



**COUNTY OF HENRICO
DEPARTMENT OF FINANCE
PURCHASING DIVISION
CONTRACT EXTRACT
NOTICE OF RENEWAL**

| | | |
|---|--|--------------------------|
| DATE: | December 21, 2023 | Updated 10/3/2024 |
| CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i> | Chemical Toilet and Handwashing Station Rental Services | |
| CONTRACT NUMBER: | 2598A | |
| COMMODITY CODE: | 977.73 | |
| CONTRACT PERIOD: | May 1, 2025 through April 30, 2026 | |
| RENEWAL OPTIONS: | Three 1-year renewal options through 2029 | |
| USER DEPARTMENT: | Recreation & Parks | |
| Contact Name: | Chris Bolt | |
| Phone Number: | 804-727-8207 | |
| Email Address: | BoI021@henrico.us | |
| HENRICO COOPERATIVE TERMS INCLUDED: | Yes | |
| SUPPLIER: Name: | EURE Inc. | |
| Address: | 1313 Priority Lane | |
| City, State: | Chesapeake, VA 23324 | |
| Contact Name: | Ryan Warner | |
| Phone Number: | 757-494-8770 | |
| Email address: | ryanwarner@eureinc.com | |
| ORACLE SUPPLIER NUMBER: | 756458 | |
| BUSINESS CATEGORY: | Woman-Owned | |
| PAYMENT TERMS: | Net 30 | |
| DELIVERY: | As needed and requested | |
| FOB: | Destination | |
| BUYER: Name: | Porsche White | |
| Title: | Procurement Analyst I, VCO, VCA | |
| Phone: | 804-501-5679 | |
| Email: | Whi171@henrico.gov | |

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.



COMMONWEALTH OF VIRGINIA
County of Henrico

DEPARTMENT OF FINANCE
Oscar Knott, CPP, CPPO, NIGP-CPP, VCO
Purchasing Director

October 3, 2024

Ryan Warner
EURE Inc.
1313 Priority Lane
Chesapeake, VA 23324

RE: Contract # 2598A – Chemical Toilet and Handwashing Station Rental Services

Dear Mr. Warner:

The County of Henrico has agreed to renew the contract with your firm to provide Chemical Toilet and Handwashing Station Rental Services when needed and requested. The contract period shall be from May 1, 2025, through April 30, 2026.

This contract renewal is pursuant to Invitation for Bid #23-2598-10PKW and your response on October 1, 2024. All other terms and conditions of contract #2598A will remain in effect.

We look forward to working with you for another year. Should you have any questions, please feel free to contact me at (804) 501-5679 or email me at whil71@henrico.gov.

Sincerely,

Porsche K. White, VCO, VCA
Procurement Analyst I

CONTRACT #2598A

BUYER NAME: Porsche White

Except for the changes provided herein, all other terms and conditions of this contract remain unchanged and in full force and effect. Please check one of the following:

 X Yes. Renew the contract for an additional one-year period at current contract pricing.

 Yes. Renew the contract for an additional one-year period at new contract pricing.
(list below or attach new pricing sheet)

 No. Do not wish to renew the contract. If no, please provide reason below.

Company Name: Eure Inc.

Date: 10/1/2024

Signature: *ryan warner*

Title: PRO DIVISION MANAGER

Telephone#: 757-494-8770

Email: ryanwarner@eureinc.com

SCC#: 0412896-3

PRICE SCHEDULE - CONTRACT NO. 2598A

May 1, 2025-April 30, 2026

| | Type | Unit Price per Month |
|----|---------------------------------------|-----------------------------|
| 1. | Year Round - Standard | \$50.00 |
| 2. | Year Round – ADA Compliant | \$75.00 |
| 3. | Seasonal - Standard | \$50.00 |
| 4. | Seasonal – ADA Compliant | \$75.00 |
| 5. | Special Event - Standard | \$59.50 |
| 6. | Special Event – ADA Compliant | \$60.50 |
| 7. | Extra Pumping – Per Toilet | \$13.50 |
| 8. | Handwashing Station (45 Gal. Minimum) | \$55.00 |

ATTACHMENT F

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

| YEAR ROUND | QUANTITY | TYPE |
|--|-----------------|-------------|
| Four Mile Creek 9525 Deep Bottom Rd, Henrico, VA 23231 | 3 | Standard |
| Hunton Recreation 11690 Old Washington Hwy, Glen Allen, VA 23059 | 1 | ADA |
| Fairfield Middle School 5121 Nine Mile Road, Richmond, VA 23223 | 1 | Standard |
| Fairfield Middle School 5121 Nine Mile Road, Richmond, VA 23223 | 1 | ADA |
| Woodland Cemetery 2300 Magnolia Rd, Richmond, VA 23223 | 1 | Standard |
| SEASONAL | | |
| Sandston Air Base Wilson Way & Huntsman | 1 | Standard |
| Sandston Air Base Wilson Way & Huntsman | 1 | ADA |
| Brookley Road Field 10840 Brookley Road, Henrico, VA | 1 | Standard |
| Club Road Fields 6000 Club Rd Henrico, VA 23228 | 1 | Standard |
| Crestview Elementary 1901 Charles St, Richmond, VA 23226 | 1 | Standard |
| Elko Recreation 6216 White Oak Rd, Sandston, VA 23150 | 1 | Standard |
| Elko Middle School 5901 Elko Rd, Henrico, VA 23150 | 1 | Standard |
| Freeman High School 8701 Three Chopt Rd, Henrico, VA 23229 | 1 | Standard |
| Glen Lea Elementary 3909 Austin Ave, Richmond, VA 23222 | 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 Community College – Recreation area 1651 E Parham Rd, Richmond, VA 23228 | 3 | Standard |
| J. Sargeant Reynolds Community College – Recreation area 1651 E Parham Rd, Richmond, VA 23228 | 1 | ADA |
| Klehr Field 8000 Diane Lane, Henrico, VA 23227 | 1 | Standard |
| Lakeside Elementary 6700 Cedar Croft St, Henrico VA | 1 | Standard |
| Laburnum Elementary 500 Meriwether Ave, Henrico VA | 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 |
| Pemberton Elementary 1400 Pemberton Rd, Henrico, VA 23233 | 1 | 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 | ADA |
| Varina High School 7053 Messer Rd, Henrico, VA 23231 | 1 | Standard |
| SPECIAL EVENTS (usually a weekend several times a year) | | |
| Glover Park 11217 Greenwood Rd, Glen Allen, VA 23059 | 3-5 | Standard |
| Glover Park 11217 Greenwood Rd, Glen Allen, VA 23059 | 1-3 | ADA |
| Meadow Farm Museum 3400 Mountain Rd, Glen Allen, VA 23060 | 2-30 | Standard |
| Meadow Farm Museum 3400 Mountain Rd, Glen Allen, VA 23060 | 2-10 | ADA |
| Dorey Park 2999 Darbytown Rd, Henrico, VA 23231 | 3-20 | Standard |
| Dorey Park 2999 Darbytown Rd, Henrico, VA 23231 | 1-5 | ADA |
| Capital Park 6900 Wilkinson Rd, Richmond, VA 23227 | 3-4 | Standard |
| Osborne Park 9530 Osborne Turnpike, Henrico, VA 23231 | 3-4 | Standard |
| Osborne Park 9530 Osborne Turnpike, Henrico, VA 23231 | 1-2 | ADA |
| Miscellaneous Sites – occasional requests will be made to supply toilets to sites needing repairs – broken water line, etc. | | |

I. SCOPE OF WORK/SERVICES

A. Purpose.

The intent and purpose of this Invitation for Bid is to establish a term contract with a qualified supplier to furnish all tools, labor, equipment, and supervision necessary to provide rental of chemical toilets and handwashing stations to the County of Henrico, Virginia (the “County”) Department of Recreation and Parks, as needed and requested in accordance with the enclosed general terms, conditions and specifications.

B. Historical Data.

Below demonstrates the historical purchase of chemical toilets and handwashing stations for the last two fiscal years. This information is provided for informational purposes only with no guarantee to purchase a specific amount on the resultant contract from this solicitation.

| Fiscal Year | 2021-2022 | 2022-2023 |
|----------------------------------|------------------|------------------|
| Approximate Amount Spent: | \$ 31,012.30 | \$ 43,653.47 |

C. Cooperative Procurement.

This procurement is being conducted by the County of Henrico, Virginia on behalf of all other public bodies of the Commonwealth of Virginia in accordance with the provisions of 2.2-4304 of the Code of Virginia, as amended. If agreed to by the Successful Bidder, other public bodies of the Commonwealth of Virginia may make purchases under the resulting contract at the prices set forth herein and in accordance with its terms, conditions and specifications, subject to any modifications necessary to comply with local policy or practice to which the Successful Bidder agrees. The Successful Bidder shall deal directly with any public body it authorizes to use the resulting contract. The County, its officials and its staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Successful Bidder and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a County contract. The County assumes no responsibility for any notification of the availability of the resulting contract for use by other public bodies, but the Successful Bidder may conduct such notification.

D. Specifications.

1. The Successful Bidder shall work with the County’s authorized or designated representatives to coordinate the rental of portable chemical toilets (standard and Americans with Disabilities Act (ADA) compliant models) and handwashing stations (minimum of 45-gallon capacity) throughout the County as needed and requested. The rental of the units (chemical toilets and handwashing stations) shall include the delivery, service (cleaning and pumping), and maintenance (repair or replace as needed). Some units will be needed year-round and some on a seasonal basis (usually March through August or November); and other units will be requested for Special Events held on weekends. Special Event units shall be delivered the Friday prior to the event and picked up the Monday following the event. The County may request units for use year-round.

2. Maintenance of chemical toilets and hand washing stations:

- a. The Successful Bidder's chemical toilets shall be maintained, clean, and in good working order. All chemical toilets shall 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 standard ramps shall be solidly attached to the ADA compliant units. Units with holes, cracks, breaks, peeling paint, broken hardware, or cracked/missing toilet seats will **NOT** be accepted.
- b. The Successful Bidder's hand washing stations shall be maintained, clean, sanitized, and in good working condition. Units shall be free of objectionable odors, soap films, scratches, corrosion, or incrustations; all edges, crevices, traps, holes, and rims shall be clean.
- c. The Successful Bidder shall maintain all units as needed and requested. If units are not acceptable to the County, the Successful Bidder must pick up and replace the unit(s) at no additional cost to the County.

3. Services to chemical toilets (standard and ADA compliant):

- a. The Successful Bidder shall provide toiletry and paper products for each unit. Units requiring wash stations shall include water, liquid soap, and hand towels.
- b. All chemical toilets (standard and ADA compliant) must be serviced at least once per week. Service shall include:
 - i. Removal and disposal of all waste in accordance with state and local law, as well as removal of trash in and around the unit.
 - ii. 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.
 - iii. Any damage or vandalism must be repaired.
 - iv. Toilet paper, hand sanitizer and any other consumable must be restocked and available.
- c. All chemical toilets (standard and ADA compliant) 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.

4. Services to hand washing stations (free standing):

The Successful Bidder's free-standing hand washing stations must include water, liquid soap, and paper hand towels. All units shall be serviced (re-filled) as needed and requested. The Successful Bidder is also responsible for all supplies and materials related to operating, cleaning, and servicing of the units. 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. All free-standing hand washing stations shall have a minimum water capacity of 45 gallons. Bidders shall provide the water capacity of their hand washing station with their Bid Submission.

5. The following are the technical specifications for the chemical toilets and handwash stations:

| Technical Specifications | Standard | ADA Compliant |
|---|----------|---------------|
| 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 |

6. A list of the current locations of standard and ADA compliant (ADA) chemical toilets is provided in Attachment F. The County reserves the right to add and remove locations and units at any time throughout the contract period, at no additional cost to the County.

E. Safety.

1. The Successful Bidder shall comply with and ensure that all its personnel comply with all current applicable local, state and federal policies, regulations and standards relating to safety and health. This will include by way of illustration and not limitation, the standards of the Virginia Occupational Safety and Health Administration for the General Industry. The Successful Bidder shall provide or cause to be provided all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified to be performed by the Successful Bidder.
2. Any operations of the Successful Bidder determined to be hazardous by the County, shall be immediately discontinued by the Successful Bidder upon receipt of either written or oral notice by the County to discontinue such practice.
3. The Successful Bidder personnel and vehicles shall be easily identifiable. The Successful Bidder shall provide identification badges with the company name and logo to their personnel and shall be visibly worn at all times while on County property.
4. The Successful Bidder vehicles parked on County property must display company name/identification. The Successful Bidder shall comply with all traffic and parking regulations.

5. The Successful Bidder shall be responsible at all times for the actions and work of its personnel who shall observe and comply with all regulations while on County property; failure to observe such regulations will be grounds for removal from County property.
6. During the execution of the work, the County reserves the right to suspend the work or reject the Successful Bidder's electricians and/or helpers who in the County's judgement are not adequately qualified to perform the work.

F. Damages.

The Successful Bidder shall be held responsible for any damage to the County's property and equipment caused during services which is determined to be the result of the Successful Bidder's failure to properly perform during delivery, service, and maintenance of chemical toilets and handwashing stations. The Successful Bidder shall correct damages incurred at no cost to the County.

G. General Requirements.

1. The Successful Bidder, by submitting a bid for this Contract, certifies that he/she have a fully staffed operational service office, currently engaged in providing chemical toilets and handwashing stations rental, service, and maintenance; have under their employment sufficient personnel dedicated to this contract with the ability to meet the requirements as outlined in the Scope of Work/Services.
2. The Successful Bidder will furnish, deliver, service and maintain standard single sized chemical toilets, as well as Americans with Disabilities Act (ADA) compliant portable chemical toilets to various locations throughout the County of Henrico on an as needed and requested basis.
3. The Successful Bidder must be able to furnish chemical toilets and hand washing stations no later than twenty-four (24) hours after notification of an emergency need by the County.
4. Each chemical toilet must have documentation attached, indicating location and date of last service.
5. In the event of damage or loss due to vandalism, the Successful Bidder shall be responsible for repair or replacement of chemical toilets.
6. Bidders shall provide pricing for chemical toilets and handwashing stations unit to include delivery, pick-up, weekly service, and rate charges for each unit type.
7. The Successful Bidder shall not subcontract any work without prior written approval from the County's authorized or designated representatives. All work shall be performed by the Successful Bidder and their direct payroll personnel if prior approval has not been authorized for subcontract work.
8. **Bids received with a minimum charge stipulation will be considered non-responsive.**
9. After execution of a contract, the Successful Bidder shall provide a cell phone number, or phone number that may be used for emergency request and services. It shall be the responsibility of the Successful Bidder to update the County Purchasing Division of changes to the number provided.

H. Invoicing Requirements.

1. Successful Bidders shall submit itemized invoices to:

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

-OR-

Send invoices electronically to:

rec-invoice@henrico.us

2. A complete invoice shall include but not be limited to: contract number, purchase order number as supplied by the County, date of service, location of unit(s), number and type of unit (standard, handicap, washing station), contracted rates, and any other pertinent information necessary to verify the invoice total.

I. Bid Submission Requirements.

1. Bidders shall submit as an attachment in eVA, a completed Bid Form in accordance with section II.DD.
2. Complete bid submissions shall include the following documents:
 - a. Bid Form;
 - b. Bid Signature Sheet;
 - c. Attachment A - Business Category Classification Form;
 - d. Attachment B – Virginia SCC Registration Information;
 - e. Attachment C – Bidder's Reference Sheet;
 - f. Provide the water capacity of hand washing stations;



COMMONWEALTH OF VIRGINIA
County of Henrico

Goods and Services Contract
Contract No. 2598A

This Goods and Services Contract (this "Contract") entered into this 7th day of December 2023, by the County of Henrico, Virginia (the "County") and Eure, Inc., a Virginia corporation, and its successors and assigns (the "Contractor").

SCOPE OF CONTRACT: The Contractor shall furnish all materials, equipment, and labor necessary to provide Chemical Toilet and Handwashing Station Rental Services to the County as set forth in the Contract Documents.

COMPENSATION: The compensation the County will pay to the Contractor under this Contract is in Appendix A.

CONTRACT TERM: The Contract term shall be for a period of 1 year beginning May 1, 2024, and ending April 30, 2025. The County may renew the Contract for up to 4 one-year terms by giving 30 days' written notice before the end of the term unless Contractor has given the County written notice that it does not wish to renew at least 90 days before the end of the term.

CONTRACT DOCUMENTS: This Contract hereby incorporates by reference the documents listed below (the "Contract Documents"), which shall control in the following descending order:

1. This Goods and Services Contract between the County and Contractor.
2. Invitation for Bid No. 23-2598-10PKW, dated October 17, 2023 (as modified by any addenda).
3. The Contractor's bid dated November 15, 2023.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound hereby.

Eure, Inc.
1313 Priority Lane
Chesapeake, Virginia 23324

Ryan Warner
Signature

Ryan Warner P.R.O. Division Manager
Printed Name and Title

12/18/2023
Date

County of Henrico, Virginia
P.O. Box 90775
Henrico, VA 23273-0775

Oscar Knott
Signature

Oscar Knott, CPP, CPPO, VCO
Purchasing Director

12/20/2023
Date

APPROVED AS TO FORM

Amel Brown 12-11-23
Assistant County Attorney

APPENDIX A

Price Schedule – Contract No. 2598A

| Type | Unit Price per Month |
|--|----------------------|
| 1. Year Round - Standard | \$50.00 |
| 2. Year Round – ADA Compliant | \$75.00 |
| 3. Seasonal - Standard | \$50.00 |
| 4. Seasonal – ADA Compliant | \$75.00 |
| 5. Special Event - Standard | \$59.50 |
| 6. Special Event – ADA Compliant | \$60.50 |
| 7. Extra Pumping – Per Toilet | \$13.50 |
| 8. Handwashing Station (45 Gal. Minimum) | \$55.00 |