



TOWN OF WELLFLEET
300 Main Street
Wellfleet, MA 02667

Request for Bids
Town of Wellfleet
Cleaning of Restrooms

Sealed bids for cleaning restrooms in selected town buildings for the Town of Wellfleet, MA will be received by the Town Administrator at 300 Main St., Wellfleet, MA 02667 until 10 AM, Wednesday, May 25, 2016. A copy of the specifications may be obtained by contacting the Administrative Assistant at the Department of Public Works at (508) 349-0315, by email dpwadmin@wellfleet-ma.gov, or on the Town's website www.wellfleet-ma.gov.

Town of Wellfleet
Seasonal Cleaning of Specific Town Building Restrooms

Bid Specifications

Sealed bids for cleaning restrooms in selected town buildings for the Town of Wellfleet, MA will be received by the Town Administrator at 300 Main St., Wellfleet, MA 02667 until 10 AM, Wednesday, May 25, 2016. A copy of the specifications may be obtained by contacting the Administrative Assistant at the Department of Public Works at (508) 349-0315, by email dpwadmin@wellfleet-ma.gov, or on the Town's website www.wellfleet-ma.gov.

Location and Cleaning Schedule

	Location	Frequency	Times
1.	Gull Pond Two toilets, two sinks, one urinal	7 Days A Week 3 times Daily	by 8am, by 1pm, after 5pm
2.	Newcomb Five toilets, two sinks, one urinal	7 Days A Week 3 times Daily	by 8am, by 1pm, after 5pm
3.	White Crest Six toilets, two sinks, one urinal	7 Days A Week 3 times Daily	by 8am, by 1pm, after 5pm
4.	Maguire Landing Two toilets, two sinks, one urinal	7 Days A Week 3 times Daily	by 8am, by 1pm, after 5pm
5.	Town Hall Two toilets, two sinks	7 Days A Week 3 times Daily	by 8am, by 1pm, after 5pm
6.	Recreation Building/Bakers Field Two toilets, two sinks	7 Days A Week 3 times Daily	by 8am, by 1pm, after 5pm
7.	Cape Cod Bike Trail – S. Wellfleet Two toilets, two sinks, one urinal	7 Days A Week Once Daily	by 8am
8.	DPW Building 220 West Main St. Two toilets, two urinals, three sinks, two showers, two locker rooms	Mon & Thurs 1 time	by 9am
9.	Beach Sticker Office Commercial Street One toilet, 1 sink	7 Days A Week 1 time	by 9am

The vendor shall provide daily cleaning from June 18, 2016 through September 5, 2016.

Travel Distance Between Restrooms

Bike Trailhead Restroom to Maguire Landing.....	1.0 Mile
Maguire Landing to White Crest Beach.....	0.5 Miles
White Crest Beach to Cahoon Hollow Beach.....	1.7 Miles
Cahoon Hollow Beach to Newcomb Hollow Beach.....	2.4 Miles
Newcomb Hollow Beach to Gull Pond.....	2.8 Miles
Gull Pond to Wellfleet Town Hall.....	2.4 Miles
Wellfleet Town Hall to Baker Field Rec Area.....	0.7 Miles

Scope of Services

Cleaning will include disinfectant wiping of all interior wall and partition surfaces, disinfectant wiping of the entire exterior and interior bowls of commodes, urinals, sinks, exterior and interior of all trash containers, the exterior and interior disinfectant wiping of all personal hygiene product receptacles and mop and disinfect floors. Vendor shall empty all trash and personal hygiene receptacles and remove any trash items from toilets and urinals.

The vendor shall undertake due diligence to clear any plugged sinks, urinals, and commodes. The Wellfleet DPW will be notified in the event of a serious plumbing obstruction.

The contractor shall supply paper products (toilet paper, paper towels) and hand soap and fill all empty receptacles and resupply as necessary. Vendor shall provide all tools, equipment, and cleaning and disinfectant products necessary for cleaning the facilities.

The vendor shall provide an emergency contact telephone number.

Proof of Insurance

The successful vendor shall provide a copy of Certificate of Proof of Insurance with the Town of Wellfleet listed as an additional insured must be submitted to the Town within ten (10) days of bid award.

Renewal Option:

The Town, at its option, shall have the right to renew this contract annually for up to two additional years at the same bid price. In determining whether to exercise said extension at the same price for an additional year, the Town may, in its discretion, rebid the contract and make its determination for extension after receipt of any such bids.

Bid Submittal:

Bids clearly marked "Bid on Cleaning of Town Building Restrooms" will be accepted at the Town Administrator's Office, 300 Main Street, Wellfleet, MA until 10:00 a.m., Wednesday, May 25, 2016 at which time they will be publicly opened and read. The Town of Wellfleet reserves the right to waive any informality, to reject any and or all bids, and to act at all times in the best interest of the Town.

Required Submittals with Bid

1. Completed bid form
2. References – please submit a list of references currently using your services.
3. Statement of Tax Compliance – must be completed, signed and submitted with bid.
4. Statement of Non-Collusion – must be completed, signed and submitted with bid.
5. Acknowledgement of Principal – must be completed, signed and submitted with bid.
5. Vendor shall provide proof of liability insurance with the following minimum limits –
 - a) General Liability with limit of \$1,000,000.00
 - b) Automobile Liability with limits of \$250,000.00 per person and \$500,000.00 per occurrence
 - c) Workers Compensation with limit of \$500,000.00

**Town of Wellfleet
Cleaning of Comfort Stations**

Bid Pricing Sheet

In accordance with the Scope of Services described in the bid specifications I bid the following price(s).

1. Overall price _____
2. Price for adding one additional daily regular cleaning at one of the specified locations
_____ per cleaning, per day, per location.
3. Price for additional emergency cleaning _____/each.

Name of Authorized Person (print)

Date

Signature of Authorized Person

email address

Name of Company/Corporation/Partnership

Address (# Street or PO Box

telephone #

Town/State/Zip Code



TOWN OF WELLFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667
Tel (508) 349-0300 Fax (508) 349-0305
www.wellfleet-ma.gov

Statement of State Tax Compliance

Description of Bid/Proposal _____

Date of Bid _____

Pursuant to Chapter 323 of the Acts of 1983, Section 49A, I _____

_____ Authorized signatory for _____

_____, whose principal place of
business is _____ do

hereby certify under the pains of perjury that _____

has complied with all laws of the Commonwealth relating to taxes.

Name of Person Signing Bid/Proposal

SSN or FID #

Name of Business

Date

This form must be included with the Bid/proposal.



TOWN OF WELLFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667
Tel (508) 349-0300 Fax (508) 349-0305
www.wellfleet-ma.gov

Certificate of Non-Collusion

Description of Bid/Proposal _____

Date of Bid _____

The undersigned certifies under penalties of perjury that the above bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Name of Person Signing Bid/Proposal

Name of Business

This form must be included with the Bid/proposal.



TOWN OF WELFLEET

300 MAIN STREET WELFLEET MASSACHUSETTS 02667

Tel (508) 349-0300 Fax (508) 349-0305

www.wellfleetma.org

Acknowledgement of Principal

I _____ principal of _____

Holding the office of _____ with said

Company is hereby authorized to submit a bid/proposal on behalf of said Company for

the following bid/proposal to the Town of Wellfleet: _____

Name of Authorizing Person

Position/Office

Name of Business

Date

Name of Company/Corporation/Partnership

Address (# Street or PO Box

telephone #

Town/State/Zip Code

email address

This form must be included with the bid/proposal.