

INVITATION TO BID

By the City of Homer, Alaska For PUBLIC RESTROOM CUSTODIAL SERVICES

Sealed Bids for PUBLIC RESTROOM 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 9, 2021**, 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 Bid Plans and Specifications contact:

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

The project consists of providing all the labor, transportation, license, insurance, and general direction 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 eight restrooms situated around the Homer Harbor, and two restrooms on Pioneer Avenue in accordance with the Standard Operating Procedures established by the City of Homer.

Please direct all questions regarding this project to:

Matt Steffy
Parks Superintendent
(907) 435-3139

The City of Homer reserves the right to accept or reject any or all bids, and to waive irregularities or informalities in the bids.

Dated this November 22nd, 2021

City of Homer



Rob Dumouchel, City Manager

PUB: HOMER NEWS: 11/25/21 and 12/2/21
Ad#21-117

INVITATION TO BID

By the City of Homer, Alaska For PUBLIC RESTROOM CUSTODIAL SERVICES

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

The following subjects are discussed herein to assist you in the preparation of your proposal.

- 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. 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 and two restrooms on Pioneer Avenue. 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. Restock 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. Replace feminine hygiene dispenser bags where they are provided.
 - 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 all operating supplies necessary to perform the job, including bleach, soap, toilet paper, toilet cleaner, etc.
 - c. Provide broom, mop, and mop bucket in each utility room.
- B. The Contractor shall:
 - a. Provide all labor, transportation, insurance, license, and communication required to execute their duties.
 - b. Submit a daily inventory report on operating supply 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 Superintendent.

IV. License and Insurance

The Bidder 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 Bidder 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 on January 1st, 2022 provided that the City issues a Notice to Proceed and shall continue through December 31st, 2022. 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) - *Individual*
 - i. 390.5 square feet
 - ii. 7 toilets
 - iii. 7 sinks
 - iv. 7 TP dispensers
 - v. 7 soap dispensers
 - d. 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) - *Individual*
 - i. 390.5

- ii. 7 toilets
- iii. 7 sinks
- iv. 7 TP dispensers
- v. 7 soap dispensers
- h. 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
- k. Bartlett Street – (summer & winter) – *Individual*
 - i. 117 square feet
 - ii. 2 toilets
 - iii. 2 sinks
 - iv. 2 TP dispensers
 - v. 2 soap dispensers
- l. WKFL Park – (summer & winter) – *Individual*
 - i. 117 square feet
 - ii. 2 toilets
 - iii. 2 sinks
 - iv. 2 TP dispensers
 - v. 2 soap dispensers

Project Schedule

Advertise to Bid: HOMER NEWS	November 25 & December 2, 2021
Bid Opening	December 9, 2021 @ 2:00 p.m.
Council Award	December 13, 2021
Contract Period	One calendar year

VII. Bid Schedule

Bidders are required to bid each element independently. The City reserves the right to deduct elements from the contract prior to award if funds are insufficient to award the entire contract.

BID SCHEDULE

PUBLIC RESTROOM CUSTODIAL SERVICES 2022

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 & Launch	\$_____	365 Days	\$_____
Deep Water Dock	\$_____	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	\$_____
Bartlett Street	\$_____	365 Days	\$_____
WKFL	\$_____	365 Days	\$_____

TOTAL AMOUNT - Full Bid: \$_____ **In Numbers**

Total Amount - Full Bid In Words

Name of Firm: _____

Authorized Signature: _____

Address of Firm: _____

Printed Name: _____

Date of Bid: _____

