



Request for Proposal- Septic Services

The Manitoba Agricultural Museum is requesting proposals for a portable toilet and septic services supplier for the **Manitoba Threshermen's Reunion and Stampede (MTRS)** festival for the 3 year period 2020-2022. Festival dates are as follows: July 23-26, 2020, July 22-25, 2021, and July 28-31, 2022. The contract will be designed as a 1 year contract that is renewable for up to 2 years.

Technical and Service Requirements:

The following equipment supply is required:

- 43 Regular Port-a-Potties
- 2 Wheel Chair Port-a-Potties
- 5 Hand Wash Stations

The supplier will provide the following services daily:

- Daily Cleaning of all port-a-potties
- Maintenance of all Hand Wash Stations
- Pump out of the museum's septic tanks (30 loads in 2019).

Delivery and Pick-up Requirements:

All Port-a-Potties must be in position and ready for service by noon Wednesday. Removal can begin 8am the morning following the last day of the festival. The RFP process should indicate if the museum must provide any logistical support for the loading and unloading of equipment. A map of equipment placement will be supplied in advance.

Fee/Sponsorship

In addition to fee for service, the Manitoba Agricultural Museum can offer vendor recognition as a corporate partner and/or tax receipts for donated in-kind services. Please see the attached corporate partner opportunity booklet for available options. Inclusion of a partnership or in-kind contribution as part of the RFP response is acceptable.

Submission Process

Vendors must submit an electronic copy of their proposal to the email address below by **September 20, 2019 at 5pm CST**. The successful bidder will provide the best value to the festival, which may not necessarily be the lowest financial cost. Notification of status will be sent out by October 15, 2019.

Proposal Evaluation Criteria

All proposals will be evaluated based on the following criteria:

- Total cost
- Quality of the equipment and services provided
- Resources required from museum staff and volunteers to support vendor during festival

Additional Information Request

Any questions, information requests, and response submissions should be made to Gerry Currie, Chairman of the Manitoba Threshermen's Reunion and Stampede Committee. Mr. Currie can be reached at:

Email: gcurrie@portagemutual.com

Tel: 204-857-2193