

**NOTICE OF INTENT TO AWARD A CONTRACT (NOI)
NWNOI-22-04**

Date Issued: October 11, 2022

Notice is hereby given by the City of New Westminster (City) of its intent to award a contract to the following organizations to provide Freestanding Public Toilets on an as required basis. The City issued NWRFQU-22-14 and there were no responses.

Suppliers:

The service providers for this are as follows:

- Portland Loo
- Romtec Inc.
- GBG Rentals Inc.
- Adam Integrated Services
- Urbaloo

Scope of Services:

To provide prefabricated toilet equipment, and supply, install and deliver permanent free-standing toilets (PFTs) to the City. There is an upcoming project to install a permanent free-standing toilet in the City's public realm. Qualified Suppliers listed above will be invited to submit for this project and potential future projects within the City of New Westminster.

Background:

The City has conducted an RFQU with no responses. The suppliers noted in this NOI have been vetted and deemed qualified to meet the City's requirements to provide and install prefabricated toilet equipment as per the Design Objectives for a Permanent Free-standing Toilet as outlined in Appendix A. As well these suppliers have an understanding of provincial and federal requirements, zoning bylaws and have demonstrated experience installing similar units for commercial or municipal customers.

Value:

The City would be using this NOI for a period of five (5) years and the expected value of the purchase is ~\$250K annually, upon budget approval.

The City has chosen not to proceed with a new competitive process for the following reasons:

- No responses to NWRFQU-22-14
- Ability to meet timelines and provide product for pending project
- Ability to meet niche market and Specified Design Objectives



Suppliers who wish to challenge this decision should submit a detailed written objection to the attention of: Monique Ferbey, Intermediate Buyer by email to nwpurchasing@newwestcity.ca on or before 2:00 PM local time, Vancouver BC, Wednesday, October 26, 2022.

Your written objections must include your ability to perform the contemplated work/services, availability and resources. These items will be the criterion used to determine whether the work/services will be contemplated.

The City will review the objection and where it is reasonable, the City may meet with the supplier concerning this NOI and may choose to release a competitive document.



Corporation of the City of
NEW WESTMINSTER

APPENDIX A

DESIGN OBJECTIVES



Design Objectives for a Permanent Free-Standing Toilet

Design Objectives *	
Built Form Requirements	The Permanent Free-Standing Toilet (toilet) is intended to be a stand-alone structure that is not attached to any existing buildings. The toilet is expected to be a single occupancy unit that will likely be located on a sidewalk in the public realm. The toilet should provision for hand washing; however, this can be within the unit or external to the unit. An external water source for bottle filling is also a user request.
Cleaning method	The toilet is expected to be manually cleaned 2-5 times a day and therefore does not need to be automated. The City's preference is for a non-automated toilet to allow for easier maintenance.
Unit Size	The toilet should be sized for a single occupant or a single user and care attendant, allowing universal access and room for a stroller or cart. The design should meet minimum accessible code requirements but also incorporate universal access best practice.
Baby Changing	Where possible there should be provision of a baby changing table and sufficient space for a stroller while using the changing table.
Sharps Container	It should be possible to mount a sharps container to the unit.
Crime and Vandalism Prevention	
Crime prevention	The toilet should be designed to minimize the risk of illegal activities taking place within the toilet. The toilet should allow City staff to be able to monitor any potential issues occurring within the toilet, likely allowing staff to see if the unit is occupied without preventing the user from having privacy. The toilet should promote a feeling of safety for the users.
Anti-vandalism	The toilet materials should be robust and designed to prevent vandalism. Fixtures should be easy to operate and difficult to destroy or be lit on fire. They should also be easy to maintain or replace if they do become damaged.
Servicing Requirements	
Electricity	The toilet must be capable of connecting to the City's existing electrical network to provide lighting.
Plumbing	The toilet must be capable of connecting to the City's existing potable water and sanitary system. The toilet should be designed to prevent freezing during the winter.
Lighting	Lighting must comply with requirements in Zoning Bylaw and BC Building code.
Maintenance	The toilet should be easy to maintain by City forces. This includes minimal use of proprietary parts.

*Note: the Toilet should be designed to meet the requirements of the Amended Zoning Bylaw.