

Town of Williamston, South Carolina

Request for Proposals (RFP)

Portable Toilet Services for Town Events

Issue Date: April 30, 2025

RFP Number: 2025-PT01

Proposal Deadline: May 31, 2025 at 2:00 PM EST

1. Introduction

The Town of Williamston is seeking proposals from qualified vendors to provide portable toilet services for public events held within the Town limits on an as-needed basis. Services include the delivery, setup, maintenance, and removal of portable toilets. The selected vendor will enter into a two (2) year contract, beginning July 1, 2025.

2. Scope of Services

The selected vendor shall provide the following:

- Delivery and removal of standard portable toilets and ADA-compliant units.
- Placement and setup at designated locations as specified by the Town.
- Regular cleaning, pumping, and restocking of supplies during multi-day events.
- Emergency service response, if necessary, during event hours.
- Coordination with Town staff for scheduling and placement.

3. Typical Event Needs

Although actual quantities may vary, the Town typically requires:

- Between 4–20 units per event, depending on size and duration.
- 1–2 ADA-compliant units per event.
- Service for events such as festivals, parades, concerts, and sporting events.

4. Proposal Requirements

Vendors must submit the following:

- Company background and qualifications.

- Experience providing similar services for municipalities or public events.
- Itemized pricing (per unit/day, ADA units, service fees, emergency response, etc.).
- Description of inventory and ability to meet varying demands.
- Proof of liability insurance and applicable licenses.
- Three references from current or recent clients.

5. Evaluation Criteria

Proposals will be evaluated based on:

- Responsiveness to RFP requirements.
- Cost effectiveness.
- Experience and references.
- Availability and flexibility.
- Compliance with safety and sanitation regulations.

6. Contract Terms

- Initial term: Two (2) years beginning July 1, 2025.
- Renewal: May be extended upon mutual agreement for up to one (1) additional year.
- Termination: The Town may terminate the agreement with thirty (30) days written notice for any reason.

7. Submission Instructions

Submit sealed proposals labeled "Portable Toilet Services Proposal – Town of Williamston" no later than May 31, 2025 at 2:00 PM EST to:

Michelle Starnes, Town Clerk

Town of Williamston

12 West Main Street

Williamston, SC 29697

Late proposals will not be considered.

8. Contact Information

All questions regarding this RFP must be submitted via email to:

michelle@williamstonsc.us

Phone inquiries may be directed to Town Hall at (864) 847-7473.

Issued by:

Rockey Burgess

Mayor, Town of Williamston

April 30, 2025