

PORTABLE TOILET ADMINISTRATION TIPS

Orders –

- Fill with the first vendor on the DPL until they're unable to fill or meet date and time needed
- If the first vendor denies the request, place order with the next vendor on that respective DPL until a responsive vendor is located. Any subsequent orders will be placed with that responsive vendor until they're unable to fill or meet date and time needed
- Once responsive vendor is unable to fill any subsequent order, process shall be repeated and orders shall be placed with the first vendor on the respective DPL
- Intent is to capture each resource ordered (standard toilets, handwash units, and ADA toilets) under one resource order number. If orders are filled with different vendors, same concept applies; capture each resource ordered under one resource order number respective to that vendor.

Example

- S-1, resource order number for all standard portable toilets ordered for that particular incident. Incident to build up and break down under S-1
- S-2, resource order number for all portable handwash units ordered for that particular incident. Incident to build up and break down under S-2
- S-3, resource order number for all portable ADA toilets ordered for that particular incident. Incident to build up and break down under S-3

Resource Administration –

- All units shall arrive, and be maintained in a clean and serviceable condition. A Service Call fee WILL NOT be paid for the initial setup (D.2.1.1 & D.21.8.1(c))
- Government is NOT responsible for any associated dumping fees
- Government WILL provide potable water for portable handwashing units (D.2.1.2(b))
- Service(s) is determined by the Government (i.e. service frequency and service schedule) (D.2)
- Service Mileage: it is recommended to map out a service route for consistent mileage application (e.g. location city to Incident location(s) to dump site back to location city)
- The intent of this agreement is that ALL units ordered for servicing would be serviced in the same Service Call trip and the vendor will be paid for one round trip of mileage (D.21.8.1(c))
- Service trucks for pumping black water from portable toilet units must have a separate hose and wand to service the handwashing station, and must meet all federal, state and local sanitation regulations (D.2.1.2(b))

Payment Administration –

- 2015 awarded agreements will no longer reflect weekly and monthly rates
- D.21.8.1(b) provides direction in applying mileage charge for pick-up and deliveries