

**Town of Sunset Beach**  
**RFP for**  
**Gazebo Restrooms Cleaning and Contract**

**Specifications**

**Intent:**

It is the intent of this bid to establish a term contract for the cleaning of Two (2) Portable Restroom Trailers which are located in high traffic tourist areas for use by the public.

Cleaning shall consist of unlocking of trailer restrooms, performing all cleaning requirements listed elsewhere in these specifications, furnishing and restocking of specified restroom supplies and opening of the restrooms to the public no later than 7:00 am each morning. The Town will be responsible for locking of the restrooms each night.

Each trailer contains three restrooms; one (1) men's, one (1) women's and one (1) ADA compliant restroom and each restroom has running water. The restrooms must be cleaned by hand. Hosing of the restrooms **will not** be allowed.

Bidders shall have finances, facilities, equipment and employees sufficient to perform the work required under this contract.

The successful Contractor shall accept responsibility for the trailers in "as is" condition and where needed must bring the cleanliness level of the trailers up to Town standards as described under "Cleaning Requirements" included in these specifications.

The Successful Contractor shall be responsible for providing all materials, supplies, equipment, labor, supervision, transportation and all other things necessary to perform the work specified in this bid.

**Mandatory Site Visits**

At no cost to the Town, bidders must schedule a site visit and conduct an initial inspection of each trailer to ensure that the bidder fully understands the scope of work involved and condition of each trailer to be maintained.

Site visits may be performed daily after 9:00 am.

The trailers are located on Sunset Beach at the intersection of Main Street and Sunset Boulevard in the Gazebo Parking Lot.

Bidders must sign the Bidder Certification Statement at the bottom of the Bid and Signature Document page certifying that the bidder did in fact perform the required site visits and initial inspection of each trailer. **Failure to perform the site visits and/or failure to sign the aforementioned Bidder Certification Statement may cause the bid to be considered non-responsive and the bid may be rejected.**

Gazebo Restrooms Cleaning RFP/Contract

### **Work Requirements**

The specifications establish the minimum acceptable standards for the cleaning of the trailers and the successful Contractor shall supply a copy of these specifications to all employees performing the specified work.

The Contractor shall be solely responsible for the means, methods, techniques, sequences, safety program and procedures used to perform the required work.

Contractor employees shall be responsible for notifying the Town immediately of any problems encountered or observed while cleaning that requires the Town's attention. i.e. burned out/missing light bulbs, electrical, mechanical and plumbing problems, loose/missing fixtures, etc.

Any/all lost and found items discovered during the cleaning process shall be turned in to the Town.

Keys provided must be accounted for at all times. Lost keys shall be reported to the Town immediately upon discovery and under no circumstances shall duplicate keys be made by anyone other than Town staff unless authorized by the Town. In the event of contract termination or completion of the contract, all monies due the Contractor shall be withheld until the Contractor has returned all keys issued by the Town. If the Contractor is unable to produce any key issued by the Town, the Contractor shall assume full financial responsibility for changing the affected lock and providing new keys for the new lock.

### **Materials/Supplies/Equipment**

The Contractor will be required to furnish all materials, supplies and equipment for the required work including but not limited to:

1. Toilet paper (9 inch jumbo rolls) used in restrooms – ADA has one (1), men's (1), women's (3) double roll dispensers. Contractor should expect to use a minimum of one (1) full and (1) partial roll **per service** per restroom\*\*\*
2. Soap used in restroom dispensers – Liquid soap **not** bar soap shall be used\*\*\*
3. Sanitary napkin can liners for napkin disposal containers\*\*\*
4. Paper products used in the cleaning process
5. Soaps, detergents and other cleaning products used on floors, walls, fixtures, mirrors, glass/other applicable surfaces
6. Disinfectants, germicides and fungicides – Must include products specifically designed to render sinks, toilets and fixtures free from germs/bacteria that may be injurious to a person's health. Masking deodorants shall not be used in lieu of disinfectants, germicides and fungicides.
7. Rubber gloves, rags, cloths, sponges, brushes (i.e. toilet brushes), brooms, dustpans, mops, mop buckets, etc.
8. Signs indicating "Caution Wet Floor" or other kinds of signs/barricades, when applicable, indicating caution must be used. Signs must be large enough for the public to read and shall be located within the work area in such a way as to prohibit traffic or imply caution within the work area.

\*\*\* Only products designed to fit existing dispensers shall be used and the quality of toilet paper used must be such that the dispensers operate properly without the paper jamming in the dispensers or ripping or tearing into small pieces when being pulled from the dispensers.

Contractor employees shall continually monitor their supply inventory and shall replenish stock daily. Contractor supplies, materials and equipment used for cleaning shall be clean and in good repair at all times.

**Storage**

No on-site storage will be provided for contractor owned supplies, materials or equipment. Storage shall be the responsibility of the Contractor

**Damage Prevention**

No materials, supplies or equipment are to be used that are/could be injurious or damaging to the surface(s) to which they are applied or exposed to. The Contractor shall be responsible for repairing/replacing any damage done to the facility due to negligence on the part of the Contractor.

Cleaning Agents

1. Shall be labeled appropriately
2. Shall be no stronger than necessary
3. Shall be applied only long enough to loosen dirt
4. Shall be rinsed from surfaces with clear water
5. Shall not be spilled on surfaces that are not to be cleaned
6. Scouring powders, steel wool and other abrasives shall be used only when absolutely necessary. Abrasives must not be used on glass, mirrored or any other special type surface.

**Waste Disposal**

Waste shall be put in contractor furnished trash bags and shall be disposed of upon completion of each service.

All fees associated with the disposal of waste shall be the responsibility of the Contractor.

**Unsatisfactory Performance**

The Town shall perform random inspections and shall be the sole judge in determining compliance with the specifications. Should the Town consider the level of service unsatisfactory at any time during the term of this contract, the Town will immediately contact the Contractor and the Contractor shall have no more than four (4) hours, unless the Town agrees otherwise, to take whatever corrective measure(s) is/are necessary to overcome the unsatisfactory performance.

Should the Contractor neglect or refuse to remedy the situation within the allotted time, the Town reserves the right to take corrective action or employ any person(s) needed to remedy the situation and the cost to correct the situation will be deducted from the Contractor's monthly/bi-weekly invoice.

<b><u>Cleaning Requirements</u></b>	
<b>Frequency</b>	<b>Description</b>
<b>Per Service</b>	<p>Adequately stock/replenish all toilet paper and liquid soap dispensers</p> <p>Clean, disinfect and wipe dry all fixtures including faucets, toilet paper dispensers, soap dispensers, safety grab bars, hand dryers, and baby changing stations. Polish stainless steel fixtures with stainless steel polish as needed.</p> <p>Clean entire surface of all mirrors with glass cleaner and wipe free of fingerprints, smudges, streaks, etc.</p> <p>Clean light fixtures, as needed, wiping chrome free of fingerprints, spots, smudges, streaks, etc.</p> <p>Wipe clean all exposed plumbing pipes and baseboards as needed.</p> <p>Spot clean wall surfaces and interior and exterior of doors as needed. Polish door handles with stainless steel polish as needed.</p> <p>Remove any graffiti from interior and/or exterior surfaces.</p> <p>Wipe air vent screens and AC supply/return vents as needed.</p> <p>Empty all trash containers and sanitary napkin disposal containers. Replace used sanitary napkin can liners. Polish containers with stainless steel cleaner as needed.</p> <p>Sweep all floors. Damp mop with clean mop, clean water and disinfectant entire area of all floors. Sweep and mop along all edges, in all corners, under trash containers, around and behind toilets, etc.</p> <p>Sweep outside access ramps and police entire outside perimeter within five (5) feet of trailer. Remove and dispose of all trash and debris</p>
<b>Additional work to be performed once a week or more frequently if needed</b>	<p>Remove, wash and replace air conditioner filters in men's restroom.</p> <p>Remove, wash, dry and replace all plastic trash can liners.</p>

**Term of Contract**

The term of the contract shall be for a period of one (1) year effective upon notification of award with an option to renew for four additional one (1) year periods. Award will be based solely on the original term of the contract and renewal of the contract may be considered provided both parties agree, the terms and conditions remain the same and renewal is in the best interest of the Town. Should the contract be renewed, the renewal shall be documented by contract and/or purchase order.

**Bid Prices**

Bid prices are being requested for the total cost “per cleaning” per trailer.

All applicable costs including but not limited to, materials, supplies (including toilet paper, liquid hand soap and sanitary napkin can liners), equipment, labor, supervision, transportation, waste disposal, licenses, fees and taxes shall be included in the bid prices.

Optional bid prices are also being requested for a second cleaning of all restrooms and restocking of restroom supplies in each trailer to be performed between the hours of 2:00 pm and 3:00 pm.

**Price Increases**

Bid prices shall remain in effect for the entire term of the contract. A price increase, if needed, will be considered at the beginning of each contract renewal period should the contract be renewed, however, the price increase requested shall not exceed the percentage of increase established as a result of this bid.

**Changes in Service**

Initially, the trailers will require cleaning seven (7) days a week. Optional cleaning will be performed at the discretion of the Town.

During the off season, the Town may find that the trailers do not require cleaning as frequently as during the tourist season and may decrease the number required. The Town reserves the right to, at any time during the term of this contract, decrease and/or increase the amount of cleaning required based on the actual needs of the Town.

Also, the Town may purchase additional restroom trailers as the budget allows and the Town reserves the right to add additional trailers to the contract as required. The cost to clean additional trailers shall be the same as the bid prices established as a result of this bid for trailers of the same type and size. Should trailer(s) of different type(s) and/or size(s) be added to the contract, the cost for cleaning of these trailers shall be determined through negotiation between the Town and Contractor.

Such changes shall in no way affect, vitiate or make void the contract or any part thereof, except that which is necessarily affected by such changes.

In any case of neglect or refusal by the Contractor to perform any extra work which may be authorized by the Town or to make satisfactory progress in the execution of the same, the Town may employ any person or persons to perform such work and the Contractor shall in no way interfere with the person or persons so employed.

Dated and Signed at: \_\_\_\_\_,

This the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

Name of Company: \_\_\_\_\_

Signed By: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

\_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Town of Sunset Beach:

Signed By: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

\_\_\_\_\_

Witness Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

\_\_\_\_\_