



RFP Name	Portable Storage
Date Issued	February 27, 2026
Contact Person	Alexa Cretti, <i>Operations Manager</i> Rebuilding Together Saratoga County 132 Milton Avenue Ballston Spa, NY 12020
Contact Info	alexa@rtsaratoga.org ; 518-587-3315x102
Submittal Accepted Until	March 13, 2026 at 4:00 PM
Please submit to:	proposals@rtsaratoga.org

INTRODUCTION

Organization Description

Rebuilding Together Saratoga County (RTSC) uses federal, state, local, and private funds to help low-income homeowners maintain their homes in Saratoga, Warren, and Washington counties. When qualified homeowners are not capable of making needed repairs or accessibility modifications, RTSC will coordinate the volunteers, contractors, tools, and supplies necessary to fix the homes. These services are provided at no cost to the homeowner. We focus our efforts on older adults, individuals living with disabilities, active and retired members of the armed services, and families with children, tailoring services to meet the needs of each individual homeowner.

Federal Funding Requirements

This RFP is funded in whole or in part with federal funds. All vendors must comply with federal procurement standards.

Projected Project Volume

RTSC anticipates approximately 15-20 units to require these services over a two-year period.

Payments for Services

Payment will be made by check from Rebuilding Together Saratoga County within 30 days of receipt of invoice and deliverables for each service, with efforts made to expedite payment when possible.

ELIGIBILITY

The firm/contractor must:

- a. Be capable and experienced in providing portable storage to residential settings;
- b. Carry a minimum of \$1,000,000 in general liability and a workers compensation policy
(See note in proposal Requirements, Selection & Award Process).



SCOPE OF SERVICES/DELIVERABLES

RTSC is seeking proposals from firms that can provide portable storage units to residential project sites.

1. Offer a month-to-month rental agreement.
2. Supply a 20' storage container that is clean, dry and free of rust, holes, or structural defects. Unit must have ground-level entry (no ramps or stairs) and be equipped with a high-security locking mechanism.
3. Ensure the unit is fully watertight and pest-proof to protect all stored contents and maintain the mechanical integrity of all doors and locks throughout the entire rental period.
4. Coordinate all delivery and pickup schedules directly with Rebuilding Together Saratoga County.
5. Deliver and position the unit on a level surface at the designated site, ensuring the vehicle is maneuvered carefully to prevent damage to existing landscaping or infrastructure.
6. Retrieve unit at the end of the agreement.

Delivery of unit is expected to be completed within 5 business days of project assignment.

For the purposes of providing cost estimates for this request for proposal, please provide a quote for a three month rental. **The lump sum price should be an all-inclusive including but not limited to delivery/set-up fees, final pickup/removal fees, security locks, insurance and fuel surcharges.**

PROPOSAL REQUIREMENTS, SELECTION & AWARD PROCESS

All proposals **must** include the bid proposal cover sheet (enclosed) and other required documents in the requested order.

Proposals will be evaluated based on the following criteria.

1. Cost
2. Firm/Staff qualifications
3. Response and turnaround time frame
4. MWBE, SVDDB or Section 3 Status
5. Capacity to deliver services within the service area

The Firm with the highest resulting score will be offered a 2-year contract, contingent upon available funding. Rebuilding Together Saratoga County reserves the right to reject all bids.

Questions should be addressed to or call 518-587-3315 ext. 102.



PROPOSAL SUBMISSION

Proposals are due by 4:00 PM on March 13, 2026. Please submit your proposals to proposals@rtsaratoga.org.

AWARD ANNOUNCEMENT DATE

An award announcement is expected by 4:00 PM on March 30, 2026.

EQUAL OPPORTUNITY AND FAIR SOLICITATION

Rebuilding Together Saratoga County (RTSC) is dedicated to maximizing economic opportunities for all community segments. To support this goal, RTSC actively solicits proposals from, and encourages partnerships with:

- Minority and Women-owned Business Enterprises (M/WBE)
- Service-Disabled Veteran-Owned Businesses (SDVOB)
- Businesses meeting HUD's Section 3 status requirements.

Our goal is to actively promote economic opportunities for all segments of our community.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND NON-DISCRIMINATION

RTSC operates in full compliance with all federal, state, and local Equal Employment Opportunity (EEO) and Fair Housing regulations. We uphold a strict non-discrimination policy that applies to all employment practices and activities associated with this contract, prohibiting discrimination based on, but not limited to, race, color, religion, sex, national origin, age, or disability.

COMPLIANCE CERTIFICATION

By submitting a proposal in response to this solicitation, the bidder certifies that it currently adheres to, and will require its subcontractors to adhere to all federal, state, and local laws governing:

- Equal Employment Opportunity (EEO)
- Fair Housing regulations
- Non-discriminatory business and employment practices.

ENCLOSURES/ATTACHMENTS

- Bid Proposal Cover Sheet
- Non-Collusive Statement



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Bid Proposal Cover Sheet

Summary of Qualifications, Pricing, Delivery	
RFP Name	Portable Storage
Business Name	_____
Cost of Services	
Scope of Service	Lump Sum Price (PER SITE/UNIT)
Three (3) Month Unit Rental, all-inclusive price	
Delivery Turnaround Time	_____ (maximum)
Is this business any of the following:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOB <input type="checkbox"/> Section 3
Counties you serve:	<input type="checkbox"/> Saratoga <input type="checkbox"/> Warren <input type="checkbox"/> Washington Comments: _____ _____ _____

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Company Overview and Contact Details	
Business Address	_____ _____
Business Phone Number	(____)____-_____
Owner's Name	_____
Point of Contact Name (leave blank if Owner)	_____
Point of Contact Email	_____

Required Documents (please attach in order)	
<input type="checkbox"/>	Copies of General Liability and Workers Compensation
<input type="checkbox"/>	Signed Non-Collusive Bidding Agreement (attached)

NON-COLLUSIVE BIDDING CERTIFICATION

The undersigned contractor certifies, under penalty of perjury, that:

- The bid price was independently arrived at without collusion or consultation with any other bidder or with any competitor or potential competitor.
- The bid was not disclosed, prior to the opening of bids for the projects, to any other party including other bidders, competitors, or potential competitors or their representatives.
- No attempt was made to induce any other person, partnership or corporation to submit or not submit a bid.
- The bid is a true and accurate bid submitted on behalf of the undersigned, and not a bid submitted for the benefit of another contractor, with the intent of assigning the role of general contractor to another party.

The undersigned is fully informed of the contents of this certification and understands that failure to comply with non-collusive bidding requirements is a violation of law, and that such violations will subject the undersigned to substantial civil and criminal penalties.

Vendor Name:_____

Signature:_____ Date:_____