



Request for Quote # RFQ 06-17

Pre-Season Cleaning for Lake Street and Doverdale Contact & Concession Buildings

Quote Posted: 04/27/17

Deadline for Quotes 05/08/17

PLEASE FAX OR EMAIL RESPONSES TO Fax: 410-548-3192 or Email:
mloew@salisbury.md NO LATER THAN 05/08/2017 @ 2:30 P.M.

To schedule a visit to the locations please call
Jessica Budd at 410-548-5460.

Department of Internal Services - Procurement Division
125 N. Division St., Room 104 Salisbury, MD 21801
PH: 410-548-3190 FX: 410-548-3192
www.salisbury.md

**Pre-season Cleaning Scope For
Lake Street and Doverdale Contact & Concession Buildings
April 27,2017**

Location & Bldg. Info:

Lake Street Contact & Concession Building:

- 710 Lake Street Salisbury, MD 21801
- 2,240 ± square foot concession building consisting of one each: women's bathroom, men's bathroom, electric room, mechanical chase, concession area and concession storage room.

Doverdale Contact & Concession Building:

- 925 Vaden Avenue Salisbury, MD 21804
- 1,375 ± square foot concession building consisting of one each: women's bathroom, men's bathroom, electric room, mechanical chase, concession area and concession storage room.

Scope of work:

Bathrooms:

- Clean the following with a commercial cleaning agent: water closets, urinals, toilet paper dispensers, soap dispensers, hand dryers, sinks, spigots, toilet partitions, trash cans, doors, floors, ceilings, walls, electric heaters, light fixture shades, louver vents, screens, bathroom doors, etc.

Concession and concession storage:

- Clean the following with a commercial cleaning agent: floors, walls, ceilings, light shades, soap dispensers, paper towel dispensers, trash cans, microwave, louver vents, fresh air intake vents, doors, roll up concession door, screens, screen framing, floor sinks, exposed PVC piping, etc.
- Clean all stainless counters, stainless tables, stainless shelving, refrigerators, freezers, triple sinks, hand sinks, ice machine filter holders, and ice machines with a cleaning agent made specifically for stainless.

Electric Room:

- Clean the following with a commercial cleaning agent: walls, floor, shelving, mop sink, electric heater, and door.

Mechanical Chase

- Clean the following with a typical commercial cleaning agent: floors, and door.

Exterior:

- Clean the following with a commercial cleaning agent: drinking fountain, exterior of all doors, and roll up concession door.

This is a one-time pre-season cleaning to be performed within one (1) week of receipt of the purchase order.

Successful vendor will supply all labor, cleaning supplies and disposal of trash.

Proof of Commercial General Liability Insurance is required.

Site visits prior to quoting are recommended. To schedule a site visit, please contact:

Mrs. Jessica Budd,
Engineering Associate III
Salisbury Public Works
Construction Management Office
jbudd@salisbury.md
Office 410-548-5460
Fax 410-548-5462

All questions should be emailed to Mrs. Jessica Budd at the aforementioned email address.

Thank you in advance for your quote.

Renewal and Pricing

A. The City reserves the right to renew this Contract with the same prices, terms and conditions as the original Contract for two (2) one-year terms on a yearly basis, contingent upon mutual agreement between the City and the Vendor. The Vendor has the option of declining this renewal.

B. Pricing shall remain the same for services throughout the duration of the Contract.

Terms and Conditions

A. The following terms and conditions, together with such terms as are set forth in the Contract, with such plans, specifications or other documents as are incorporated by reference, as amended in any subsequent authorized writing from the City, will constitute the entire contract (the "Purchase Order") between the City of Salisbury, MD and Vendor. If bid documents, performance specifications, technical product descriptions or other similar descriptive materials submitted by Vendor in connection with the Purchase Order, or Vendor's proposal, have been incorporated by reference, these will not be deemed to supersede any contrary requirements of the City, but to the extent that such materials or work is not consistent with the City's requirements, they will constitute a part of the basis of this agreement. If the receipt of Contract or Purchase order is construed as an offer, this offer expressly limits acceptance to the terms of this offer and notice of objection to any different or additional terms in any response to this offer is hereby given. If this Contract or Purchase Order is construed as a confirmation of an existing contract, the parties agree that this confirmation states the exclusive terms of any contract between the parties. The Contract or Purchase order will be deemed to have been accepted by the Vendor upon receipt by the City of any writing, including a writing transmitted by fax or other means of electronic transmission, indicating acceptance, or by any of the following: (i) shipment of the goods or any portion thereof, (ii) commencement of any work on site or (iii) performance of any services hereunder.

B. Indemnity and Hold Harmless: Vendor will indemnify, defend and hold the City harmless from and against any and all cost (including reasonable attorney's fees), expense, liability or damage on account of, relate to, or resulting from any and all demands, claims or causes of

actions asserted against the City by any person or persons for injury or damages to persons, including death or property resulting from, arising out of, or related to the negligent, intentional or wrongful acts or omissions, or breaches of this Contract by the Vendor or its respective agents, employees, or subcontractors in connection with the use of the services provided under this Contract.

C. Assignment/Subcontracting: Neither party will have any right to assign this Contract or any benefits arising from this Contract without prior written consent of the other and, unless otherwise agreed upon in writing, the rights of any assignee will be subject to all set-offs, counterclaims, and other comparable rights arising hereunder. Vendor will not delegate or subcontract the work to be performed under this Contract.

D. Compliance with Laws and Regulations: The Vendor agrees to comply with all applicable Federal, State, and local laws and regulations.

E. Termination Without Cause: The City in its sole discretion and without cause, may terminate this Contract, in whole or in part, at any time without incurring liability to the Vendor for lost profits, or any other costs or damages.

F. Electronic/ Facsimile Transmission: If this Purchase Order is transmitted by fax or by other means of electronic transmission, such transmission will have the legal significance of a duly executed original delivered to the Vendor.

G. Payment: If no other terms are specified, each invoice will be payable within 30 days after the later (i) delivery and acceptance of goods or other performance conforming with the terms of this Purchase order and (iii) invoicing. The City is exempt from sales and use tax in the State of Maryland. Vendor assigns to the City all rights to refunds of sales and use taxes paid in connection with this Purchase order/Contract and agree to cooperate with the City in the processing of any refund claims. Unless expressly provided in the Purchase Order, The City will not be liable for any shipping, handling, fuel surcharges or similar fees.

I. Time: If delivery or completion dates cannot be met, Vendor will inform The City immediately. Such notice will not, however, constitute a change to the delivery or completion terms of this Contract unless the City modifies the Contract in writing. If any item is not received or if any element of the work is not completed by the date specified, the City at the City's option and without prior notice to the Vendor, may either approve a revised date or may cancel the Contract and may obtain such goods or work elsewhere and in either event the Vendor will be liable to the City for any resulting loss incurred by the City. Vendor's sole remedy for a delay caused by City will be an extension in time for Vendors performance equal to the duration of the City's delay. Vendor will not be liable for damages resulting from Vendors failure to deliver or complete, or for delays in delivery or completion, caused solely by strikes not caused by or within the control of the Vendor, lock-outs not caused by or within the control of the Vendor, fires, war, or acts of God. Timing and delivery and/or performance of the work is of the essence of this contract.

J. Improper Performance and Disputes: In addition to other remedies provided by law, City reserves the right to reject any goods or to revoke any previous acceptance and to cancel all or any part of the Contract if the Vendor fails to deliver all or any part of the goods or perform any of the work in accordance with this Contract. Acceptance of any part of the Purchase Order or Contract will not bind the City to accept any future shipments or work, nor deprive it of the right to return any goods already accepted. At City's option, if City so elects in its sole discretion with regard to any particular dispute, any dispute arising in connection with this Contract will be resolved by arbitration in Salisbury, MD in accordance with the rules of the American

Arbitration Association, and all disputes will otherwise be resolved in and only in the Wicomico County, MD judicial forum.

K. Additional Provisions for Work Performed on Site: The Vendor will maintain on the site at all times a sufficient work force to carry out its obligations in an efficient and timely manner. The Vendor will employ only competent, skilled, reliable and honest workmen who will work in harmony with other workmen on the site. All persons furnished by the Vendor will be deemed the Vendor's employees or agents, and the Vendor will comply with all applicable statutes regarding worker's compensation, employer's liability, unemployment compensation, and/or old age benefits and all other applicable laws relating to or affecting the employment of labor. At the City's instruction, the Vendor will promptly remove from the Site any employee who, in the City's opinion, represents a threat to the safety or progress of the Contract or persons on the site, or who has engaged in any improper conduct, specifically including (without limitation) conduct which the City perceives as constituting harassment of other persons.

L. Vendor will secure all materials and the site where Work is performed, and will leave all areas broom clean (unless a more stringent cleanliness standard is set forth in documents that are incorporated in this Contract by reference) and in a safe condition at the end of each work day and upon completion of the Work. In case of dispute, City may remove waste at Vendor's expense.

M. Vendor will ensure that federal, state and county of residence criminal background checks are conducted on all persons performing Work at the site, and will exclude from the Site any dishonest, dangerous or otherwise unqualified persons.

O. In the even of an emergency threatening health, life or property, the Vendor will take such action as may be necessary to save lives and protect persons from injury and, this being done, to protect and preserve property. The Vendor will notify the City of any such emergency as promptly as is practicable under the circumstances.

RFQ 06-17 Pricing Form

Pre-Season Cleaning for Lake Street and Doverdale Contact and Concession Buildings

Date _____

Assistant Director of Internal Services--Procurement Division
City of Salisbury
Government Office Building
Room 104
Salisbury, Maryland 21801

To Whom It May Concern:

We hereby submit our Quote Document for furnishing all labor and equipment for the Pre-Season Cleaning For Lake Street and Doverdale Contact & Concession Buildings as indicted in the Quote Documents.

Having carefully examined the Quote Documents, Locations, Scope of Services, Renewal and Pricing, Terms and Conditions, and Pricing Form, Proof of Insurance, having visited the site, and having received clarification on all items of conflict or upon which any doubt arose, the undersigned proposes to furnish the items called for by the Quote Documents as stipulated in the Schedule of Prices below.

By submission of this Quote Document, Contractor certifies that he or she comprehends the quoting requirements set forth and is thoroughly familiar with the provisions of the Quote Documents.

Item	Description	Lump Sum
1.	Pre-Season Cleaning for Lake Street and Doverdale Contact & Concession Buildings	

Item 1: _____
Written

Company (Print)

Address

Authorized Representative Signature

Name of Authorized Representative (Print)

REFERENCES

List three (3) references for similar projects successfully completed in the last two (2) years. References should also include the point of contact in each community/project referenced as well as other key organizations which are familiar with this project.

Type of Project:	
Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
Dates of Service:	
Date of Project Completion:	
Local Gov't Contact for Project:	
Key Organization Contact:	
Type of Project:	
Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
Dates of Service:	
Date of Project Completion:	
Local Gov't Contact for Project:	
Key Organization Contact:	
Type of Project:	
Company Name:	
Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
Date of Service:	
Date of Project Completion:	
Local Gov't Contact for Project:	
Key Organization Contact:	

Print Name

Signature

EXCEPTIONS AND ADDENDA

The undersigned hereby certifies that, except as listed below, or on separate sheets attached hereto, the enclosed Quote Document covers all items as specified.

EXCEPTIONS:

(If none, write NONE) _____

THE CONTRACTOR HEREBY ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA.

<u>Number/</u>	<u>Date/</u>	<u>Initials</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Print Name

Signature