

# Specifications

## Annual Contract for Janitorial Services in the Downtown Area

### DETAILED DESCRIPTION OF WORK

#### 1) Exterior Janitorial

- a) Exterior janitorial services are to be performed a minimum of three (3) day per week, year round: Friday, Saturday, and Sunday. Friday, Saturday and Sunday mornings have the most accumulated trash due to nightclub activity.
- b) Exterior janitorial services are to be performed the following five (5) days per week when the University of Florida is in full session (approximately mid-August through mid-May: Tuesday, Thursday, Friday, Saturday and Sunday).
- c) Interior cleaning of the bathrooms located on the Downtown Community Plaza are to be performed two (2) days a week, year round: Saturday and Sunday.
- d) Work may commence any time during the morning, but should be complete by 10:00 a.m.
- e) Work that requires loud equipment (such as blowers) should not commence until after 8:00 a.m.
- f) Call-outs can fall on a day when the Contractor is not scheduled to work or on any day after work has been completed.
- g) Tasks include, but are not limited to, litter and debris pick-up and disposal (including flyer advertisements on streetlights and other utility poles, electrical boxes, etc.). Kiosks are located throughout the Downtown area. Flyers or advertisements are permitted on the kiosks only. Sweeping up and disposing of broken glass. Debris also to be picked up is to include cigarette butts and gum wrappers. Cigarette butts and other debris are to be removed from the tree wells and tree bases.
- h) Contractor is responsible for the proper and lawful disposal of any and all debris collected during cleaning. Collected debris is not to be placed in the dumpsters or trash receptacles in the Downtown area. Debris small enough to be swept up onto a dust pan may be emptied into a nearby trash receptacle.
- i) Contractor is not responsible for the removal or disposal of bulky items such as household furniture (couch, chair, fans, etc.) or trash bags left by the trash receptacles. Contractor should immediately contact Waste Management regarding those items. Awarded contractor will be provided a contact name and telephone number.
- j) The outdoors café's in the Downtown area are to be cleaned of bottles, disposal cups or food containers, paper, cigarette butts, etc. Vomit, urine or food spills are to be hosed down and washed off.
- k) Some Downtown businesses are considered a "high priority" for cleaning and should be cleaned first. The main areas are the East side of the 100 block of south Main Street and the City owned parking lots #3, 9 and 13 (see map).
- l) Periodic spraying down of sidewalks with a hose shall be performed to wash off vomit, urine, food spills, etc.

#### 2) Exterior Janitorial Locations

- a) North 2<sup>nd</sup> Avenue from Northwest 3<sup>rd</sup> Street to Northeast 1<sup>st</sup> Street.
- b) North 1<sup>st</sup> Avenue from Northwest 3<sup>rd</sup> Street to Northeast 1<sup>st</sup> Street.
- c) University Avenue from Northwest 3<sup>rd</sup> Street to Northeast 1<sup>st</sup> Street.
- d) South 1<sup>st</sup> Avenue from Southwest 2<sup>nd</sup> Street to Southeast 3<sup>rd</sup> Street.
- e) South 2<sup>nd</sup> Avenue from Southwest 3<sup>rd</sup> Street to Southeast 3<sup>rd</sup> Street.
- f) South 2<sup>nd</sup> Place from Southwest 3<sup>rd</sup> Street to Southeast 3<sup>rd</sup> Street.
- g) West 3<sup>rd</sup> Street from SW 2<sup>nd</sup> Place to Northwest 2<sup>nd</sup> Avenue.
- h) West 2<sup>nd</sup> Street from Southwest 2<sup>nd</sup> Place to Northwest 2<sup>nd</sup> Avenue.
- i) West 1<sup>st</sup> Street from Southwest 2<sup>nd</sup> Avenue to Northwest 1<sup>st</sup> Avenue.
- j) Main Street from SW 2<sup>nd</sup> Place to NW 2<sup>nd</sup> Avenue.
- k) East 1<sup>st</sup> Street from Southwest 2<sup>nd</sup> Place to Northeast 2<sup>nd</sup> Avenue.
- l) East 3<sup>rd</sup> Street from Southeast 2<sup>nd</sup> Place to University Avenue.
- m) City Parking Lots 3, 13, and an additional City lot, as yet to be determined, where the Lot 9 dumpsters will be relocated (including the dumpsters so that dumpsters are not obstructed for pick-up). Leaves are to be removed once a month from March through October and twice a month November through February.
- n) All planting beds and intersection bulb outs along Southeast 1<sup>st</sup> Street from University Avenue to Southeast 2<sup>nd</sup> Place.

- o) Exterior janitorial services and interior bathroom cleaning are to be performed on Saturday and Sunday at the Downtown Community Plaza. The Downtown Community Plaza is located between East University Avenue south to Southeast 1<sup>st</sup> Avenue and Northeast 1<sup>st</sup> Street to the County Judicial Building.
- p) Contractor shall immediately notify contract manager of any overflowing trash receptacles.

The CRA reserves the right to add or delete locations as needed through an amendment to the contract and corresponding purchase order.

### 3) Tree Well and Island Locations

Contractor is not responsible for removing branches, palm fronds, etc. from landscaped areas. Contractor is only responsible for removing trash and debris (including bottles, broken glass, paper, food containers, cigarette butts, etc.) from the landscaped areas.

#### Tree Well Locations

- a) Northeast 2<sup>nd</sup> Avenue from Main Street to Northeast 1<sup>st</sup> Street.
- b) University Avenue from West 3<sup>rd</sup> Street to East 1<sup>st</sup> Street (not including the south side east of Main Street).
- c) South 1<sup>st</sup> Avenue from Southwest 2<sup>nd</sup> Street to Southeast 1<sup>st</sup> Street (to include the County Building portion).
- d) North side of Southeast 2<sup>nd</sup> Avenue from Main Street to Southeast 3<sup>rd</sup> Street (except in front of garage).
- e) East side of West 2<sup>nd</sup> Street from Southwest 1<sup>st</sup> Avenue to Northwest 1<sup>st</sup> Avenue.
- f) Main Street from South 2<sup>nd</sup> Avenue to North 2<sup>nd</sup> Avenue.
- g) East Street from Southeast 1<sup>st</sup> Avenue to Southeast 2<sup>nd</sup> Place.

#### Island Locations

- a) Intersection of Southeast 1<sup>st</sup> Street and Southeast 1<sup>st</sup> Avenue contains a total of ten (10) landscaped areas.
- b) All landscaped beds around City Parking Lot 3, 9 and 13.

### 4) Gainesville Regional Utilities Parking Lot

- a) Gainesville Regional Utilities parking lot, located at the corner of Southeast 3<sup>rd</sup> Street and Southeast 4<sup>th</sup> Avenue.
- b) Exterior janitorial services are to be performed on Tuesday, Thursday, Friday, Saturday and Sunday, year round.
- c) The trash and debris will be picked up from the parking lot prior to 6:00 a.m.

### 4) Bid Prices

The undersigned proposed and agrees, if this bid is accepted, to furnish the Exterior Janitorial Services in accordance with the specifications for a lump sum of: \_\_\_\_\_ Dollars (\$\_\_\_\_\_).

A rate of \$ \_\_\_\_\_ per hour\*, with a(n) \_\_\_\_\_ hour minimum will be charged for trash pick-up at the Downtown Plaza, as required, after non-CRA sponsored events.

A rate of \$ \_\_\_\_\_ per bathroom will be charged for cleaning the bathrooms at the Downtown Plaza on a call out basis. The City will provide paper towels, toilet tissue and trash bags. Contractor is responsible for supplying all cleaning chemicals and equipment.

A rate of \$ \_\_\_\_\_ per hour\*, with a(n) \_\_\_\_\_ hour minimum will be charged for call-out requests.

\*The rate per hour rate is inclusive of all laborers.

### GENERAL REQUIREMENTS

The Contractor shall supervise and direct the work using his/her best skill and attention. He/She shall be solely responsible for all the means, methods, techniques, sequences and procedures, for coordinating all portions of the work under the contract.

The Contractor shall provide and pay for all labor, materials, equipment, tools, and other facilities and services, except as otherwise specifically noted, necessary for the proper execution and completion of work.

The Contractor, at all times, shall be aware that a high level of care and sensitivity is required while the work is being performed; and shall at all times enforce strict discipline and good order among his/her employees and shall not employ on the work any unfit person or anyone not skilled in the task assigned to him/her. The contractor shall be responsible to the CRA for the acts and omission of all his/her employees.

The Contractor, at all times, shall keep the work sites free from accumulation of waste materials or rubbish caused by his/her operations. If the Contractor fails to clean up, the CRA may do so and the cost thereof shall be charged to the Contractor.

The CRA must have the capability to "Call out" the Contractor after Contractor has completed the work for that day or it falls on a day when the Contractor was not scheduled to work. The call out would be used for emergency situations. The Contractor call out accessibility may include a 24-hour telephone service, pager, or cellular telephone.

The Contractor will determine the most convenient and economical means to dispose of all debris collected during the course of a daily clean. Debris is to be hauled away for proper disposal or at the owner's expense, arrangements can be made through the Waste Management Division of the City of Gainesville for a dumpster to be placed in a Downtown location for Contractor's use.

Downtown businesses will direct complaints to the Community Redevelopment Agency (CRA) Manager. The CRA Manager and Contractor will discuss complaints and determine a plan of action. If the complaint necessitates changes to the existing contract (scope, time, etc.), an Amendment will be executed.

During the past fiscal year (October-September), the Downtown Community Plaza has not required any clean up by the Contractor for any events. Therefore, clean up after an event at the Downtown Community Plaza should not be considered in the Exterior Janitorial Services Bid Price. The per hour rate for clean up after an event on the Downtown Plaza should be provided as indicated in Item 5) Bid Prices.

The CRA reserves the right to add or delete locations and add additional services as negotiated and agreed to by the CRA and Contractor as needed. Any such changes shall be effected through an amendment to the contract and corresponding purchase order.

Contractor shall follow all federal, state and local laws, rules and regulations.

### **TERM**

The services will begin October 1, 2005 and continue through September 20, 2006. At the end of the contract period, upon satisfactory performance, the CRA, may at its option, negotiate and extend the contract for two (2) additional twelve (12) month periods.

### **INSURANCE/LICENSING**

Worker's Compensation Insurance: Insurance protection for any employee engaged in hazardous work under this Contract not protected under the Worker's Compensation statute.

Public Liability Insurance (other than automobile) consisting of board form comprehensive general liability insurance including contractual coverage of \$500,000 per occurrence (combines single limit for bodily injury and property damage).

The CRA shall be an **additional insured** on such Public Liability Insurance and the Contractor shall provide copies of endorsements naming the CRA as Additional Insured.

Pesticide/Herbicide Applicator Liability coverage of \$500,000 per occurrence.

Automobile Liability Insurance of \$300,000 per occurrence (combined single limit for bodily injury and property damage).

If located within City limits, Contractor must provide proof that he/she holds a current Occupational License with the City of Gainesville.

Service Areas → EC's contract extension

