

CITY OF STAUNTON
DEPARTMENT OF FINANCE

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**REQUEST FOR QUOTATION
RESTROOM CLEANING SERVICES
June 21, 2017**

The City of Staunton is seeking written quotes from qualified contractors to provide cleaning services for the City's Park Restrooms located at Montgomery Hall Park and Gypsy Hill Park. Services will be needed on a weekly and bi-weekly basis from July 1st until September 30th, then again from May 1st through June 30th, as specified below. Any questions regarding the specifications should be directed to Steve DeVenny, Superintended of Parks, at (540) 490-1141 or by email at devennysd@ci.staunton.va.us.

Please quote lowest price and best delivery on items listed. Advise what discount, if any, will be allowed for payment within a specified time. Terms and delivery date must be specified.

ALL QUOTES SHALL INCLUDE ALL DELIVERY COSTS

RETURN QUOTATION FORM TO CITY OF STAUNTON BY 4 PM JUNE 28, 2017.

City of Staunton
Bonnie S. Stephenson, Purchasing & Risk Manager
116 W. Beverley Street, P.O. Box 58
Staunton, VA 24401
(540) 332-3819
stephensonbs@ci.staunton.va.us

**QUOTE MAY BE FAXED TO (540) 851-4011
QUOTES RECEIVED AFTER 4:00 P.M. JUNE 28th WILL NOT BE CONSIDERED.**

PARK RESTROOM CLEANING SERVICES
SPECIFICATIONS

Contractor shall provide cleaning services for restrooms at Montgomery Hall Park and Gypsy Hill Park as follows:

1. Provide cleaning services for 2 restrooms each (men's and women's) at the following locations and anticipated schedule:

RESTROOM LOCATION	CLEANING SCHEDULE
Tennis Courts Montgomery Hall Park	Bi-weekly (once every other week)
Pavilion, Montgomery Hall Park	Bi-weekly (once every other week)
Beside Pool, Gypsy Hill Park	Bi-Weekly (once every other week)
Police Substation, Gypsy Hill Park	Once Weekly
Kiwanis Field, Gypsy Hill Park	Once Weekly
Duck Pond, Gypsy Hill Park	Once Weekly
Volleyball Courts, Gypsy Hill Park	Once Weekly

2. Clean all lighting, ceilings, walls, and fixtures to remove dust, cob webs, and insects.
3. Apply chemical(s) throughout restroom, including the walls, floor, and all fixtures, to kill bacteria and remove dirt. Only "green" chemicals (e.g., environmentally friendly) will be used for this purpose.
4. Scrub all floors to remove ground-in dirt.
5. Power wash entire restroom with fresh water to ensure room is fully cleaned and sanitized.
6. Vacuum all residual water and chemicals from restroom to leave area in a dry and safe condition.
7. The City reserves the right to increase/decrease cleaning period and/or add restrooms as needed during the contract term.
8. Contract shall run from July 1, 2017, through June 30, 2018. The City reserves the right to renew this contract for four (4) additional one-year periods in the best interest of the City, if so desired and agreed upon by both parties, depending upon negotiated fee. The contract shall be subject to cancellation for cause or convenience with written notice 10 days prior to the effective date of the cancellation.
9. Successful contractor shall provide a cleaning schedule for all locations and will follow this schedule each week unless approved in advance by Contract Administrator.

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10. Contractor will be responsible for all costs for repairing damages to facilities or grounds around restrooms, such as tire ruts, caused by contractor during cleaning operations.
 11. Contractor must have a valid license to do business with the City of Staunton.
 12. Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.
 13. Insurance - Contractor agrees to provide the City of Staunton a copy of their General Liability, Vehicle Liability, and Worker's Compensation Insurance prior to beginning work. Insurance shall be in amounts not less than \$1,000,000, \$500,000, and \$500,000 respectively or such other insurance as is satisfactory and may be approved by the City. Insurance shall be written by companies licensed to do business in the Commonwealth of Virginia and **shall list the City as an additional insured.**
 14. Hold Harmless: Contractor shall indemnify, defend and hold harmless the City, its members of Council, officers, directors, agent and employees, against any and all claims, liabilities, losses, damages, costs and expenses (including reasonable attorney fees) arising out of, or resulting from any and all injuries to persons or damage to property arising out of services performed hereunder or by reason of the intentional or negligence acts or omissions of the contractor, its employees, agents or sub-consultants, including any independent contractors. The provisions of this section of the Agreement shall survive the completion, termination or expiration of the Agreement.
 15. Drug Free Workplace: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000.00, so that the provisions will be binding upon each subcontractor or vendor.
 16. Non-Discrimination
 1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except

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- where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and the applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
17. Immigration Reform and Control Act Of 1986 – During the performance of this contract, contractor agrees that they will not, and shall not knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986. (per 2.2-4311.1)Forum Selection: Any action, proceeding, or claim in any way related to this agreement or the relationship between the parties shall be filed and maintained solely in the General District Court or the Circuit Court of the City of Staunton, Virginia.Prompt Payment Act: Any contract awarded as a result of this Bid shall incorporate the terms and conditions of Article 4 of the Virginia Public Procurement Act with respect to Prompt Payment. Negotiation With Successful Bidder: The City reserves the right to negotiate contract terms with the successful contractor for items/services other than those specifically stated in this Invitation to Bid in the best interest of the City and agreed to by the contractor in accordance with section 2.2-4318 of the Code of Virginia. Additional work of reasonable scale shall be priced consistent with proposal to allow for additions and future expansions.

QUOTE SHEET

ITEM DESCRIPTION**RATE**

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|----|---|------------------------------|
| 1. | Weekly (once a week) cleaning for Restrooms
<u>RESTROOM</u> | \$ _____ <u>/PER</u> |
| 2. | Bi-weekly (once every other week) cleaning for
Restrooms | \$ _____ <u>/each</u> |

NOTE: Each location will be considered to have two restrooms – one men's and one women's. Price bid is **per restroom, not per location**.

Interested contractors are encouraged to visit the job site prior to submitting quotes. At the time quotes are received, each contractor will be presumed to have inspected the restrooms and to have satisfied himself/herself as to the nature and location of the work, the character of the equipment and facilities needed preliminary to and during the execution of the work, general conditions and all other matters which may, in any way, affect work under this contract.

Terms: _____ Discount (if any) _____

COMPANY NAME. _____

BY _____

STREET ADDRESS _____

CITY AND STATE _____

DATE: _____

PHONE: _____ **FAX:** _____

SCC NUMBER. _____

FEDERAL ID NO: _____

E-MAIL ADDRESS: _____
