

PORTABLE TOILETS

7559

(Revised 1996)

The service is to include all equipment, labor, materials and supplies normally associated with the trade.

The state requires a minimum of two pumpings per day (24 hours). Depending on the size of the base camp, additional pumpings may be required.

The vendor must maintain the units in a clean, sanitary condition.

CONTRACTOR RESPONSIBILITIES

7559.1

(Revised 1996)

Violation of the following may result in release of the vendor's portable toilet units:

1. Upon arriving at the incident site, the vendor must immediately report to the Facilities Unit leader or other designated personnel in charge.
2. The vendor is responsible for pumping the toilets at a minimum of 2 times per 24-hour period and for ensuring that all units are in a clean and sanitary condition.
3. Alcoholic beverages and controlled substances shall not be brought into any incident facilities or used or furnished to any person at the incident.

Meals

When state subsisted fire camps are available, meals for vendor's personnel will be furnished without charge.

ORDERING, RELOCATING, REDUCING, RELEASING, REASSIGNING AND CANCELING PROCEDURES

7559.2

(Revised 1996)

Persons ordering portable toilet facilities will furnish the following information:

1. Resource order number and name of incident.
2. Exact location of designated site where vendor can meet state representative for escort or further instructions to the incident.
3. Estimated number of persons to use toilets.
4. Name, title and phone number of person to contact for further information.

5. Name and title of person to contact at the incident.
6. Vendor will be asked to give estimated time of arrival, set up time, and when units will be available for use.
7. A portable toilet request may be cancelled at any time prior to service beginning or released at any time after service has begun.
8. After the portable toilets have arrived and set up at an incident, the state may have a need to relocate the units to another location on the same incident, which entitles the vendor to a relocation fee.
9. Reassignment of the portable toilet units to another incident is not considered a relocation.

INSPECTIONS DURING USE

7559.3

(Revised 1996)

At any time during use, the Facilities Unit Leader may make, or cause to be made, such inspections as deemed necessary for the purpose of determining equipment condition and cleanliness.

Inspection by the state after a performance failure has occurred will be made as promptly as possible after the vendor has given notice that the failure has been corrected.

When inspection reveals that the failure has been corrected, the vendor will be deemed in "available" status from the time the vendor gave notice to the state of the correction of the failure.

When inspection or reinspection reveals that the equipment does not meet incident needs, the contractor will be deemed "unavailable" from the beginning of the performance failure to correction of such failure.

When services do not meet incident needs, the Facilities Unit leader will document deficiencies and, when appropriate, reach agreement with the vendor for an appropriate reduction in the contract price. If agreement cannot be made, the Logistics Chief will make a final decision.

METHOD OF MEASUREMENT AND PAYMENT

7559.4

(Revised 1996)

MILEAGE

7559.4.1

(Revised 1996)

Mileage will be measured from the vendor's base, or other mutually agreed upon location, at time of dispatch to the incident(s) and return, except when portable toilets have been voluntarily delivered to an incident -- no mileage to and from the incident for the additional units will be paid.

Mileage to and from an incident will be measured by using the Rand McNally Mileage Guide to the town nearest the incident and from there to the incident on state verified odometer readings.

USAGE

7559.4.2

(Revised 1996)

Daily use will begin when the equipment is ready for use. If the toilets have begun service and become unavailable, or for fractional days at the beginning and ending of the use period, one-half the daily rate will be paid if service is provided for eight (8) hours or less. Otherwise, usage is on a 24 hour daily rate.

PAYMENT

7559.4.3

(Revised 1996)

Daily rate will be paid according to the current Emergency Equipment Rental Agreement (OF-294); 24 hours constitute one day. Mileage charges for transporting equipment to and from incidents should be included in rates offered in the Emergency Equipment Rental Agreement (OF-294).

When toilets are released from one incident and subsequently reassigned to another prior to returning to the designated base of operation, it is the vendor's responsibility to inform the Facilities Unit leader of the new incident of any changes or corrections in return mileage indicated on invoices submitted on prior incidents.

Payment for use of portable toilets will be made only when properly ordered and approved by the state.

If an order is cancelled prior to reaching the incident, one day usage will be paid. If an order is cancelled after service has begun (less than 8 hours of use), minimum of one (1) day usage will be paid.

Payment for full days usage will be made at the daily rates specified in the rental agreement until the unit is released.

If additional toilets are voluntarily delivered to the incident that was not originally dispatched, but subsequently ordered for service, the state will pay for usage as specified in the rental agreement. However, if the additional toilets are not ordered into service, no payment will be made.

RELOCATION FEE

7559.4.4

(Revised 1996)

Payment of the relocation will be made at the rate specified in the rental agreement.

MISCELLANEOUS CHARGES AND CREDITS

7559.4.5

(Revised 1996)

Any costs incurred by the state in repairing the vendor's equipment, and/or providing supplies/fuel, that the vendor was unable to furnish, will be deducted from payments due the vendor.

When state-furnished supplies/fuel are used by the vendor, the vendor shall furnish an itemized list of all supplies/fuel to the Facilities Unit leader each day.

Any information regarding vendor equipment or supplies lost or damaged by the state and certified as lost or damaged by the Facilities Unit leader will be supplied to the Board of Control.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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