

REQUEST FOR QUOTATIONS · RFQ #TOR2600000007

CAMP WASHINGTON CARVER
Sanitation Unit Rental, Service, and Maintenance

Issued by:

The West Virginia Department of Tourism
1900 Kanawha Boulevard, East
State Capitol Complex, Building 9, Suite 106
Charleston, WV 25305

Date Issued: Monday, 3/16/2026

Solicitation Closes: Monday, 3/30/2026

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Department of Tourism (“Agency”) is soliciting bids on behalf of Camp Washington Carver, located at 1277 Washington Carver Road, Clifftop, WV 25831, to establish an open-end contract with a qualified Vendor to provide all labor, equipment, materials, supervision, transportation, delivery, servicing, pumping, cleaning, maintenance, and removal necessary to furnish portable sanitation services for the event.
2. **DEFINITIONS:** The definitions provided below will have the meanings specified. Further definitions are available in the General Terms and Conditions.
 - 2.1 **“Contract Services”** means all labor, equipment, materials, staging, lighting, sound systems, communications, and related services required herein.
 - 2.2 **“Pricing Pages”** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A, and used to evaluate the Solicitation responses.
 - 2.3 **“Portable Toilet”** means a unit not connected to a hole in the ground, nor to a septic tank, nor is it plumbed into a municipal system leading to a sewage treatment plant; it can, by definition, be picked up and moved.
3. **QUALIFICATIONS:**
 - 3.1 Vendor must be registered with the State of West Virginia and possess all required licenses and experience to perform sanitation services.
4. **MANDATORY REQUIREMENTS:**
 - 4.1 **Mandatory Contract Services Requirements and Deliverables:** Contract Services must meet or exceed the mandatory requirements listed below



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- 4.1.1 LABOR:** Provide Vendor staff and materials necessary to fully deliver, service, and remove Portable Toilet Units per Schedule and Specification below.
 - 4.1.1.1 DELIVERY:** Thursday, July 23, 2026, by 12:00 PM EST
 - 4.1.1.2 SERVICE PERIOD:** Friday, July 24, 2026, to Sunday, August 2, 2026
 - 4.1.1.3 REMOVAL:** Monday, August 3, 2026, by 5:00 PM EST
- 4.1.2 Portable Units**
 - 4.1.2.1** Minimum of thirty-five (35) units
 - 4.1.2.2** Each unit labeled “Men” or “Women”
 - 4.1.2.3** Each unit must contain filled hand sanitizer
 - 4.1.2.4** Every unit must be maintained in a clean and sanitary condition.
 - 4.1.2.5** Camp Washington Carver Staff will direct placement of units upon delivery.
- 4.1.3 Service**
 - 4.1.3.1** Each unit is required to undergo two pumpings each day (morning and evening) from Friday, July 24 to Sunday, August 2, 2026.
 - 4.1.3.2** Every unit is required to have sanitizer restocked when needed
 - 4.1.3.3** Must respond to emergency service within two hours
- 4.1.4 Grey Water**
 - 4.1.4.1** Minimum two units
 - 4.1.4.2** Pumped as needed from Friday, July 24, 2026, to Sunday, August 2, 2026
 - 4.1.4.3** Proper disposal in accordance with law

- 5. PERFORMANCE STANDARDS:** Vendor shall maintain sanitary conditions and professional staff at all times.



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6. CONTRACT AWARD:

6.1 Contract Award: The Contract is intended to provide the Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications, at the lowest overall total cost, as shown on the Pricing Pages.

This contract may be renewed by the written agreement of the Vendor and Agency up to three consecutive additional terms.

6.2 Pricing Pages: Vendor must complete the Pricing Page by entering their bid where indicated on the Pricing Page and signing the Pricing Page. Vendor should complete the Pricing Page in full, as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified. All costs must be included. No additional charges will be accepted.

7. PERFORMANCE: Vendor shall maintain continuous operational capability throughout all events. Failure to restore service within the stipulated timeframes may result in payment reductions, the removal of personnel, the requirement of replacement equipment, or other remedies deemed appropriate by the Agency. Vendor and Agency shall mutually agree upon a schedule for the performance of Contract Services and Contract Services Deliverables, unless such a schedule is already incorporated herein by Agency. Should this Contract be designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be subsequently issued against this Contract.

8. PAYMENT: Agency shall pay a flat fee, as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. Payment shall be made only for services satisfactorily rendered and accepted, in accordance with the payment procedures of the State of West Virginia. Travel, lodging, and incidental expenses shall be included in the bid price and shall not be reimbursed separately.

9. TRAVEL: Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the Flat Fee listed on the Vendor's bid, but such costs will not be paid by the Agency separately.

10. VENDOR DEFAULT:

10.1 The following shall be considered Vendor default under this Contract.

10.1.1 Failure to perform Contract Services in accordance with the requirements contained herein.



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- 10.1.2 Failure to comply with other specifications and requirements contained herein.
- 10.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 10.1.4 Failure to remedy deficient performance upon request.
- 10.1.5 The following remedies shall be available to Agency upon default.
- 10.1.6 Immediate cancellation of the Contract.
- 10.1.7 Immediate cancellation of one or more release orders issued under this Contract.
- 10.1.8 Any other remedies available in law or equity.

11. INDEMNIFICATION: Vendor shall indemnify, defend, and hold harmless the State of West Virginia, the Agency, and their officers, employees, and agents from and against any and all claims, damages, losses, liabilities, costs, and expenses, including reasonable attorney fees, arising out of or resulting from Vendor’s performance of the Contract, including but not limited to bodily injury, property damage, or failure to comply with applicable laws or regulations.

12. FORCE MAJEURE: Neither party shall be liable for delays or failures in performance resulting from causes beyond reasonable control, including but not limited to acts of God, weather events, fire, flood, government action, or other unforeseeable events. Vendor shall promptly notify the Agency of any such occurrence.

13. COMPLIANCE WITH LAW: Vendor shall comply with all applicable federal, state, and local laws, rules, regulations, licensing requirements, and safety standards.

14. MISCELLANEOUS:

14.1 Questions: Any questions submitted concerning the RFQ must be received no later than 3/19/2026 at 12 pm ET. Questions must be submitted via email to Mary Kemper at Mary.R.Kemper@wv.gov.

14.2 Answers will be provided via the website (<https://wvtourism.com/purchasing/>) to all vendors no later than 3/20/2026 at 4 pm ET.

14.3 Bid Submissions: Bids must be submitted by 3/30/2026 at 12pm via email to Mary Kemper at Mary.R.Kemper@wv.gov.

14.4 Contract Manager: Vendor shall designate a primary contract manager authorized to act on behalf of the Vendor. The contract manager must be available during normal business hours





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and during event operations. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: _____

Telephone Number: _____

Email Address: _____

EXHIBIT A – PRICING PAGE

Portable Sanitation Unit Rental, Service, and Maintenance



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CAMP WASHINGTON CARVER
Sanitation Unit Rental, Service, and Maintenance
Camp Washington Carver – Appalachian String Band Music Festival

Vendor must provide all-inclusive pricing covering all labor, materials, delivery, setup, servicing, pumping, cleaning, removal, travel, disposal, overhead, profit, and any incidental costs necessary to fully perform the Specifications. No additional fees will be accepted.

Item #	Description	Unit	Estimated Quantity	Unit Price
1	Portable Toilet Unit Rental (per unit for event duration)	Each	35	\$ _____
2	Service & Pumping of Portable Units (twice daily for event period)	Flat Fee	1	\$ _____
3	Grey Water Holding Tank Rental	Each	2	\$ _____
4	Grey Water Tank Pumping (as needed)	Per Pump	_____	\$ _____
5	All Other Costs Required for Full Compliance with Specifications	Flat Fee	1	\$ _____

TOTAL BID PRICE (ALL-INCLUSIVE): \$ _____

PRICING CERTIFICATION





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By signing below, Vendor certifies that the Total Bid Price includes all labor, equipment, materials, transportation, travel, pumping, disposal, supervision, insurance, taxes, overhead, and profit necessary to provide complete services in accordance with the Specifications. No additional charges will be billed to the Agency.

Vendor Name: _____

Authorized Representative (Print): _____

Signature: _____

Title: _____

Phone: _____

Email: _____

Date: _____

