



**COUNTY OF HENRICO  
DEPARTMENT OF FINANCE  
PURCHASING DIVISION**

**CONTRACT EXTRACT  
NOTICE OF AWARD/RENEWAL**

DATE:	April 27, 2020
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Chemical Toilet Rental Services
CONTRACT NUMBER:	1816A
COMMODITY CODE:	977.73
CONTRACT PERIOD:	May 1, 2020 through April 30, 2021
RENEWAL OPTIONS:	3 renewals remaining through April 30, 2024
USER DEPARTMENT:	Recreation & Parks
HENRICO COOPERATIVE TERMS INCLUDED:	YES
SUPPLIER: Name	4 Wheel Drive Specialty Conversion Inc. dba MoJohns
Address	1936 Cartersville Road
City, State	Cartersville, VA 23027
Contact Name	Barbara Samuels
Phone Number	804-375-3050
Fax Number	804-375-3051
Email address	barbara@mojohns.com
Emergency Telephone Number	804-387-7215
ORACLE SUPPLIER NUMBER:	21911
BUSINESS CATEGORY:	Small
PAYMENT TERMS:	Net 30
DELIVERY:	As Needed and Requested
FOB:	County of Henrico
BUYER: Name	Justin M. Herbaugh
Title	Procurement Analyst I
Phone	804-501-5680
Email	Her034@henrico.us

This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.

## **PRICE SCHEDULE – CONTRACT NO. 1816A**

### **Pricing Schedule:**

<b>Type</b>	<b>Unit Price per Month</b>
1. Year Round - Standard	\$66.95
2. Year Round - Handicapped	\$103.00
3. Seasonal - Standard	\$66.95
4. Seasonal - Handicapped	\$103.00
5. Special Event - Standard	\$66.95
6. Special Event - Handicapped	\$103.00
7. Extra Pumping – Per Toilet Basis	\$15.45
8. Handwashing Station (45 Gal. Minimum)	\$66.95

### **Scope of Work**

#### **GENERAL REQUIREMENTS:**

1. The Successful Bidder shall be responsible for understanding the scope of work required to successfully complete the work at various locations throughout the County on an "as needed" basis.
2. Bid pricing on each unit must include delivery, pick-up, weekly service and rate charges for each unit type. Unit pricing shall be furnished on a calendar month basis.
3. The Successful Bidder will furnish, deliver, service and maintain regular single sized toilets, as well as Americans with Disabilities Act (ADA) compliant portable chemical toilets to various locations throughout Henrico County on a monthly, annual, and special event "as needed" basis.
4. All toiletry and paper products for each unit shall be supplied by the Successful Bidder. Units requiring wash stations shall include water, liquid soap and hand towels.
5. The Successful Bidder must be able to furnish chemical toilet(s) and hand washing stations no later than twenty-four (24) hours after notification of an emergency need by the County.
6. Each chemical toilet must have documentation attached, indicating location and date of last service.
7. In the event of damage or loss due to vandalism, the Successful Bidder shall be responsible for repair or replacement of chemical toilets.
8. All toilets and hand washing stations shall be clean, and in good working order to include working door hinges, locks and door latches. Venting tubes, louvers and/or screens shall be properly secured to the units with no sign of holes or breakage. Interior railings, toilet seats, side urinals, and toilet paper holders shall be firmly attached. The fiberglass or plastic shells shall be securely attached to their bases, and ADA ramps shall be solidly attached to the units. Units with holes, cracks, breaks, peeling paint, broken hardware or cracked/missing toilet seats will NOT be accepted. If units are not acceptable to the department, unit(s) must be picked up and replaced at no additional charge to the County.

**SPECIFICATIONS:**

Standard Chemical Toilets

The Successful Bidder shall furnish, deliver, service (including cleaning and pumping), and maintain (repair or replace units as needed) standard chemical toilets. Some units are needed on a seasonal basis, usually March through August or November. Other units shall be requested for Special Events held on weekends. Special Event units shall be delivered on Friday prior to the event and picked-up on Monday following the event. The County may also request a select few units year-round.

All standard chemical toilets must be serviced at least once per week. Service shall include:

- Removal and disposal of all waste in accordance with State and local law, as well as removal of trash in and around the unit.
- Cleaning of the unit inside and out. Unit floors must be swept, mopped, and free from spots, streaks, marks, dust, dirt and debris. Toilet bowls, urinals, and all other interior surfaces (walls, floors, doors, etc.) are to be cleaned with disinfectant.
- Any damage or vandalism must be repaired.
- Toilet paper, hand sanitizer and any other consumable must be restocked and available.

Units must be maintained in clean, sanitary, and good working condition free of objectionable odors, scratches, corrosion, or incrustations; all edges, crevices and holes will be clean. All cleaning procedures and waste disposal are required to meet applicable current Federal, State and local laws or regulations, Federal and State Potable Water Codes and OSHA standards.

Technical Specifications	Standard	Handicap
Storage tanks must be a minimum of 35 gallons with no leaks.	X	X
Doors must be securely fastened to the frame.	X	X
Door must have an "IN USE" sign when latched from the inside.	X	X
Floors shall be solid and secured to the side walls.	X	X
Air stacks for ventilation shall be one-piece construction. Units shall provide separate and sufficient ventilation to both the unit and the waste reservoir.	X	X
Urinals shall not be cracked or leak and shall drain into the holding tank.	X	
Toilet sets shall be made of a plastic substance for easy cleaning.	X	X
Toilet paper holder shall be present in all toilets with a minimum capacity of two rolls.	X	X
One 12oz. instant hand sanitizer pump dispenser identified to kill 99.9% of common germs that may cause illness, without soap or water.	X	X
Owner's name and unique identifier number shall be labeled on two visible sides of each toilet.	X	X
The handicap units shall conform to ADA regulations for handicap accessible portable toilets including an access ramp.		X

Handicap Accessible Chemical Toilets

Successful Bidder shall furnish, deliver, service (including cleaning and pumping), maintain (repair or replace units as needed) handicap accessible chemical toilets year-round and seasonally (March through August or November). Other units shall be requested for Special Events held on weekends. Special Event units shall be delivered on Friday prior to the event and picked-up on Monday following the event. The County may also request a select few units year-round. All units must include toilet paper and must be serviced once per week and maintained as required.

## Handwash Stations

Successful Bidder shall furnish, deliver, service (re-fill) and maintain free standing hand wash stations as needed and requested. Units shall include water, liquid soap and paper hand towels. Capacity of handwash station shall be listed on the Bid Form. Successful Bidder is responsible for maintaining units in clean, sanitary, and good working condition free of objectionable odors, soap films, scratches, corrosion, or incrustations; all edges, crevices, traps, holes and rims will be clean. The Successful Bidder is also responsible for all supplies and materials related to operating, cleaning, and servicing of the unit. All cleaning procedures and waste disposal are required to meet applicable current Federal, State and local laws or regulations, Federal and State Potable Water Codes and OSHA standards.

## **INVOICING:**

All invoices shall be submitted to:

County of Henrico Recreation and Parks  
Accounts Payable  
10305 Woodman Road  
Glen Allen, VA 23060

Each invoice shall also include the following information:

- Number and type of unit (Standard, Handicap, Washing Station)
- Unit cost per month
- Location of Unit

## **CURRENT LOCATIONS:**

The following list contains the current location of standard and handicap accessible (HC) chemical toilets. Henrico County reserves the right to add or remove locations and quantities of chemical toilets at any time throughout the contract length.

<b>LOCATION</b>	<b>ADDRESS</b>	<b>QUANTITY</b>	<b>TYPE</b>
<b>YEAR ROUND</b>			
Dorey Park	2999 Darbytown Rd Henrico, VA 23231	1	HC
Four Mile Creek	9525 Deep Bottom Rd Henrico, VA 23231	2	Standard
Hunton Recreation	11690 Old Washington Hwy Glen Allen, VA 23059	1	HC
Pouncey Tract Park	4747 Pouncey Tract Rd Glen Allen, VA 23059	2	Standard
<b>SEASONAL</b>			
Sandston Air Base	Corner of Huntsman Rd & Wilson Way Sandston, VA 23150	1	Standard
Sandston Air Base	Corner of Huntsman Rd & Wilson Way Sandston, VA 23150	1	HC
Brookley Road Field	10840 Brookley Rd Glen Allen, VA 23060	1	Standard
Capital Park	6900 Wilkinson Rd Richmond, VA 23227	4	Standard
Club Road Fields	6000 Club Rd Henrico, VA 23228	1	Standard
Crestview Elementary	1901 Charles St Richmond, VA 23226	1	Standard

Dorey Park	2999 Darbytown Rd Henrico, VA 23231	1	HC
Dorey Park	2999 Darbytown Rd Henrico, VA 23231	3	Standard
Elko Recreation	6216 White Oak Rd Sandston, VA 23150	1	Standard
Freeman High School	8701 Three Chopt Rd Henrico, VA 23229	1	Standard
Fairfield Middle School	5121 Nine Mile Rd Richmond, VA 23223	1	Standard
Glen Lea Elementary	3909 Austin Ave Richmond, VA 23222	1	Standard
Godwin High School	2101 Pump Rd Richmond, VA 23238	1	Standard
Hermitage High School	8301 Hungary Spring Rd Henrico, VA 23228	1	Standard
Holladay Elementary	7300 Galaxie Rd Henrico, VA 23228	2	Standard
Holman Middle School	600 Concourse Blvd Glen Allen, VA 23059	2	Standard
Hungary Creek Middle School	4909 Francistown Rd Glen Allen, VA 23060	2	Standard
J. Sargeant Reynolds– Recreation area	1651 E Parham Rd Richmond, VA 23228	2	Standard
J. Sargeant Reynolds– Recreation area	1651 E Parham Rd Richmond, VA 23228	1	HC
Klehr Field	8000 Diane Lane Henrico, VA 23227	1	Standard
Laurel Recreation	10301 Hungary Spring Road Glen Allen, VA 23060	1	Standard
Meadow Farm Museum	3400 Mountain Rd Glen Allen, VA 23060	1	Standard
Mehfoud Elementary	8320 Buffin Rd Richmond, VA 23231	1	Standard
Montrose Elementary	2820 Williamsburg Rd Richmond, VA 23231	1	Standard
Moody Middle School	7800 Woodman Rd Henrico, VA 23228	2	Standard
Pocahontas Middle School	12000 Three Chopt Rd Henrico, VA 23233	2	Standard
Quioccasin Middle School	9400 Quioccasin Rd Richmond, VA 23238	1	Standard
Short Pump Middle School	4701 Pouncey Tract Rd Glen Allen, VA 23059	1	Standard
Trevvett Elementary	2300 Trevvett Dr Henrico, VA 23228	1	Standard
Tuckahoe Middle School	9000 Three Chopt Rd Richmond, VA 23229	1	Standard
Tuckahoe Park / Little League	2400 Little League Dr Henrico, VA 23233	5	Standard
Tuckahoe Park / Little League	2400 Little League Dr Henrico, VA 23233	2	HC
Varina High School	7053 Messer Rd Henrico, VA 23231	1	Standard
<b>SPECIAL EVENTS (usually a weekend several times a year)</b>			
Gaskins Park & Ride	2900 Gaskins Rd Henrico, VA 23233	2	Standard
Glen Allen High School	10700 Staples Mill Rd Glen Allen, VA 23060	2	Standard

Westwood Park	5906 Keystone Rd Henrico, VA 23226	1	Standard
Meadow Farm Museum	3400 Mountain Rd Glen Allen, VA 23060	4-20	Standard
Meadow Farm Museum	3400 Mountain Rd Glen Allen, VA 23060	1-5	HC
Dorey Park	2999 Darbytown Rd Henrico, VA 23231	4-20	Standard
Dorey Park	2999 Darbytown Rd Henrico, VA 23231	1-5	HC
Miscellaneous Sites – occasional requests will be made to supply toilets to sites needing repairs – broken water line, etc.			