

Memorandum



Date: April 8, 2026
To: Buchanan City Commission
From: Tony McGhee
Subject: Contract Award – Portable Restrooms

Background

As part of the City's ongoing efforts to maintain clean, safe, and accessible public spaces, staff solicited bids for the seasonal placement and servicing of portable restrooms throughout the City's park system. Providing portable restroom facilities in parks is a standard practice utilized by communities throughout Michigan, particularly in locations that do not have permanent restroom infrastructure or experience increased seasonal use.

The placement of portable restrooms helps support recreational use, community events, and overall park accessibility. It also promotes public health and cleanliness by providing appropriate facilities for residents and visitors, reducing the likelihood of misuse of park areas and surrounding properties.

The City directly distributed the request for proposals to six (6) potential vendors and also posted the RFP on the City's website to ensure broader visibility and competitive participation.

Bid Results

The City received two (2) responsive bids:

- Kerkstra Portable Restroom Systems: \$12,615
- MC4 Portables: \$16,800

After review of the submitted proposals, Kerkstra Portable Restroom Systems was identified as the lowest responsive bidder with a total bid of \$12,615. Staff also conducted reference checks, which were positive and confirmed the company's ability to provide reliable and timely service.

Recommendation

Based on the bid results and reference checks, staff recommends that the City

Commission award the contract for portable restroom services for the 2026 park season to Kerkstra Portable Restroom Systems in the amount of \$12,615.

Approval of this contract will ensure that appropriate facilities are available throughout the park system for the upcoming season and support the continued maintenance and usability of the City's recreational amenities.

Attachment A: RFP Issued by the City

Attachment B: Bids received

Attachment A



Request for Bids



Project Name: Portable Toilet Facilities
Project Location: Buchanan, Michigan
Issue Date: March 5, 2026
Bid Due Date: March 25, 2026 10am EST

PROJECT OVERVIEW

The City of Buchanan, Michigan, is seeking proposals for the provisioning of six (6) standard and five (5) handicap accessible portable toilet units for use in City parks for the 2026 season.

Units 1, 2, 3, 6, and 7 will require service once a week. Units 4 & 5 will require service twice a week. Portable toilet service at the following locations; see Attachment A for detailed placement.

INSTRUCTIONS TO BIDDERS

Responders provide:

- Completed proposal form
- Completed reference sheet
- Any accompanying standard or optional specifications and associated pricing, if applicable
- The bid will be returned by March 25, 2026 10:00AM EST, in a sealed envelope marked ATTN: Portable Toilet Facilities

STANDARD TERMS AND CONDITIONS

The following standard clauses shall apply to all Requests for Proposals (RFPs) issued by the City of Buchanan, State of Michigan. Submission of a proposal constitutes acknowledgment and acceptance of these terms.

Right to Reject or Accept Proposals

The City reserves the right to accept or reject any or all proposals, to waive any informalities or irregularities in the proposals received, and to award the contract in whole or in part to the proposer deemed to be in the best interest of the City.

No Obligation to Award

Issuance of this RFP does not obligate the City to award a contract, and the City shall not be liable for any costs incurred by proposers in the preparation, submission, or presentation of proposals or in anticipation of award.

Proposal Costs

All costs associated with the preparation, submission, and presentation of a proposal shall be borne solely by the proposer. The City shall not be responsible for any costs or expenses related to this process.

Right to Negotiate

The City reserves the right to negotiate with one or more proposers deemed most responsive and qualified, to request additional information or clarification, and to conduct interviews or presentations as necessary.

Proposal Validity

All proposals shall remain valid and binding for a period of not less than ninety (90) days following the proposal due date unless otherwise specified in the RFP.

Addenda and Modifications

Any interpretation, correction, or change to this RFP will be made by written addendum issued by the City. Only those communications identified by formal written addendum shall be binding.

Disclosure and Public Record

Proposals submitted in response to this RFP become public records subject to disclosure under the Michigan Freedom of Information Act (FOIA), MCL 15.231 et seq., following award or rejection of all proposals.

Award and Contract Execution

The successful proposer shall be required to enter into a written agreement with the City in a form acceptable to the City Attorney. The City reserves the right to accept or reject proposed contract terms and to make modifications in the best interest of the City.

Compliance with Laws

The proposer shall comply with all applicable federal, state, and local laws, ordinances, codes, and regulations, including but not limited to those governing non-discrimination, safety, and employment.

Reservation of Rights

The City reserves the right to:

- Reject any proposal deemed non-responsive or non-responsible;
- Withdraw or cancel the RFP at any time without obligation;
- Negotiate with one or more proposers;
- Postpone proposal submission or opening dates; and
- Consider any other factors deemed to be in the City's best interest.

SCHEDULE

In order to be considered, the proposal must be received at the City of Buchanan, 302 N Red Bud Trail, Buchanan MI 49107, on or before **March 25, 2026 10:00AM EST**. All proposals shall be in a sealed package marked: **ATTN: Portable Toilet Facilities**

Please submit your sealed bid by **March 25, 2026 10:00AM EST** to:
Kalla Langston-Weiss, City Clerk
302 N Red Bud Trail
Buchanan, MI 49107

For any questions regarding the project, please contact:
Emma Lysy, Administrative Assistant
elysy@cityofbuchanan.com
269-695-3844 ext. 10

PROPOSAL FORM

Date:

Project Name:

Business Name:

Location	# of Unites	Price	Delivery	Pickup
Redbud Riverfront Park (Boat Launch) N Redbud Trail	1 Unit	\$	May 2	October 28
Centennial Park (Pavilion) McCoy Creek Recreation Area	1 Handicap	\$	May 2	October 28
Kathryn Park - Moccasin & 4th	1 Unit	\$	May 2	October 28
Baseball/Softball Fields (Smith Park) Claremont & Carroll	2 Units 1 Handicap	\$ \$	April 27	September 4
Pony Field (Old Softball field)	1 Handicap	\$	April 27	September 4
Buchanan Common Days Ave	1 Unit 1 Handicap	\$ \$	May 2	October 31
EB Clark Woods - Schirmer Parkway	1 Handicap	\$	May 2	October 28
Veteran’s Memorial Park – E Front	1 Unit	\$	May 2	October 28
	Total:	\$		
Special Events (2-6 units per event)		\$		
Per extra service/dump		\$		

Name

Title

Signature

Date

REFERENCES

Please list three (3) references (Municipal Government) wherein your company has provided similar services of this type being proposed for the City of Buchanan.

CLIENT _____
ADDRESS _____
CONTACT PERSON _____
PHONE NUMBER _____
EMAIL _____

CLIENT _____
ADDRESS _____
CONTACT PERSON _____
PHONE NUMBER _____
EMAIL _____

CLIENT _____
ADDRESS _____
CONTACT PERSON _____
PHONE NUMBER _____
EMAIL _____

NOTE
Previous experience and performance may be a factor in making the award.

Attachment A





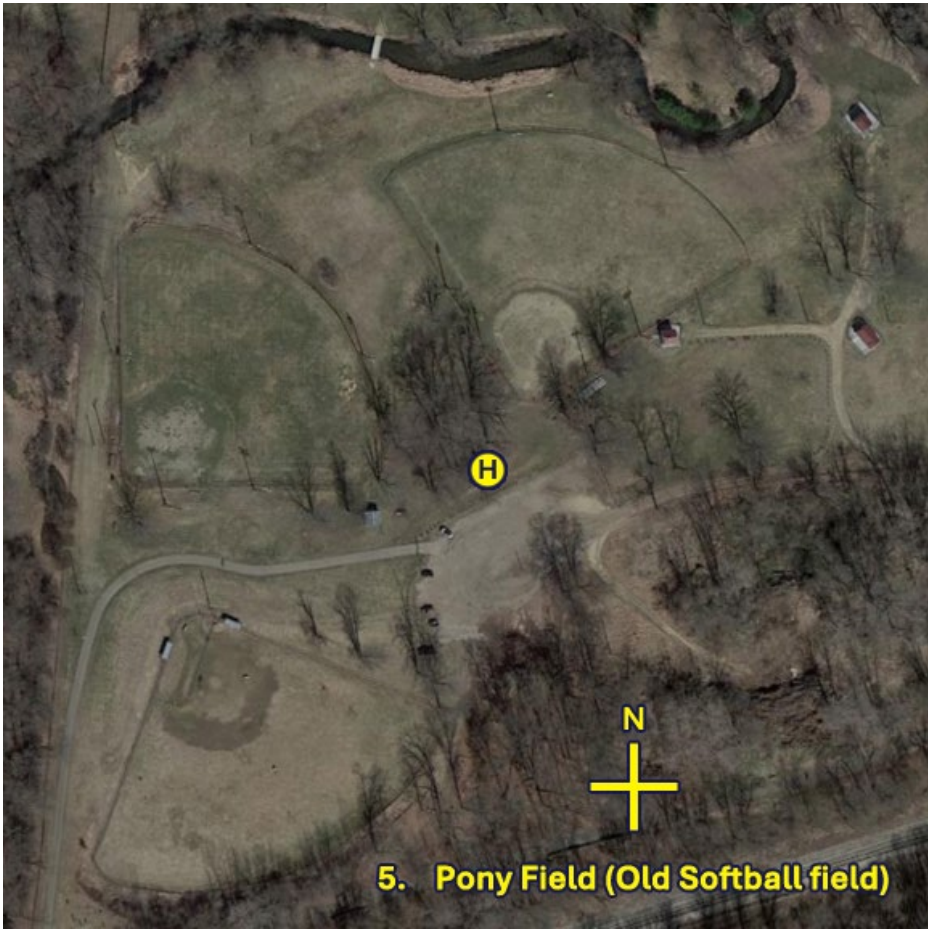


3. Kathryn Park



**(2 Regular go between
blue shed and wood fence)**

4. Baseball/Softball Fields (Smith Park)



5. Pony Field (Old Softball field)



6. Buchanan Common



7. EB Clark Woods



8. Veteran's Memorial Park

Attachment B



Request for Bids

PROPOSAL FORM

Date: **March 17, 2026**

Project Name: **Seasonal Portable Restroom Rental and Service**

Business Name: **Kerkstra Portable Restroom Service, Inc.**

*****PRICES BASED ON 4 WEEK BILLING CYCLE**

Location	# of Unites	Price	Delivery	Pickup
Redbud Riverfront Park (Boat Launch) N Redbud Trail	1 Unit	\$ 780	May 2	October 28
Centennial Park (Pavilion) McCoy Creek Recreation Area	1 Handicap	\$ 1300	May 2	October 28
Kathryn Park - Moccasin & 4th	1 Unit	\$ 780	May 2	October 28
Baseball/Softball Fields (Smith Park) Claremont & Carroll 2 x/wk service	2 Units 1 Handicap	\$ 2280 \$ 1520	April 27	September 4
Pony Field (Old Softball field) 2 x/wk service	1 Handicap	\$ 1520	April 27	September 4
Buchanan Common Days Ave	1 Unit 1 Handicap	\$ 780 \$ 1300	May 2	October 31
EB Clark Woods - Schirmer Parkway	1 Handicap	\$ 1300	May 2	October 28
Veteran's Memorial Park – E Front	1 Unit	\$ 780	May 2	October 28
	Total:	\$12,615 (includes \$25 deliver fee per unit)		
Special Events (2-6 units per event)		\$ 150 Stand/ \$250 HCPTeach, plus \$100 delivery fee		
Per extra service/dump		\$ 75 non route day per unit		

****Additional \$250 Emergency fee for after hours or weekend services plus \$75 cleaning fee per unit**

****Tip overs due to vandalism at \$100 per unit per service**

****Any damage deemed not normal wear and tear of the unit is responsibility of the customer and will be billed at our cost plus labor. If an entire unit is destroyed it will be prorated for age of unit.**

Julie Horling

Director of Operations



March 17, 2026

Name

Title

Signature

Date

REFERENCES

Please list three (3) references (Municipal Government) wherein your company has provided similar services of this type being proposed for the City of Buchanan.

CLIENT City of Grand Rapids Parks & Rec
ADDRESS 245 State St., SE, Grand Rapids, MI 49503
CONTACT PERSON Steve Krogman
PHONE NUMBER 616-460-2846
EMAIL skrogman@grcity.us

CLIENT City of Muskegon
ADDRESS 1350 E Ketting Ave., Muskegon, MI 49442
CONTACT PERSON Matt Schwemin
PHONE NUMBER 231-724-6991
EMAIL matt.schwemin@shorelinecity.com

CLIENT City of Douglas
ADDRESS PO Box 757, Douglas, MI 49406
CONTACT PERSON Jennifer Pearson
PHONE NUMBER 269-857-1438 ext 102
EMAIL douglas@douglasmi.gov

NOTE

Previous experience and performance may be a factor in making the award.

Request for Bids

PROPOSAL FORM

Date: 3/22/26

Project Name: Portable Toilet Facilities

Business Name: MEH Portables

Location	# of Unites	Price	Delivery	Pickup
Redbud Riverfront Park (Boat Launch) N Redbud Trail	1 Unit	\$ 240.00	May 2	October 28
Centennial Park (Pavilion) McCoy Creek Recreation Area	1 Handicap	\$ 336.00	May 2	October 28
Kathryn Park - Moccasin & 4th	1 Unit	\$ 240.00	May 2	October 28
Baseball/Softball Fields (Smith Park) Claremont & Carroll	2 Units 1 Handicap	\$ 560.00 \$ 416.00	April 27	September 4
Pony Field (Old Softball field)	1 Handicap	\$ 416.00	April 27	September 4
Buchanan Common Days Ave	1 Unit 1 Handicap	\$ 240.00 \$ 336.00	May 2	October 31
EB Clark Woods - Schirmer Parkway	1 Handicap	\$ 336.00	May 2	October 28
Veteran's Memorial Park - E Front	1 Unit	\$ 240.00	May 2	October 28
	Total:	\$ 3,360	Per Month	
Special Events (2-6 units per event)		\$ 145.00	Per unit	
Per extra service/dump		\$ 80.00		

Daniel McLoe

Name

Owner

Title

[Signature]

Signature

3/22/26

Date

REFERENCES - We are a new, family owned and operated business just starting out. No references yet!
Please list three (3) references (Municipal Government) wherein your company has provided similar services of this type being proposed for the City of Buchanan.

CLIENT _____
ADDRESS _____
CONTACT PERSON _____
PHONE NUMBER _____
EMAIL _____

CLIENT _____
ADDRESS _____
CONTACT PERSON _____
PHONE NUMBER _____
EMAIL _____

CLIENT _____
ADDRESS _____
CONTACT PERSON _____
PHONE NUMBER _____
EMAIL _____

NOTE

Previous experience and performance may be a factor in making the award.

MC4 Portables
5101 Warner Rd.
Fowlerville, MI 48836
517-303-5008
daniel@mc4portables.com