



**City of Pendleton
Eastern Oregon Regional Airport and Pendleton UAS Test Range**

**Request for Qualifications (RFP)
Porta Potty / Hand Washing Unit Rentals & Servicing**

Purpose of Request for Proposal:

The Eastern Oregon Regional Airport is seeking a qualified contractor to provide and service Porta Potty Units and Handwashing Stations for the UAS Test Range facilities, both on airport property and on private land under contract with UAS clients of the Test Range. The contract term will be for one year with extensions at the airport's option, and will execute on August 20, 2024.

Contract Scope:

- The contractor will provide placement and servicing of the units both at the airfield and on privately-owned land. Service / Placement areas could extend to areas of La Grande, Pilot Rock, Ukiah and other land in client's scope of operations.
- At times there could be as few as 6 units up to a possible 15 units in use and in need of once weekly or twice weekly servicing, as appropriate.
- Servicing frequency and placement of units will vary according to need and location of client operations and number of team personnel.
- Some clients may have their own modular restroom trailers and those may need servicing, for both grey water and black water and new fresh water replaced.
- Last minute placement or servicing requests could occur and the City will need to know what the additional charges will be for these situations.
- Billing will be detailed on unit location, servicing frequency and invoiced monthly.
- Does contractor charge additional fees for winterizing units?
- Is there an additional charge / percentage if the City of Pendleton to pay with a credit card? Are there discounts available if on automatic payment?



Statements of Qualifications (SOQ):

To be considered, licensed and bonded candidates must submit a complete response as required by the RFQ to include:

- Firm Description (10%)
- Involvement, to include recent examples of your experience and client portfolio (30%)
- Proposal for City of Pendleton based on Project Scope (30%)
- Cost Estimate /Budget (30%)

Questions Regarding the RFQ:

Questions about this RFP may be submitted to the Airport Administration Specialist, Erica Stewart via e-mail or directly at 541-276-7754 ext. 2.

Submittal Deadline and Contact Information:

Submittal Deadline: August 1, 2024
Attention: Erica Stewart, Airport Admin. Specialist
Easter Oregon Regional Airport
2016 Airport Road
Pendleton, OR 97801
Phone: 541-276-7754 ext. 2
E-mail: erica.stewart@pendletonor.gov