



**TOWN OF
NORTH KINGSTOWN, RHODE ISLAND**

**DEPARTMENT OF PUBLIC WORKS
2050 DAVISVILLE ROAD
NORTH KINGSTOWN, R.I. 02852
PHONE: (401) 294-3331
FAX: (401) 267-9036**

INVITATION FOR BIDS

**CLEANING PUBLIC RESTROOMS/FACILITIES IN THE
TOWN OF NORTH KINGSTOWN – One year Contract**

Sealed proposals for the above will be accepted at the Department of Public Works, 2050 Davisville Road, North Kingstown, RI 02852-1799, until **10:00 AM, January 6, 2015**, and will then be publicly opened and read aloud.

NO BIDS WILL BE ACCEPTED AFTER THE 11:00 A.M. DEADLINE.

A pre-bid meeting will be held on Friday, January 2, 2015, beginning at 10:00 a.m., starting at the Public Works Facility, 2050 Davisville Road, North Kingstown, which will provide bidders the only opportunity to view each location.

The bid will be evaluated as to R.I.G.L. 45-55-5. (2) "Competitive Sealed Bidding" and the award shall be made on the basis of the lowest evaluated or responsive bid price.

A Certificate of Insurance showing \$1 million General Liability and \$1 million Any Auto, with the Town being named as an additional insured, and Worker's Compensation, with a waiver of subrogation, will be required of the successful bidder.

The Town of North Kingstown reserves the right to reject any or all proposals or parts thereof; to waive any formality in same, or accept any proposal deemed to be in the best interest of the Town.

The Town of North Kingstown will provide interpreters for the hearing impaired at any pre-bid or bid opening, provided a request is received three (3) days prior to said meeting by calling 294-3331, ext. 601.

Phil Bergeron
Director of Public Works

TOWN OF NORTH KINGSTOWN, RHODE ISLAND
INFORMATION FOR BIDDERS

ARTICLE 1. RECEIPT AND OPENING OF BIDS

Sealed bids must be submitted in SEALED ENVELOPES, addressed to the Department of Public Works, 2050 Davisville Road, North Kingstown, Rhode Island 02852, and clearly marked with the name of the item bid, and the date and time of opening. Bids will be received by the Department of public works up to the specified time as noted on the Invitation to Bid, and publicly opened and read aloud at the specified time. Proposals submitted for a specified item must not be combined under the same cover with any other bid item.

It is the bidder's responsibility to see that his bid is delivered within the time and at the place prescribed. Proposals received prior to the time of opening will be securely kept unopened. No responsibility will attach to any officer or person for the premature opening of a proposal not properly addressed and identified.

Any bid received after the time and date specified shall not be considered, by messenger or by mail, even if it is determined by the Town that such non-arrival before the time set for opening was due solely to delay in the mails for which the bidder is not responsible. Conditional or qualified bids will not be accepted.

ARTICLE 2. PREPARATION OF BID

Each bid must be submitted on the prescribed form. All blank spaces for bid prices must be filled in, in ink or typewritten, both in words and figures. Erasures or other changes must be explained or noted over the signature of the bidder.

Each bid must be submitted in sealed envelopes, clearly labeled, so as to guard against opening prior to the time set therefore.

The Town may consider any bid not prepared and submitted in accordance with the provisions hereof and reserves the right to reject any or all proposals in whole or in part, toward any item, group of items, or total bid; to waive any technical defect or formality in same, or to accept any proposal deemed to be in the best interest of the Town.

In the event more than one item is requested and/or listed on the Proposal Form, bidders may bid on any or all items. The Town reserves the right to make award on an item for item basis or aggregately, whichever may be in the best interest of the Town.

ARTICLE 3. TELEGRAPHIC MODIFICATION

Telephonic, telegraphic or oral bids, amendments or withdrawals will not be accepted.

ARTICLE 4. WITHDRAWAL OF BIDS

Bids may be withdrawn personally or by written request at any time prior to the time specified for the opening. Bids may be modified in the same manner. Negligence on the part of the bidder in preparing the bid confers no right of withdrawal or modifications of his bid after such bid has been opened.

ARTICLE 5. QUALIFICATIONS OF THE BIDDER

The Town reserves the right to request each bidder to present evidence that he is normally engaged in purveying the type of product or equipment bid on. No bid shall be considered from bidders who are unable to show that they are normally engaged in purveying the type of product or equipment specified in the bid proposal.

To receive full consideration, the bidder must submit literature and necessary details, when applicable, on the material or service he proposes to furnish in order that the Town may have full information available when analyzing the proposals.

ARTICLE 6. OBLIGATIONS OF THE BIDDER

At the time of opening of bids, each bidder will be presumed to have inspected the Specifications and Contract Documents (including all addenda) which has been sent to the address given by such bidder. The failure or

omission of any bidder to receive or examine any form, instrument, or document shall in no way relieve any bidder from any obligation in respect to his bid.

Any exceptions or deviations from the provisions contained in this Specification must be explained in detail and attached to proposal. If such deviations do not depart from the intent of this notice and are in the best interest of the Town, the proposal will receive careful consideration.

ARTICLE 7. PRICES

Bidders shall state the proposed price in the manner as designated in the Bid Proposal Form. In the event that there is a discrepancy between unit prices and the extended totals, the unit prices shall govern. In the event that there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.

In the event a column headed "Vendor's Offering" is provided in the bid proposal, enter your offering, compliance or non-compliance in each space. DO NOT enter dollar amounts.

The prices in this bid shall be irrevocable for ninety (90) days, or until the bid is awarded by the Town Council. After award by the Town Council, said prices shall then remain firm for the duration of the Contract.

ARTICLE 8. TAX EXEMPTIONS

The Town is exempt from payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30 Para. I, as amended. The Town is exempt from payment of Federal Excise Taxes. The prices bid must be exclusive of taxes and will be so construed. Exemption certificates will be completed as required by the successful bidder.

ARTICLE 9. CONTRACT PERIOD AND TERM OF AGREEMENT

Contract period: FEBRUARY 1, 2015 – JANUARY 31, 2016. If financially advantageous to the Town of North Kingstown, these contracts may be renewed or extended, from time to time, when agreed to, in writing, by both parties.

ARTICLE 10. INSURANCE

The Contractor shall assume responsibility and liability for all injuries to persons or damages to property, directly or indirectly due to, or arising out of, his operations under the contract and shall be responsible for the proper care and protection of all work performed until completion and final acceptance by the Town.

The Contractor shall also indemnify and save harmless the Town of North Kingstown against any and all claims of whatever kind and nature due to, or arising out of, his breach or failure to perform any of the terms, conditions, or covenants of the contract resulting from acceptance of his bid.

The Contractor shall furnish the Finance Department with certificates of insurance from companies acceptable to the Town of North Kingstown. All insurance companies listed on certificates must be licensed to do business in the State of Rhode Island. The Contractor shall provide a certificate of insurance as specified on the bid proposal form attached. Contracts of insurance (covering all operations under this contract) shall be kept in force until the contractor's work is found acceptable by the Town.

The limits of the insurance must be at least in the amounts specified below;

1. Commercial General Liability-Occurrence Form \$1,000,000/\$1,000,000.

2. Automobile Liability - \$1,000,000.

With both of the above naming the Town as additional insured.

3. Worker's Compensation

Waiver of subrogation applies to Worker's Compensation

The Contractor shall secure, pay for and maintain insurance as necessary to protect himself against loss of owned or rented capital equipment and tools, with provision for waiver of subrogation against the Owner.

The Contractor shall require similar insurance in the above amounts to be taken out and maintained by each sub-contractor. The Contractor shall be fully responsible for the acts and omissions of his sub-contractors and of persons employed either directly or indirectly by him. Nothing contained in the contract shall create any contractual relation between any sub-contractor and the Town of North Kingstown.

ARTICLE 11. LAWS, ORDINANCES AND CODES

All applicable Federal and State Laws, Ordinances and Codes of the Town of North Kingstown and regulations of all authorities having jurisdiction over this Project shall apply to this contract the same as though written herein in full.

The Town of North Kingstown will not award the Contract to any Contractor who is, at the time, ineligible under the provisions of any applicable regulations issued by the Secretary of Labor, United State Department of Labor, or is not qualified under applicable Ordinances of the Town of North Kingstown, or the laws of the State of Rhode Island.

SELECTION CRITERIA

The bid will be evaluated as to R.I.G.L. 45-55-5.(2) "Competitive Sealed Bidding", and the award shall be made on the basis of the lowest evaluated or responsive bid price.

The following factors will be considered in determining the lowest evaluated or responsive bid price:

Demonstrated experience in the type of work required;

References;

Similar Municipal experience;

Quality of work previously performed by the firm for the Town of North Kingstown, if any;

Bid Price;

Overall low evaluated/responsive bidder in each option;

Insurance minimums, as listed;

Proximity to North Kingstown;

Years in business;

Early Payment Discount;

Attendance at Pre-Bid meeting

**CONTRACT CLEANING PUBLIC RESTROOMS/FACILITIES
IN THE TOWN OF NORTH KINGSTOWN
SCOPE OF WORK**

The Town of North Kingstown, Department of Public Works, is seeking professional cleaning services for various facilities at locations within the Town of North Kingstown. A list of fixtures in the various restrooms is provided at the end of this section; list of observed holidays is provided at the end of the bid package.

The bid is broken down into seven parts and any business or individual wishing to submit a bid on any portion of the bid package is welcome to do so. **A Bid Proposal form is included for each bid option to allow vendor to bid options separately, as well as a Bid Proposal form for any business or individual wishing to provide an entire package bid price.**

The Town of North Kingstown reserves the right to award each Bid Option separately to overall lowest responsive bidder for each bid option, or as one award, whichever is deemed to be in the best interest of the Town.

Facilities will be secured and cleaned on days stipulated, no sooner than 8:00 p.m., excluding the Highway Garage, Transfer Station, Community Center and Golf Course Clubhouse, which have separate specified times.

The Contractor shall lock and secure all facilities upon leaving the premises.

The Contractor shall be responsible for cleaning and sanitizing all surfaces within the restroom areas including walls, floors, ceiling (if necessary), toilet partitions, porcelain/stainless steel fixtures, dispensers & mirrors.

The Contractor shall supply all paper and soap dispenser products for Bid Options I, II and III and the Town will supply all paper and soap dispenser products for Bid Options IV, V, VI; each shall supply as described in I – VI for Bid Option VII. Contractor shall supply all necessary cleaning supplies for all bid options.

The Contractor shall check and restock all paper towels, toilet paper and soap dispensers (as needed) and insure that each is full and has an adequate supply for next day's use.

The Contractor shall use 4 ½" x 4½" double sheet toilet paper and 7.5" x 800', green certified elite, ProLink R#714, **no substitutions.**

The Contractor shall test all plumbing fixtures and report any deficiencies or problems to the Director of Public Works on the next working day. The Contractor shall carry a plunger and plunge toilets found to be clogged by paper; reporting any problems that persist after initial plunging. Town will provide plungers if Contractor does not carry.

All vandalism to the restroom facilities, both to the interior and to exterior portions of the building, shall also be reported to the Police Department.

A log of who cleaned the facilities with time and date shall be maintained and forwarded to the Town with invoices requesting payment.

The cleaning dates are approximate. The Town reserves the right to increase (or decrease) the number of days required to clean each facility, at the same unit price (cost/day) submitted on this proposal form for the respective facility.

It is **strongly suggested** that before any bids are submitted, the bidder check with his insurance agent as to any added charges that may be incurred for the insurance requirements asked for on this bid.

Payments shall be made monthly.

A list of references with the company's name, a contact person and a telephone number shall be included with the bid return.

Town of North Kingstown
80 Boston Neck Road
North Kingstown, RI 02852-5762
Phone: (401) 294-3331; Fax: (401) 267-9036

The following is the breakdown of the fixtures in the various restrooms:

Wilson Park – 6 toilets; 6 sinks; 2 urinals

McGinn Park – 2 toilets; 2 sinks; (Unisex)

Ryan Park – 2 toilets; 2 sinks

Signal Rock – 3 toilets; 4 sinks; 1 urinal

Wickford Rest Rooms – 3 toilets; 2 sinks; 1 urinal; 1 bubbler

Town Beach Rest Room Facility – 5 toilets; 4 sinks; 2 urinals

Highway Garage – 5 toilets; 1 urinal; 6 sinks; 4 showers; 2 bubblers; 3 eye-wash stations

Transfer Station – 1 toilet; 2 sinks; (Unisex)

Community Center – 4 toilets; 4 sinks; 1 double sink; 1 bubbler

Golf Course Clubhouse – 8 toilets, 8 sinks; 5 urinals

**TOWN OF NORTH KINGSTOWN, RHODE ISLAND
PROPOSAL FORM**

BID OPTION I:

**TO: Town of North Kingstown
80 Boston Neck Road
North Kingstown, RI 02852-5762**

**Re: Contract Cleaning – Public Restrooms & Facilities
February 1, 2015 - January 31, 2016**

Failure by the Contractor to clean any facility will immediately authorize the Town after 7:00 a.m. the following day to have said facility or facilities cleaned and charged to the Contractor.

- A. (1) Wilson Park – two (2) restrooms near baseball fields and soccer fields
(2) McGinn Park - two (2) restrooms
(3) Ryan Park - two (2) restrooms**

Cleaned 7 days per week, including weekends and holidays, from April 11, 2015 through November 9, 2015, for a total of 212 days, for a total cost of:

_____ \$ _____
Lump Sum Bid price written in words **Total Cost**

Per day cost for (1) Wilson Park

Per day cost for (2) McGinn Park

Per day cost for (3) Ryan Park

- B. Signal Rock Concession Stand Restrooms cleaned daily, 7 days per week, including weekends and holidays from April 11, 2015 through October 12, 2015, for a total of 185 days, for a total cost of:**

_____ \$ _____
Lump Sum Bid price written in words **Total Cost**

Per day cost for Signal Rock Park

VENDOR'S SIGNATURE

TOWN OF NORTH KINGSTOWN, RHODE ISLAND

PROPOSAL FORM

BID OPTION II:

**TO: Town of North Kingstown
80 Boston Neck Road
North Kingstown, RI 02852-5762**

**Re: Contract Cleaning – Public Restrooms & Facilities
February 1, 2015 - January 31, 2016**

Failure by the Contractor to clean any facility will immediately authorize the Town after 7:00 a.m. the following day to have said facility or facilities cleaned and charged to the Contractor. **The Town Beach facility is open weekends only beginning Memorial Day weekend through the end of school year (June 12); then daily (weather permitting) through Labor Day.**

Town Beach Rest Room Facility cleaned daily, 7 days per week including Saturdays, Sundays and holidays, from May 23, 2015 through September 7, 2015 (conditional upon beach facility being open), for a total of 92 days, for a total cost of:

Lump Sum Bid price written in words

\$ _____
Total cost

Per day cost for Beach Rest Rooms

VENDOR NAME: _____

ADDRESS: _____

SIGNATURE: _____

(Please print name and title)

TEL: _____ **DATE:** _____

TOWN OF NORTH KINGSTOWN, RHODE ISLAND
PROPOSAL FORM

BID OPTION IV

TO: Town of North Kingstown
80 Boston Neck Road
North Kingstown, RI 02852-5762

Re: Contract Cleaning – Public Restrooms & Facilities
February 1, 2015 - January 31, 2016

Failure by the Contractor to clean any facility will immediately authorize the Town after 7:00 a.m. the following day to have said facility or facilities cleaned and charged to the Contractor.

A. Transfer Station – 345 Devils Foot Road, clean once per week, after 4:00 p.m. Saturday and before 7:00 a.m. Monday, for a total of 52 days as follows:

- (a) Clean public rest room and break room; Empty all trash and recycling receptacles; Sweep all tiled areas;
- (b) Wash all tile floor areas; wipe down countertops in break room;
- (c) Wash all glass windows

Beginning February 1, 2015, through January 31, 2016, for the cost of:

Lump Sum Bid price written in words

\$ _____
Total cost

Per day cost for tasks

VENDOR NAME

(BID OPTION IV continued)

B. Wickford Rest Rooms, closed and cleaned weekends and holidays, from February 1, 2015 through January 31, 2016, for a total of 115 days, for a total cost of:

_____	\$ _____
Lump Sum Bid price written in words	Total Cost

Per day cost for Wickford Rest Rooms	

VENDOR NAME: _____

ADDRESS: _____

SIGNATURE: _____

(Please print name and title)

TEL: _____ **DATE:** _____

**TOWN OF NORTH KINGSTOWN, RHODE ISLAND
PROPOSAL FORM**

BID OPTION VI:

TO: Town of North Kingstown
80 Boston Neck Road
North Kingstown, RI 02852-5762

Re: Contract Cleaning – Public Restrooms & Facilities
February 1, 2015 - January 31, 2016

Failure by the Contractor to clean any facility will immediately authorize the Town after 7:00 a.m. the following day to have said facility or facilities cleaned and charged to the Contractor.

Highway Garage – 2050 Davisville Road, clean after 5:00 p.m. as follows (excluding holidays):

- (a) Empty all trash and recycling receptacles; Vacuum all carpeted office areas; Sweep all hallway and tiled bathroom and office floor areas (including mechanic's office); Check & restock all paper & soap products; Clean Men's & Women's Locker Room (excluding 4 showers), public rest room, and Day Room (kitchen) - 5 days per week (Monday – Friday), for a total of 248 days;
- (b) Wash all tile floors (including tiled office floors in mechanics office, public rest room and in the Superintendent's office); Sanitize bubblers (2) – 2 days per week (Tuesday & Friday), for a total of 104 days;
- (c) Sweep all service, shop, and garage areas; buff all tiled floor areas; Clean showers (4); Sanitize eye-wash stations – 1 day per week (Friday), for a total of 52 days;

Beginning February 1, 2015, through January 31, 2016, for the cost of:

_____ \$ _____
Lump Sum Bid price written in words Total cost

Per day cost for (a) Mon. – Fri. tasks

Per day cost for (b) Tues. & Fri. tasks

Per day cost for (c) Fri. only tasks

VENDOR NAME: _____

ADDRESS: _____

SIGNATURE: _____

(Please print name and title)

TEL: _____ **DATE:** _____
TEL: _____ **DATE:** _____

BID OPTION VII – ALL TASKS OPTIONS I-VI

**TO: Town of North Kingstown
80 Boston Neck Road
North Kingstown, RI 02852-5762**

**Re: Contract Cleaning – Public Restrooms & Facilities
February 1, 2015 - January 31, 2016**

Failure by the Contractor to clean any facility will immediately authorize the Town after 7:00 a.m. the following day to have said facility or facilities cleaned and charged to the Contractor.

Contractor is providing Lump Sum Bid Price to perform ALL of the options listed in I, II, III, IV, V, and VI, for a total cost of:

_____ \$ _____
(Price in words) (Price in figures)

VENDOR NAME: _____

ADDRESS: _____

SIGNATURE: _____

(Please print name and title)

TEL: _____ **DATE:** _____

EXPERIENCE SHEET

Town of North Kingstown
Observed Holidays

New Year's Day

Martin Luther King Jr. Day

President's Day

Memorial Day

Fourth of July

V-J Day

Labor Day

Columbus Day

Armistice Day (Veteran's Day)

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

Note: When authorized holiday falls on a Sunday, it shall be observed on the succeeding Monday.