

HARBORMASTER  
P.O Box 745  
Southwest Harbor, Maine 04679  
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## REQUEST FOR PROPOSAL

The Town of Southwest Harbor is seeking bids for a twenty-four-month contract from vendors interested in providing two Porta-Potties and weekly service July 1st, 2023 through June 30, 2025.

## INSTRUCTIONS TO BIDDERS

Each bidder must submit a proposal to the Town of Southwest Harbor, P.O Box 745, Southwest Harbor, Maine 04679 on **or before 12:00 pm, May 19<sup>th</sup> 2023**. The bids will be opened publicly at that time.

The bid shall be submitted on the proposal form enclosed and sealed in an envelope, which is prominently marked in red, **“DO NOT OPEN – PORTA-POTTY BID”**

All bids must clearly state any deviations from the Town’s specifications.

The Town of Southwest Harbor reserves the right to reject any and all bids, and to waive any informalities or irregularities. All service herein will be awarded to a single bidder.

## SPECIFICATIONS

(Company) \_\_\_\_\_ shall place porta-potties at the following locations and times.

**ONE PORTA POTTY DELIVERED TO THE MANSET TOWN DOCK** starting July 1<sup>st</sup>, 2023, May 1<sup>st</sup>, 2023 and May 1<sup>st</sup> 2024 ending June 30<sup>th</sup> 2025, to be kept and serviced once weekly May through June and September through November each year and twice weekly during the months of July and August each year. Porta potty will be removed from November to May.

Price for once weekly per month \$ \_\_\_\_\_

Price for twice weekly per month \$ \_\_\_\_\_

**ONE PORTA POTTY DELIVERED TO THE UPPER TOWN DOCK** by July 1<sup>st</sup>, 2023, June 1, 2023 and June 1, 2024 ending June 30<sup>th</sup> 2025, to be kept and serviced once weekly until October 15, 2023, October 15, 2024, and June 30<sup>th</sup>, 2025. Porta potty will be removed from mid-October to June.

Price for once weekly per month \$ \_\_\_\_\_

Submitted: \_\_\_\_\_ Date: \_\_\_\_\_