



February 8, 2008

Re: **2008 Fremont Festival of the Arts, August 2-3, 2008**
REQUEST FOR PROPOSAL – PORTABLE TOILETS

Your firm is invited to submit a proposal to provide portable toilets for the 2008 Fremont Festival of the Arts, August 2-3, 2008. Below are the relevant specifications and requirements. Vendors are invited to submit bids with substitutions and/or suggestions should the specified products be unavailable to them. Any further questions may be directed to Cindy Bonior at (510) 795-2244, ext. 106, email: cbonior@fremontbusiness.com.

DEADLINE FOR PROPOSAL: April 11, 2008, no later than 5:00 p.m. Bids received after close of business on April 11, 2008 will not be considered. Proposals should be sent to: Cindy Bonior, Fremont Chamber of Commerce, 39488 Stevenson Place, Suite 100, Fremont, CA 94539 or via fax (510) 795-2240, or email: cbonior@fremontbusiness.com.

Equipment Description:

- 1 VIP Restroom Trailer
- 7 Handicap Units
- 74 Standard Chemical Toilets
- 9 Two-Station Sinks

Additional Requirements:

- Quote should include all necessary supplies and materials.
- All units must be serviced between the hours of 12:00 a.m. and 6:00 a.m. Sunday, August 3, 2008.
- Equipment is to be dropped at different locations throughout the Festival site. The expected number of drop locations is expected to be a minimum of 8, but will not exceed 10 drop locations.
- Delivery of 12 standard units and one sink station is to take place at 9:00 a.m. on Friday, August 1, 2008. All other units are to be delivered at 8:00 p.m. on Friday, August 1, 2008. All units must be picked up by 11:00 p.m. on Sunday, August 3, 2008.
- The festival site has gray water barrels that require servicing (emptied) twice during the festival. Once between the hours of 12:00 a.m. and 6:00 a.m. on Sunday, August 3, 2008, and second between the hours of 6:00 p.m. and 11:00 p.m. on Sunday, August 3, 2008. The barrels will be supplied by the festival and are located in four separate locations on festival grounds near food court areas. The total number of barrels is as follows: 12 – 55 gallon barrels, and 8 – 30 gallon barrels. The portolet vendor selected must be able to provide this service.

Proposal should include:

- Quote should be inclusive of all charges delivery, supplies, etc.
- Payment terms
- Client references

Proposals will be evaluated on satisfaction of our product needs, product quality, competitive pricing, payment terms, and value-added service. Proposals from Chamber members will always receive first consideration.