

**INVITATION TO BID**  
**By the City of Homer, Alaska**  
**For HOMER SPIT CUSTODIAL SERVICES**

Sealed Bids for HOMER SPIT CUSTODIAL SERVICES will be received by the Office of the City Clerk, 491 E. Pioneer Avenue, Homer, Alaska 99603 until **2:00 p.m., Thursday, December 3, 2020**, at which time they will be publicly opened. Bids received after the time fixed for receipt of the Bid shall not be considered.

All bidders must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List and to be considered responsive. Plan holder registration forms, and Plans and Specifications are available on line at <http://www.cityofhomer-ak.gov/rfps>

For plan holder information and submittal contact:

City Clerk  
491 E. Pioneer Avenue  
Homer, Alaska 99603  
(907) 235-3130

The project consists of furnishing all labor, materials, equipment, tools, supervision, and other facilities necessary to perform the project in accordance with the plans and specifications. The work includes, but is not limited to the following:

Daily custodial services at public restrooms situated around the Homer Harbor, in accordance with the Standard Operating Procedures established by the City of Homer.

Please direct all questions regarding this project to:

Matt Steffy  
Parks Maintenance Coordinator  
(907) 235-3139

An electronic copy of Bid Documents and Specifications is available on the City's website <http://www.cityofhomer-ak.gov/rfps> or you may purchase hard copies at the Office of the City Clerk upon payment of \$10 per set (\$40 for overnight delivery). All fees are non-refundable. The City of Homer reserves the right to accept or reject any or all bids, to waive irregularities or informalities in the bids, and to award the contract to the lowest responsive bidder.

Dated this November 13, 2020

City of Homer



\_\_\_\_\_  
Rob Dumouchel, City Manager

Publish: Ad#20-100  
Homer News 11/19 & 26/20  
Peninsula Clarion 11/22/20

## INVITATION TO BID

### By the City of Homer, Alaska For HOMER SPIT CUSTODIAL SERVICES

The City of Homer, Alaska, is requesting bids from qualified firms for the work described herein.

The following subjects are discussed below to assist you in the preparation of your bid.

- I. Scope of Services
- II. Standard Operating Procedures
- III. Contractual Provisions
- IV. License and Insurance
- V. Contract Period
- VI. Areas of Work – Restroom Locations
- VII. Contract Period
- VIII. Project Schedule
- IX. Payment
- X. Bid Schedule

#### **I. Scope of Services**

**This is a one year contract, subject to renewal of three additional one-year terms, subject to satisfactory performance and mutually agreeable price adjustments**

The Contractor shall provide daily custodial services at eight public restrooms on the Homer Spit. This work will be conducted between the hours of 10:00 PM and 6:00 AM.

Except as otherwise specified, the Contractor shall furnish all labor, materials, equipment, tools, supervision, and other facilities necessary to perform the work safely, and in accordance with the Standard Operating Procedures and other specifications.

#### **II. Standard Operating Procedures**

##### **A. Bathroom Cleaning Task List**

- a. Always wear disposable gloves. Change gloves between each restroom and more frequently as needed.
- b. Clean and sanitize all surfaces associated with the sinks, counters, soap dispensers, hand dryers, stall latches, handicap bars, toilet paper dispensers, feminine waste dispensers, and toilets (inside and out.)
- c. Wipe down walls and stall dividers.
- d. Replace toilet paper as needed. Dispensers are double jumbo dispensers. When one side runs out, the other becomes available. **Toilet paper will be provided by the City.**
- e. Fill soap dispensers. Metal soap dispensers are filled with liquid soap from one gallon jugs. Plastic soap dispensers are refilled with prefilled insert bottles. **All soap will be provided by the City.**
- f. At Fishing Hole and Ramp 2 restrooms, replace feminine hygiene dispenser bags.
- g. For the restrooms that have mirrors, clean mirror with glass cleaner.
- h. Sweep and mop floor. Mop and bucket are in the utility room of each building along with the slop sink.

### **III. Contract Provisions**

#### **A. The City of Homer shall:**

- a. Provide keys for accessing facilities and dispensers.
- b. Provide toilet paper and liquid soap. (These supplies will be stored in the utility room of the Load & Launch restroom.)
- c. Provide mop and mop bucket in each utility room.

#### **B. The Contractor shall:**

- a. Provide all materials associated with the cleaning, except toilet paper, hand soap, mop, and mop bucket. This will include, but is not limited to, rags/towels, liquid cleaner, disinfectant, toilet bowl cleaner, toilet brush, glass cleaner, plunger, and snake to deal with clogs. Completion of task may require additional resources.
- b. Submit a daily inventory report on toilet paper and soap in stock at the Load & Launch restroom utility room.
- c. Report all maintenance issues (damaged dispensers, plumbing issues, vandalism, etc.)
- d. Communicate any issues that arise, which inhibit performance of the work to the Parks Maintenance Coordinator.

### **IV. License and Insurance**

The Contractor shall be responsible to secure and maintain a minimum of FIVE HUNDRED THOUSAND DOLLARS (\$500,000) comprehensive general liability insurance, and comprehensive automobile insurance. The Bidder shall also be required to secure and maintain such insurance as will protect them and any subcontractors from claims under the Workmen's Compensation Acts. All insurance certificates shall name the City of Homer as an Additional Insured.

The Contractor is required to possess a current State of Alaska Business License at the time of bidding and keep it current throughout the contract term.

A copy of the required License and Insurance Certificates shall be submitted upon award of the contract and prior to commencing any work.

### **V. Contract Period**

The Contract Period shall commence when the City issues a Notice to Proceed and shall continue for a period of 365 calendar days after that. Contract Periods for subsequent terms, if awarded, will be memorialized in a Contract Extension Agreement.

## VI. Areas of Work – Restroom Location and Amenities

- A. Some restrooms have an open floor plan with a “Men’s” and “Women’s” side, partitioned with stalls. These are listed as “Open.”
- B. Some restrooms have individual unisex units that have a locking door. These are listed below as “Individual.”
- C. Except where specified, bids should be based on twelve months of service, seven days a week.
- D. Ramp 4 and Ramp 6 both function at different capacities in winter and summer. There are five units in each that are closed for 6 months of the year. Bidders are required to state a separate bid price for (i) the six months of summer service and (ii) the six months of winter service.
- E. Fishing Hole is only open in the summer, Bidders should state a bid for the 6 months of summer service only.
- F. See **Attachment A** for locations of facilities.
- G. Facility Breakdown
  - a. Fishing Hole (summer only)– *Open*
    - i. 234 square feet
    - ii. 3 toilets
    - iii. 1 urinal
    - iv. 4 sinks
    - v. Three TP dispensers
    - vi. 2 soap dispensers
  - b. Deep Water Dock (summer & winter)- *Individual*
    - i. 104 square feet
    - ii. 2 toilets
    - iii. 2 sinks
    - iv. 2 TP dispensers
    - v. 2 soap dispensers
  - c. Ramp 6 (summer only) – *Individual*
    - i. 390.5 square feet
    - ii. 7 toilets
    - iii. 7 sinks
    - iv. 7 TP dispensers
    - v. 7 soap dispensers
  - d. Reduced Ramp 6 (winter) – *Individual*
    - i. 228 square feet
    - ii. 2 toilets
    - iii. 2 sinks
    - iv. 2 TP dispensers
    - v. 2 soap dispensers
  - e. Load & Launch (summer & winter) – *Individual*
    - i. 108 square feet
    - ii. 2 toilets
    - iii. 2 sinks
    - iv. 2 TP dispensers
    - v. 2 soap dispensers
  - f. Ramp 5 (summer & winter) – *Individual*
    - i. 175.5 square feet
    - ii. 3 toilets

- iii. 3 sinks
  - iv. 3 TP dispensers
  - v. 3 soap dispensers
- g. Ramp 4 (summer only) – *Individual*
  - i. 390.5
  - ii. 7 toilets
  - iii. 7 sinks
  - iv. 7 TP dispensers
  - v. 7 soap dispensers
- h. Reduced Ramp 4 – (winter) – *Individual*
  - i. 228 square feet
  - ii. 2 toilets
  - iii. 2 sinks
  - iv. 2 TP dispensers
  - v. 2 soap dispensers
- i. Ramp 2 – (summer & winter) – *Open*
  - i. 688.5 square feet
  - ii. 11 toilets
  - iii. 3 urinals
  - iv. 6 sinks
  - v. 11 TP dispensers
  - vi. 4 soap dispensers
  - vii. 7 feminine hygiene disposal bins
- j. End of the Road – (summer & winter) – *Individual*
  - i. 117 square feet
  - ii. 2 toilets
  - iii. 2 sinks
  - iv. 2 TP dispensers
  - v. 2 soap dispensers

## **VII. Project Schedule**

Advertise to Bid: Homer News	November 19 & 26, 2020
Peninsula Clarion	November 22, 2020
Bid Opening	December 3, 2020
Council Award	December 14, 2020
Contract Period	TBD

## **VIII. Payment**

Payment will be made for services provided at the daily rates set forth in the Bid Schedule, for each day the level of service described in the Scope of Work, is provided for the various restrooms. The Contractor shall submit a monthly invoice setting forth the days of service, which were provided for each restroom.

## **IX. Bid Schedule**

Bidders are required to bid each element independently. Prices shall be good for a period of 60 days following bid opening to give the City time to navigate its contract approval process. The City reserves the right to adjust the Scope of Work prior to contract award, or during the period of performance.

Bid Prices shall include the cost of all labor, materials/equipment to be provided by the Contractor, and applicable taxes to perform the work set forth in the Scope of Work. Prices shall be effective for a period of one year following contract execution. In the event the contract is extended for any one-year period of renewal, the City and the Contractor may negotiate any price adjustment, and if granted, a Change Order will be issued memorializing the new unit prices and extended term.

## BID SCHEDULE

### HOMER SPIT CUSTODIAL SERVICES 2020-2021

Restroom	Price per Day	Estimated Days of Service	Extended Total
Fishing Hole	\$_____	182 Days	\$_____
Deep Water Dock	\$_____	365 Days	\$_____
Ramp 6 (summer)	\$_____	182 Days	\$_____
Ramp 6 (winter)	\$_____	182 Days	\$_____
Load and Launch	\$_____	365 Days	\$_____
Ramp 5	\$_____	365 Days	\$_____
Ramp 4 (summer)	\$_____	182 Days	\$_____
Ramp 4 (winter)	\$_____	182 Days	\$_____
Ramp 2	\$_____	365 Days	\$_____
End of the Road	\$_____	365 Days	\$_____

**TOTAL AMOUNT – Full Bid:**

**\$\_\_\_\_\_**

**In Numbers**

**Total Amount – Full Bid**

**In Words**

Name of Firm: \_\_\_\_\_

Address of Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name of Signature: \_\_\_\_\_

Date of Bid: \_\_\_\_\_

## Attachment A – Location of Facilities

