

# Project Specifications

## A. Objective of Contract

The objective of this contract is to provide bathroom cleaning services to the Inc. Village of Ocean Beach specified bathrooms.

## B. Location of Work (see Figure 1 for map and addresses)

1. Lifeguard Station Public bathrooms
2. Community House Public bathrooms
3. Ferry Terminal Public bathrooms

## C. Contract Length and Start Date

1. The length of this contract will be as stated in the bid specs.
2. The Contractor shall begin performing the contractual tasks at each location as stated in the bid specs after the submittals have been approved by the Village.

## D. Location Schedule (please note that the cleaning can be performed anytime during the specified hours, but not within 2 hours of the previous time periods cleaning)

1. Lifeguard Station Public bathrooms
  - a. 7 days per week (Sunday – Saturday) **including** holidays.
  - b. 3 times a day: Once in the morning hours between 7:30am – 9:00am, once in the afternoon hours between Noon and 4:00pm and once in the evening hours between 4:00pm and 8:00pm
2. Community House Public bathrooms
  - a. 7 days per week (Sunday – Saturday) **including** holidays.
  - b. 3 times a day: Once in the morning hours between 7:30am – 9:00am, once in the afternoon hours between Noon and 4:00pm and once in the evening hours between 4:00pm and 8:00pm
3. Ferry Terminal Public bathrooms
  - a. 7 days per week (Sunday – Saturday) **including** holidays.
  - b. 3 times a day: Once in the morning hours between 7:30am – 9:00am, once in the afternoon hours between Noon and 4:00pm and once in the evening hours between 4:00pm and 8:00pm

## E. Contacts:

1. **Department of Public Works Superintendent: Kevin Schelling**
  - a. Contact for specific cleaning and scheduling questions.
  - b. Office phone: (631)583-5940
  - c. KS schelling@villageofocceanbeach.org
2. **Lifeguard station: Jill Weinstein**
  - a. Contact for specific cleaning and scheduling questions related to Locations 1.
  - b. Office phone: (631)583-5940
  - c. oceanbeachsurfrescue@gmail.com

- F. **General Specifications (the following pertains to all aspects of work in addition to the applicable item descriptions. No extra payment will be made for following the General Specifications)**
1. No part of this work shall be sub-contracted without written consent from the Village.
  2. It is the Contractor's responsibility to provide enough personnel to clean the facilities in the time ranges specified and keep the facilities clean when full time attendants are required.
  3. The Contractor shall comply with New York State Prevailing Wage requirements.
  4. The Contractor shall field verify all conditions.
  5. All work performed shall include the cost of all labor, materials, supervision, equipment, permit fees, transportation, and any other item of expense necessary to complete the work in this Contract.
    - a. **The Contractor is responsible for providing all cleaning materials, equipment, tools, and products (ex: cleaning agents) The Contractor is also responsible for bringing everything with them at each cleaning; nothing shall be stored on Village property in-between cleanings.**
  6. All Contractor work shall be performed within OSHA compliance.
  7. The Contractor shall provide one hard copy of all Safety Data Sheets (SDS) to the Village of products that they will use during cleaning operations. The hard copies shall be provided on 8 1/2" x 11" paper and stored in a "Safety Data Sheets" binder (as manufactured by National Safety Compliance Inc., product SDS Binder English or approved equal). The Contractor shall also make sure these SDS sheets are available to their employees performing the cleaning services. If any cleaning supplies get changed or something gets added, the Contractor shall notify the Village and provide the SDS sheet before the new product is used.
  8. All cleaning materials supplied and used shall be free of any defects.
  9. All tissue, paper and soap products provided shall fit in the existing dispensers. If there is a conflict, the Engineer should be notified before the scheduled cleaning.
  10. Contractor will be responsible for the legal disposal of all garbage and debris resulting from cleaning operations.
  11. All employees performing the cleaning services must wear a visible and legible identification tag at all times. The identification tag shall must include at minimum:
    - a. Employees name
    - b. Contractor's name
  12. Any damage done to Inc. Village of Ocean Beach property by the Contractor shall be fixed at the cost of the Contractor and made to its original condition.
  13. If for any reason the Contractor is not able to clean at any of the locations on a given day, then the Contractor shall give at least 24 hours' notice to the Engineer and a "make-up day" shall be scheduled or a monetary credit shall be given to the Village for that particular month. The monetary credit shall be no less than \$200.00 per location per day. The decision whether to "make-up" the day or receive a monetary credit shall be at the discretion of the Village.
  14. **The village reserves the right to require that at the end of each overnight cleaning, the person(s) working at each location complete a form provided by the Village certifying who performed the cleaning and what work was done.**

## G. Items

**Note:** When any particular brand name is specified, it is to be regarded as a standard. Any other equal in quality in the opinion of the Village will be accepted. When a bidder proposes to furnish the equivalent or equal of any article described in the specifications, it shall attach to its proposal a letter or memorandum giving full details, including as to how the proposed is equal to or better than the relevant item(s) identified in the specifications. If no such information or memorandum is attached to this proposal, it shall be taken for granted that the bidder will furnish the article specified and will not submit an equivalent or equal after its proposal is opened and recorded.

<b>Item No.</b>	<b>Item Description</b>
1	Lifeguard Station
2	Community House
3	Ferry Terminal

### **Items 1 - 3: Cleaning Services**

1. Scope of Work:
  - a. Contractor shall perform all cleaning tasks at the frequency of each cleaning, weekly, and monthly.
  - b. The Contractor shall report any outages, leaks, damages, and vandalism to a Village employee that is present at time of cleaning.
2. Execution:
  - a. Cleaning shall be done in a professional manner and the employees shall be respectful of Village property and personal items left around the offices.
  - b. The Contractor shall provide and maintain “wet floor” signs when floors are being mopped and dried.
  - c. The Contractor shall only use cleaning products for their intended use.
3. Products:
  - a. All cleaning agents and products used/supplied to the Village shall be Green Seal Certified. This includes, but is not limited to, paper towel, toilet paper, cleaning agents, soap, and tissues.
4. Method of Measurement:
  - a. The quantity to be paid for this item shall be the number of months where the cleaning tasks at the frequency of each cleaning, weekly, and monthly were performed in accordance with the plans, specifications, and orders of the Engineer.

### **Item 21: Special Event**

1. Scope of Work:
  - a. Contractor shall provide bathroom attendants for special events to perform the cleaning tasks that would normally be performed at each cleaning. The special event can range from 8 – 12 hours at a time and the Village will provide the Contractor with advance notice of at least two (2) weeks.
  - b. The Contractor shall report any outages, leaks, damages, and vandalism to a Village employee that is present at time of cleaning and/or inform the Engineer.
2. Execution:
  - a. Cleaning shall be done in a professional manner and the employee shall be respectful of Village property and personal items left around the offices.
  - b. The Contractor shall monitor the bathrooms, changing area, and locker rooms frequently to ensure that the facility is staying clean.
  - c. The Contractor shall provide and maintain “wet floor” signs when floors are being mopped and dried.
  - d. The Contractor shall only use cleaning products for their intended use.
3. Products:
  - a. All cleaning agents and products used/supplied to the Village shall be Green Seal Certified. This includes, but is not limited to, paper towel, toilet paper, cleaning agents, soap, and tissues.
4. Method of Measurement:
  - a. The quantity to be paid for this item shall be the number hours the Contractor was on-site working at each location (the number of hours shall be regardless of the number of employees present) in accordance with the plans, specifications, and orders of the Village.

#### **H. Storage**

All material and equipment should be stored safely when not in use. Please note that the Contractor will not be allowed to store anything on Village property in-between cleanings.

#### **I. Cleaning up**

The Contractor shall remove all rubbish and waste materials resulting from the operation and legally dispose of it at the end of each day.

#### **J. Access**

1. The Village shall provide the Contractor with any keys or entry needed to facilitate cleaning at each location.

#### **K. Inspection**

The work will be subject to inspection by the Village at all times, but such inspection shall not relieve the Contractor from any obligation to perform said work in accordance with the Specifications or any modification thereof, as herein provided, and work not done strictly in accordance with the Specifications shall be corrected and made good by the Contractor whenever so ordered by the Village, without reference to any previous oversight or error in inspection.

**L. Submittals**

After the project has been awarded to the Contractor and the Notice to Proceed is issued, the Contractor shall submit the following within ten (10) business days to the Engineer:

1. Data sheets for all non-cleaning agent products (ex: paper towels, soap, tissues, etc.).
2. Safety Data Sheet (SDS) binder, and electronic copy, of all cleaning products that the Contractor intends to use. Please note that all cleaning agents must have Green Seal Certification.
3. Detailed schedule: Please provide the time range that you would typically expect your employee(s) to be working at each location. This can be changed at any time with minimum 24 hour (business day) written notice; however, we would like to have an idea of when the Contractor's employees will be working.

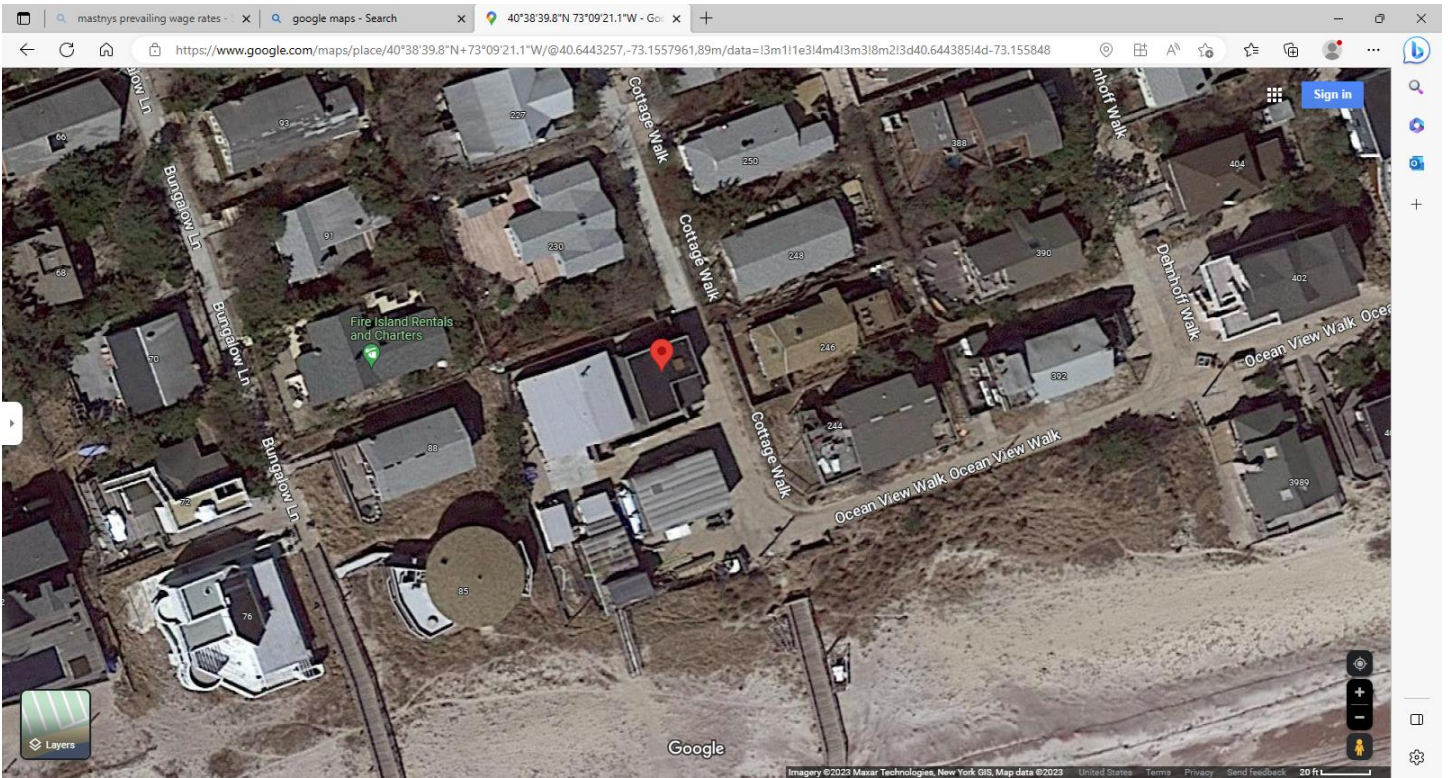
Please note: these submittals are subject to approval by the Village.

**M. Payment**

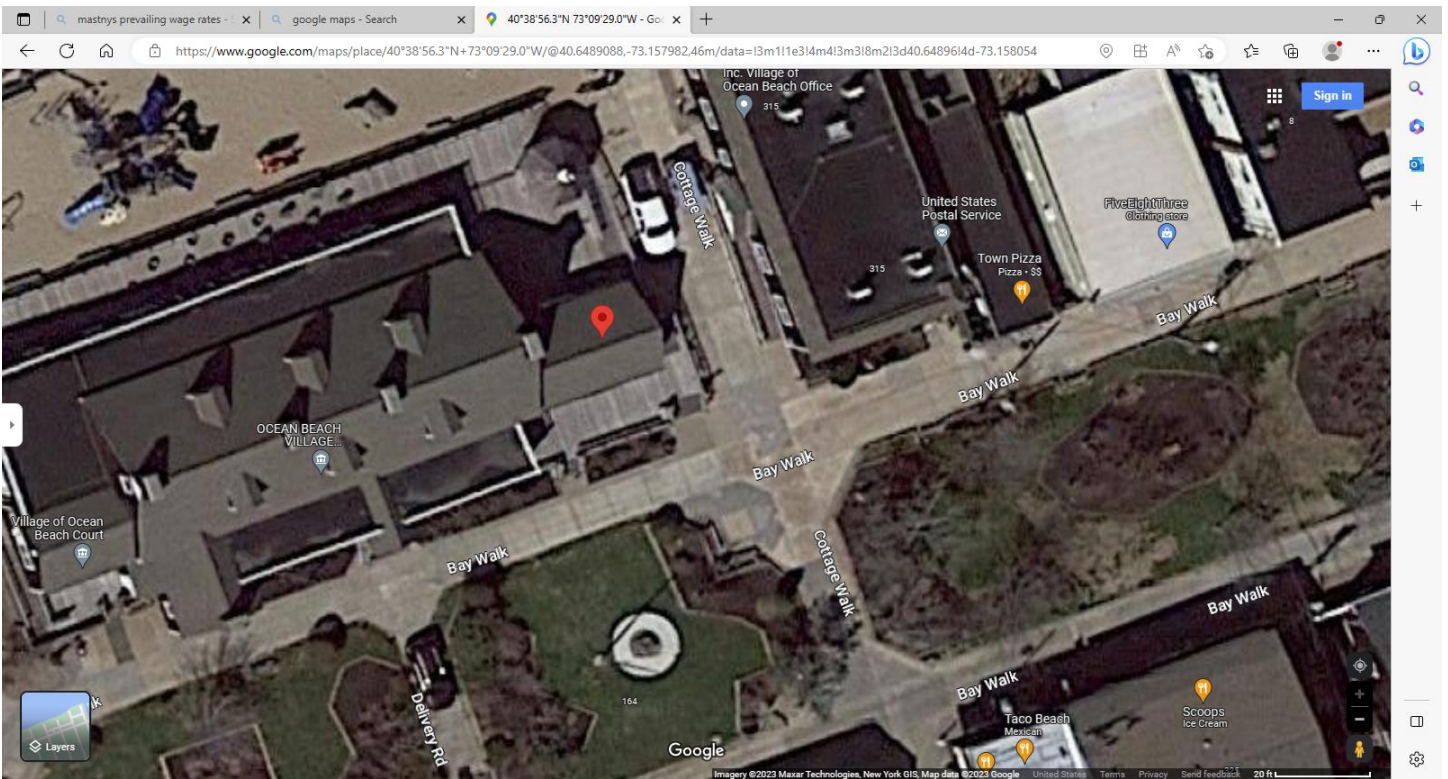
Payment for the work performed shall be made after all certified payrolls have been received and the work is considered 100% complete by the Village. In order to receive payment for any work performed, the following must be submitted and approved by the Village:

1. Invoice of work performed that payment is being requested for. The invoice must include the Village PO number, Contractor invoice number, and list of item(s) with quantities from the *Contract Prices* that the Contractor is seeking payment for.
2. Certified Payrolls reflecting NYS prevailing wage.



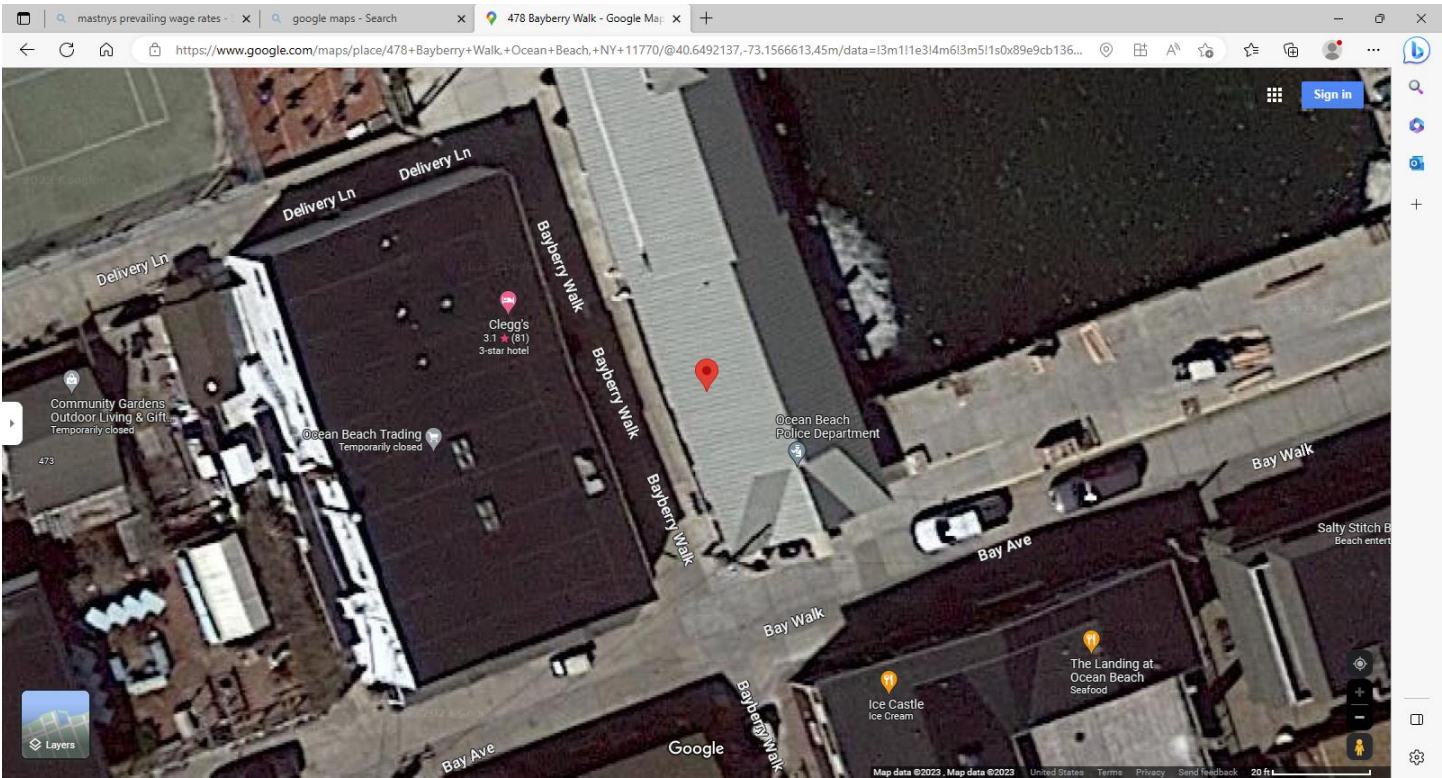


1 Lifeguard Station



2 Community House





3Ferry Terminal