



Wendell K. Hughes, Mayor
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Request for Proposals: Porta Pot Rentals 2026

Date Posted: January 5 2026

Application Deadline: February 9th, 2026 by 4:00PM

Please send applications to:

Plattsburgh City Hall

Attn: Emma Stewart

41 City Hall Place

Plattsburgh, NY 12901

EXHIBIT A

Scope of Services

The City of Plattsburgh is seeking a vendor who can provide all the materials and services requested herein. The selected vendor shall provide the services required in the below table.

The drop-off date indicates the 2026 date on which restrooms are to be delivered to the listed facility and the pick-up date is the 2026 date on which the restrooms are to be retrieved by the vendor. The acronym HCP indicates a handicap accessible restroom.

The vendor shall also provide pricing per Exhibit B should the City request delivery of additional restrooms or an increase in the cleaning/pump out frequency for said restrooms.

<u>Facility</u>	<u>Address</u>	<u>Drop-Off Date</u>	<u>Pick-Up Date</u>	<u># of Restrooms</u>	<u>Cleaning/Pumpout Frequency</u>
Plattsburgh City Marina/Boat Launch	2 Dock Street	April 13th	September 30th	1 Standard	Twice per Week
Plattsburgh City Beach	Beach Road	May 1st	September 30th	1 Standard 1 HCP	Twice per Week

South Acres Park	23 Flynn Ave.	April 13th	September 30th	1 Standard	Twice per Week
South Platt Park	21 South Platt Street	April 13th	n/a (year round)	1 Standard 1 HCP	Twice per Week
US Oval	US Oval	April 13th	November 30th	2 Standard, 1 HCP	Twice per Week
Wilcox Dock	90 Cumberland Ave.	April 13th	September 30th	1 HCP	Twice per Week
South Platt Park	21 South Platt Street	February 22nd	February 23rd	1 Standard 1 HCP	Once
US Oval	US Oval	May 24th	May 25th	1 Standard 1 HCP	Once
Fourth of July	City Hall South Lawn	July 4th	July 5th	6 Standard, 3 HCP	Once
Mayor's Cup	City Beach Stage	July 11th	July 12th	1 Standard	Once
Lake City Arts Fest	Downtown area (will clarify closer to event)	August 22nd	August 23rd	3 Standard, 2 HCP	Once
Drive-in Movie Night	City Beach (Old Crete Parking lot)	June 5th	June 6th	2 Standard, 1HCP	Once
Movie Night in the Park	Macdonough Monument Bandshell	August 7th	August 8th	2 Standard, 1HCP	Once

EXHIBIT B

Cost and Pricing

Cost for vendor to provide all services listed in Exhibit A: \$ _____

Additional weekly charge for one (1) additional standard portable restroom: \$_____

Additional weekly charge for one (1) additional HCP portable restroom: \$_____

Additional charge for one (1) additional weekly cleanout/pump out for one (1) standard Portable restroom:

\$ _____

Additional charge for one (1) additional weekly cleaning/pump out for one (1) HCP portable restroom:

\$ _____

C. Proposal Requirements

All proposals must include:

1. Company Information:

- Name, address, contact information, and years in business.

2. Pricing Breakdown:

- Itemized cost for each event
- Delivery, setup, and pickup fees (if separate).

3. References:

- At least two (2) references from previous municipal or event clients.

D. Selection Criteria

Proposals will be evaluated based on:

- Total cost and clarity of pricing structure
Equipment quality and availability
- Vendor experience and reliability
- Ability to meet setup and removal deadlines
- Responsiveness and communication

E. Additional Information

- The City of Plattsburgh reserves the right to reject any or all proposals.

- The City may award contracts for individual events or as a full package.
- Vendors are encouraged to visit sites upon request to assess logistics.

F. Submission Instructions

Proposals must be submitted via email or delivered in a sealed envelope clearly marked:

“RFP - Porta Pot City Rentals 2026”

City of Plattsburgh, Attn: Emma Stewart
41 City Hall Place, Plattsburgh, NY 12901
Email submissions: stewarte@cityofplattsburgh-ny.gov

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