



REQUEST FOR QUOTE

Contractor shall provide janitorial service of restrooms within ten parks in the City of Richmond.

Park Name	Cleaning Schedule
Booker T. Anderson Park (BTA) So. 47 th Street & Cypress	3 days a week
Jay & Barbara Vincent Park End of Peninsula Drive	7 days a week
Lucas Park 10 th & Pennsylvania	1 day a week
Lucretia Edwards Park End of Marina Way South	7 days a week
Marina Bay Park Regatta Blvd.	7 days a week
Martin Luther King Jr. Park (MLK) Virginia & 13 th St.	7 days a week
Nicholl Park Macdonald Ave. & 33 rd St.	7 days a week
North Richmond Ballfield 1900 – 3 rd Street	1 day a week
Shimada Park Marina Bay Parkway	7 days a week
Unity Park (on Richmond Greenway at 16 th & Ohio)	3 days a week

All the restrooms shall be cleaned and sanitized before 11 a.m. and stocked * with sufficient paper and related sanitary supplies.

*(Each restroom has a separate locking utility room which can be utilized for back-up supply reserve needs.)

Please note: If a restroom is closed because of needed repairs by the City the monthly invoice needs to reflect that the restroom is not being cleaned while closed. Do not invoice when said restroom is closed.

Scope of work:

- Sweep entire floor and remove loose litter and debris
- Disinfect and sanitize toilets, sinks and any other fixtures
- Using a wet mop, mop the entire floor area
- Wipe down/dust restroom stall partitions and doors
- Restock toilet tissue and other supplies as needed such as soap
- Remove graffiti as needed. Paint to be provided by City.
- Remove cobwebs from interior walls/ceilings as well as around the entrance to the restroom.

Bid each restroom separately at a monthly rate. Supplies for the restroom(s) shall be provided by the Contractor. **The cost of supplies should be included in the monthly rate.**

A key for each restroom will be provided after contract execution.

The restroom cleaning contractor is not responsible for physical damages caused by vandals but will be expected to clean graffiti from all the inside surfaces of the restrooms along with other cleaning and sanitizing responsibilities. The contractor is expected to report physical damages when first noticed. The contractor is expected to provide all equipment and tools as well as disposal methods appropriate for any types of cleaning necessary. Power washing is required bi-weekly. The City will provide the paint to cover up the graffiti.

Insurance Requirements:

Contractor must provide insurance certificates to Parks Maintenance before the contract will be fully executed.

Business License:

A valid City of Richmond Business License must be in effect during the entire length of the contract.

Site Visit:

Each bidder is responsible for visiting each restroom to ensure their bid proposal will be accurate.

Quotes are due on Tuesday, April 5, 2022 no later than 10 a.m. Quotes must be submitted electronically thru BidsOnline (www.ci.richmond.ca.us).

Questions to Mark Maltagliati, Parks Supervisor at mark_maltagliati@ci.richmond.ca.us

The contract will be for three years with two one-year options to renew.