delivery time on page 2 of the RFB
- Bidder did not specify the regular and non-regular working hours on page 6 of the RFB
- Bidder did not submit a separate sheet indicating type of damages and its associated cost
- Bidder did not include Addendum #01
- Bidder did not specify the Award Total as the Prime Contractor and for their Subcontractor on the Contractor Description Form of the Local Business Preference Program

RFB Submission from bidder, A-Throne Co., Inc.

- Bidder submitted two copies of the RFB, however, they did not submit an original RFB signatures page with wet signatures and corporate seal as per Bidder's Instructions on page 7 of the RFB
- Bidder altered the "Indemnity" clause on page 10 of the RFB
- Bidder did not indicate the type of damages for the costs inputted on their Damage Charges sheet
- Bidder indicates deviation on Specification No. E200023, Section "Service", Item 5 that "Damage charges for graffiti may be assessed in the amount of \$30/hour." Item 5 in the specifications states that "Vendor shall be responsible for the removal of graffiti on all rental units at time of service at no additional cost."
- Bidder did not specify the Award Total as the Prime Contractor on the Contractor Description Form of the Local Business Preference Program

In addition, the RFB requires to be clarified to specify the period of time when cleaning service should occur for rentals that are a week or more and to also include the unit of measure for each of the unit types for the various columns in Lines 1(page 4 of RFB) and 2(page 5 of RFB). This shall provide more clarity to the bidders and what the expectations are from the Port. It is the intent of the Port to include a mandatory pre-bid meeting for the re-bid.