

City of Portsmouth  
Portsmouth, New Hampshire  
Public Works Department

**RFP#65-15**  
**Custodial Services for Spinnaker Point Recreational Facility**

The City of Portsmouth is soliciting Proposals for Custodial Services at the Spinnaker Point Recreation Facility. **Sealed** Request for proposals, **plainly marked “RFP#65-15 Custodial Services for Spinnaker Point Recreational Facility” on the outside of the mailing envelope as well as the sealed envelope,** addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until April 29, 2015 @ 2:00 p.m.

A mandatory pre-proposal meeting will be held at 1:00 p.m. April 22, 2015. Participants will meet in the front lobby of the Spinnaker Point Recreation Facility located at 30 Spinnaker Way, Portsmouth, NH. All individuals or firms interested in submitting a proposal must attend.

The RFP document may be obtained from the City’s web site: <http://www.cityofportsmouth.com/finance/purchasing.htm> or by contacting the Finance/Purchasing Department on the third floor at the above address, or by calling the Purchasing Coordinator at 603-610-7227.

Addenda to this RFP document, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will **NOT** be sent directly to vendors. Questions may be addressed to the Purchasing Coordinator.

The City of Portsmouth reserves the right to reject any or all Proposals, to waive technical or legal deficiencies, and to accept any RFP that it may deem to be in the best interest of the City.

**PORTSMOUTH, NEW HAMPSHIRE**  
**Spinnaker Point Recreational Facility**

The City of Portsmouth is soliciting Proposals from private companies to provide custodial services for the Spinnaker point Recreational facility.

These services are to include the following:

- 1) Custodial services for a 22,900 sf facility.
- 2) Coverage is seven days a week, 365 days per year.
- 3) Facility cleaning will take place after closing Monday – Friday after 10pm and Saturday – Sunday after 4 pm.
- 4) A weekly report is to be provided listing any facility deficiencies.

A detailed Scope of Services is set forth as Attachment A.

**INSURANCE REQUIREMENTS:** As part of the service contract, Contractor will be required to meet the Insurance Requirements included with this RFP.

**CRIMINAL BACKGROUND CHECKS:** All custodial staffing that will be assigned to the Spinnaker Point Facility shall be properly screened for criminal background information.

**LENGTH OF CONTRACT:** Contract – this service contract will commence upon contract execution. The service contract will remain in effect until June 30, 2016. The City commitment to this contract after July 1, 2015 is contingent upon funding by the City Council for the next fiscal year. Upon the mutual agreement of both parties, the Service Contract may be renewed in one-year increments at the rates submitted in the proposal for a total period not to exceed three (3) years.

**SUBMITAL REQUIREMENTS:** Proposals shall include the following:

1. Background and Experience of Firm.
2. Experience of the Service Manager/Supervisor assigned to manage custodial services contracted with the City.
3. At least (3) references, including current contact name and phone number for similar contracts;
4. Completed Proposal Form, included in this document.

**EVALUATION CRITERIA:** The City shall select a firm based on the following point system:

|                                    |     |
|------------------------------------|-----|
| Qualifications of Firm/Key Staff   | 30% |
| Service Approach (professionalism) | 30% |
| Cost                               | 40% |

**SELECTION:** Upon receipt of all Proposals, the City, at its discretion, may select a contractor outright or select all firms, or a finalist(s) for in-person and/or telephone interviews. The City intends to enter into an agreement with the top rated firm. If the City cannot reach agreement with that firm, the City will entertain a proposal from the second rated firm, and so on, until an agreement is reached. Selection shall be subject to a thorough check of references.

The City also reserves the right to make such inquiries regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm. The firm may be requested to execute releases to obtain information from third parties. Failure to execute a release upon request may result in disqualification.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, to accept any proposal and to negotiate such terms and conditions of any final agreement as may be in the best interest of the City.

An award is contingent upon funding

An award shall not be considered official until such time that a Purchase Order, fully executed contract or an award letter has been issued by the Finance Director. No presumption of award shall be made by the bidder until such documents are in hand. Verbal notification of award is not considered official. Any action by the proposer to assume otherwise is done so at his/her own risk and the City will not be held liable for any expense incurred by a proposer that has not received an official award.



## **Insurance Requirements**

Insurance shall be in such form as will protect the Firm from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract by himself or by anyone directly or indirectly employed or engaged by Security Firm.

### **Amount and Type of Insurance**

- A) Comprehensive General Liability:  
Bodily injury or Property Damage - \$1,000,000/\$2,000,000  
Per occurrence/general aggregate
- B) Automobile and Truck Liability:  
Bodily Injury or Property Damage - \$1,000,000/\$2,000,000  
Per occurrence/general aggregate
- C) Workers Comprehensive Insurance coverage for all people employed by the cleaning Firm to perform work on this project. This insurance shall at a minimum, meet the requirements of the most current laws of the State of New Hampshire.

### **Evidence of Insurance**

As evidence of insurance coverage, the Owner may, in lieu of actual policies, accept official written statements from the insurance company certifying that all the insurance policies specified are in force for the specified period. The Security Firm shall submit evidence of insurance to the Owner at the time of execution of the Agreement. Written notice shall be given to the City of Portsmouth, New Hampshire at least thirty (30) days prior to cancellation or non-renewal of such insurance coverage.

**ATTACHMENT A****SCOPE OF SERVICES****FRONT ENTRANCE, LOBBY AND OFFICE**

- Clean entry door glass. Wipe all sills and ledges.
- Dust all horizontal surfaces including heater vents.
- Empty trash, replace liner, and remove to designated area.
- Vacuum all carpets and move scatter rugs when used.
- Spot clean glass doors as needed.
- Change lamps when needed.

**Five (5) RESTROOMS**

- Clean and sanitize all glass mirrors.  
Clean and sanitize all fixtures to a shine.
- Clean and sanitize sink and counter area.
- Wash and sanitize walls, partitions, and doors.
- Clean thoroughly and disinfect bathroom stalls, toilets and urinals.
- Clean and disinfect all showers.
- Replenish all paper supplies as needed.  
Replenish all soap dispensers as needed.
- Empty all trash containers, replace liners, and remove to designated area.
- Vacuum all ceramic flooring
- Wet mop and disinfect all ceramic flooring
- Sanitize both saunas twice weekly

**Four (4) LOCKER ROOMS**

- Vacuum carpeted areas.  
Spot clean glass.
- Dry mop and wet mop ceramic flooring.  
Dust lockers.
- Fill all dispensers as needed.
- Empty trash containers daily replace liners.

**WALKING TRACK**

- Check daily.
- Clean and vacuum weekly.
- Wash windows monthly.

**BASKETBALL GYMNASIUM**

- Clean 3X per week during off season.
- 7X per week during basketball season
- Which includes dry mopping then going over
- With the floor Machine

**THREE (3) EXERCISE ROOMS**

- Clean glass/ mirrors as needed.
- Vacuum carpet areas
- Dust window ledges
- Fill dispensers when needed
- Dry mop wood floor daily And wash weekly

**POOL DECK**

- Glass around the pool area
- Wash glass lower windows
- Twice weekly.
- Sanitize steam room on pool deck daily.
- Empty the trash daily.

**STAIRS**

- Vacuum daily and wash when needed

**MIRRORS**

- Spot clean daily.

**Report any deficiencies in our facility to the Facilities foremen by using the Work Request Form provided by the Public Works Department.**

**The City of Portsmouth will provide all cleaning supplies needed to clean the Spinnaker Point recreation facility. Toiletry, soaps and hand towels for all the dispensers in the facility will also be included.**