



**2026 Portable Toilets and Handwashing Stations at Various  
City Events and Locations**

**BID # 25-59**

**ADDENDUM No. 1**

**November 17, 2025**

Any and all changes to the Request for Proposal are valid only if they are included by written addendum to all potential respondents, which will be emailed prior to the proposal due date. Each respondent must acknowledge receipt of any addenda by indicating in its proposal. Each respondent, by acknowledging receipt of addenda, is responsible for the contents of the addenda and any changes to the bid therein. Failure to acknowledge receipt of addenda may cause the submittal to be rejected. If any language or figures contained in this addendum are in conflict with the original document, this addendum shall prevail.

This addendum consists of the following:

1. Addendum Number One (1) is attached and consists of a total of two (2) pages including this cover sheet.

Please feel free to call (847-448-8107) or email ([tnunez@cityofevanston.org](mailto:tnunez@cityofevanston.org)) with any questions or comments.

Sincerely,

Tammi Nunez  
Purchasing Manager

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This addendum forms a part of Bid # 25-59 and modifies these documents. This addendum consists of responses to questions received.

**Questions Received:**

**Question 1:** Under Technical Specifications Section 3. Hand Washing Stations, you state, “Portable potable water containers shall be fabricated from impervious materials such as plastic, steel, fiberglass or their equivalents. Containers shall be watertight and capable of containing the portable potable water.” We cannot supply potable water. We can supply fresh water but once the water is loaded in the truck it is considered “Non-Potable”. Is this acceptable?

Response 1: Water must be potable as handwashing stations may be located where food is prepared, served and consumed. Handwashing stations may be utilized by event staff to wash hands. Water is not to be consumed and containers should be labeled "Not Drinking Water".

**Question 2:** Under Technical Specifications Section 12. Farmers Market Units, you discuss the needs for units at the market. I do not see Farmer’s Market Units on the spreadsheet of locations. Can you please confirm these requirements?

Response 2: Farmer’s Market is located on the “Seasonal Portable COE” sheet of the spreadsheet document. See row 9.

**Question 3:** Are we allowed to submit a cashier's check for the 5% bid deposit?

Response 3: Yes, a cashier's check is an acceptable form of bid bond.

**Note: Acknowledgment of this Addendum is required in the Submittal.**