



OAKLAND
BUSINESS
IMPROVEMENT
DISTRICT

Request for Bids

For

**Oakland Public Space
Cleaning & Maintenance Program**

Respond to:
Oakland Business Improvement District
Attn: Georgia Petropoulos
Executive Director
235 Atwood Street
Pittsburgh PA 15213

Deadline: Friday October 14, 2016 by 5:00 P.M. EST

Attachments:

Exhibit A: Map of Oakland BID Boundary Line

I. Introduction and Overview

The Oakland Business Improvement District (OBID) seeks proposals from well qualified vendors to operate a public space cleaning and maintenance program within the boundaries of the Business Improvement District (refer to Exhibit A). Since 1999 the OBID's Cleaning Program has provided a range of cleaning and maintenance services to a high standard intended to enhance the appearance and attractiveness of "common area" public spaces (primarily sidewalks from curb line to building line, including fixtures such as trash receptacles and utility poles) in the Oakland neighborhood of Pittsburgh. As Pennsylvania's 3rd largest economic generator and as the educational and medical hub of Western Pennsylvania, the perception of our neighborhood is vital to the economic health of the City of Pittsburgh and the Western Pennsylvania region at large.

II. Organization & Mission

The OBID was established in 1999 to undertake economic development initiatives for the Central Oakland business district. The vision of the OBID is *to be recognized as a vibrant and dynamic business district that sets the national standard for other commercial districts' growth and innovation*. To accomplish its vision of creating a vibrant and dynamic business district the OBID will:

- Build effective partnerships with businesses, institutions and property owners to maintain a clean and safe community.
- Attract, retain and promote quality businesses and retail segments to support our local economy.
- Promote Oakland as a renowned destination point with a business, retail and institutional mix offering unique products, services and events.
- Coordinate events and programs designed to promote Oakland as the preferred place to shop, work, learn and live.

III. Qualifications

OBID will only consider proposals from businesses and/or companies that have:

1. Minimum of two years experience operating a public space cleaning and maintenance program.
2. Public space cleaning and maintenance experience in at least one U. S. city or a neighborhood with a population of at least 50,000 people.

IV. Project Description

The philosophy of OBID's public space cleaning and maintenance program is that the positive perception of Oakland as a clean and safe neighborhood is essential to the health, vitality and vibrancy of Pittsburgh's second largest center of commerce and employment. Oakland is unique to the City of Pittsburgh. As the "eds and meds" capital of Western Pennsylvania, the Oakland community is home to over 200 retail establishments and professional offices all within walking distance of world class cultural amenities, Pittsburgh's Historic Schenley Park and the campuses of the University of Pittsburgh, UPMC, Carlow University and Carnegie Mellon University. Long considered the cultural center of Pittsburgh, Oakland is also home to museums, theaters, galleries and gardens including the Carnegie Museums of Art and Natural History, the Carnegie Music Hall, the Phipps Conservatory and Botanical Gardens and the Stephen Foster Memorial Museum and Concert Hall, each of which draw thousands of visitors annually. Our community serves a very diverse market of more than 100,000 users daily including residents, students, visitors, internationals, local employees and professionals. As a university district, Oakland populations shift with the maximum amount of visitors to the district corresponding with the academic calendar, January through May and late August through mid-December.

V. Description of OBID Service Area

The Cleaning Program operates within the Business Improvement District boundaries, an area encompassing over 5 acres of commercial and institutional land, which includes: 8 blocks along the southern side of the Fifth Avenue corridor; 11 blocks along the Forbes Avenue retail corridor; the western edge bounded by the Boulevard of the Allies and Maurice Street; the Eastern Edge bounded by the William Pitt Union of The University of Pittsburgh; and includes the secondary retail corridors intersecting Fifth and Forbes Avenues. (Refer to Exhibit A)

VI. Description of Program Scope of Services

1. The complete removal of litter and all other debris including leaves, gravel, dust, etc. from our sidewalks and curbs. The OBID considers the curb to be the area of the street approximately 12 inches from the edge of the sidewalk. In order to present our neighborhood in the best manner possible to the majority of our commuters, all litter throughout the district in both the primary and secondary zones must be removed daily before 8:30 a.m. Monday through Friday. The condition of the sidewalks must be maintained throughout the day until 7:00 p.m. Monday through Friday. Weekend schedules may be more flexible, however all litter must be removed from the sidewalks by 10:00 a.m.
2. Cleaning and detailing of all fixtures located within the public right of way within the OBID boundaries including, but not limited to: news racks, pay phones, trash cans, planters, kiosks, tree grates, pedestrian signs and bus shelters. Detailing includes removing any graffiti and/or stickers, and wiping off all dirt and then wiping down with disinfectant. Excessive rain or temperatures consistently below freezing will be considered prohibitive weather for detailing.
3. Emptying cigarette urns located in the public right-of-way as needed, or at a minimum of once per day.
4. Regular pressure washing of the district, weather permitting, to include removal of gum, grease and dirt. Pressure washing is to be completed regularly between the months of April and October with a minimum goal of 30-40 block faces completed each season. "Hot spots", those areas which are subject to more intense pedestrian activity, will require more frequent cleaning. The areas under and surrounding trash cans will also require more frequent pressure washing. Note: Due to new large scale development projects taking place along Fifth and Forbes Avenue, between Craft and Meyran Avenues, OBID anticipates increased foot traffic along these blocks.
5. In addition to our primary activities, the OBID Cleaning Program will include the following duties:
 - a) Clean under and around, and empty debris of approximately 45 public trash and recycling receptacles;
 - b) Remove flyers and posters from all utility poles and pedestrian signs within the BID daily;
 - c) Remove weeds from tree grates, building edges, sidewalk cracks, etc.;
 - d) Remove snow and ice from handicap ramps at intersections and salt to prevent further buildup;
 - e) Litter and debris removal and odor treatment within alleys;
 - f) Removal of litter and debris from sidewalk planters placed by the OBID and;
 - g) Special cleaning projects as requested by the OBID staff.
6. Vendor will provide to the OBID cleaning and maintenance statistical data report monthly, to include at minimum: pounds of trash collected, number of stickers removed, graffiti removed, pressure washing completed and other relevant data. OBID expects frequent face-to-face interaction between OBID staff and designated Cleaners' representative.
7. Vendor will provide distinctive, easily recognizable OBID uniforms with the OBID logo. Vendor will supply all components of uniform, to be approved by OBID. Vendor will be responsible for ensuring cleanliness of uniforms and neat appearance of Cleaners. A portion of the uniform

will be a high-visibility color to protect employees from cyclists, vehicles, etc. while providing service in the street or along the curb edge.

8. Vendor will be responsible for providing one cellular telephone in order to facilitate communication between the OBID and the Cleaners' representative.
9. Vendor will be required to supply all brooms, pans, shovels, ice choppers, chemicals, fuel, salt for snow removal and trash bags necessary for the cleaning program.
10. Vendor must expect to be on-site the day following any major event which will cause an accumulation of debris in Oakland. These will include Super Bowls, World Series, Stanley Cups, college championships, commencements, large parades, the Pittsburgh marathon, etc.
11. Cleaners may utilize trash cans placed along Forbes and Fifth Avenues within the Business Improvement District. The City of Pittsburgh will empty these trash cans on a regular basis.
12. In public, Cleaners will represent the OBID and therefore must possess the necessary skills to maintain cleanliness in the district, must be friendly, dependable, trustworthy, enthusiastic, and personable. As Oakland is a destination for many out of town visitors coming to our hospitals and universities, our Cleaners must always be ready to provide reasonable assistance to the general public. In addition, while on duty the Cleaners are observed by thousands of people on a daily basis and must always present themselves as professional and approachable.

VII. Additional Requirements

The vendor will be required to own and operate all equipment related to this contract. The vendor will also be required to provide and maintain a space for crew operations. The OBID will work with the vendor to identify potential storage facilities for large equipment provided by our institutional partners.

Please provide a cost breakdown for each of the following additional requirements:

- Provision of space for the Cleaners to include a rest room, space for 6 lockers, and space for a break/lunch area to include a small refrigerator and a sink.
- Annual pressure washing services for approximately 5700 linear feet of sidewalk. Services to include gum and stain removal.
- Provision of health insurance provided to each employee.
- Provision of monthly bus passes provided to each employee.
- *Environmental consciousness:* The OBID has made a commitment to promoting responsible environmental practices and is leading an effort to make the Oakland neighborhood a leader in "green" business. In keeping with this philosophy, we anticipate that our cleaning program will also be conscious of potential environmental impact. Please indicate in your proposal all steps taken by your company to make the program environmentally sustainable. If applicable, please provide examples of how your company has successfully implemented recycling or alternate waste collection methods as part of other contracts.

VIII. Existing Labor Agreement

The new vendor shall be an independent contractor with the exclusive right to hire or discharge employees and to designate the hours of work and classification of work for each employee. The OBID shall not exercise any control over the labor relations or employment policies of the new vendor. The new vendor shall be responsible for compliance with any and all applicable local, state and federal laws governing employment and labor relations. The Vendor will not be considered an agent of the OBID. The Vendor will comply with all EEOC guidelines and will provide the OBID copies of sexual harassment policies.

IX. Insurance

Vendor must provide a list of commercial general liability insurance policies held in conjunction with current contracts for programs similar to OBID’s public space cleaning and maintenance program. Include details of policy limit amounts, and describe/explain any claims that have been made on any of these policies within the last three (3) years. Additionally, the Vendor shall be responsible for maintaining during the life of the contract the following types of insurance with minimum acceptable limits as set forth below:

TYPE	LIMITS OF LIABILITY
Workers Compensation	Statutory
Employers Liability	\$100,000 Each Accident, Bodily Injury \$100,000 Each Employee, Disease \$500,000 Policy Limit, Disease
Commercial General Liability	\$1,000,000 Each Occurrence Limit \$2,000,000 General Aggregate Limit
Business Auto Liability	\$1,000,000 Each Accident
Umbrella/Excess Liability	\$5,000,000 Per occurrence / \$5,000,000 Aggregate

The insurance carriers providing the required coverages shall (a) be licensed in the state of Pennsylvania, (b) rated no lower than “A-” by the most recent Best’s Key Rating Guide, and (c) have a Best’s Financial Size Category of not less than VIII, unless otherwise agreed to by the Bid Requester.

The Vendor shall supply a certificate of insurance evidencing such required insurance coverage prior to commencement of the contract naming OBID and its officers and employees as additional insured; UPMC, University of Pittsburgh and City of Pittsburgh are also to be included as additional insureds. The insurance carrier(s) shall not be canceled unless the OBID receives 30 days prior written notice.

The Vendor shall provide Unemployment Insurance.

X. Proposals

Please submit five (4) copies of your proposal by **Friday October 14, 2016 by 5:00 p.m. EST** to Georgia Petropoulos, Executive Director, Oakland Business Improvement District, 235 Atwood Street, Pittsburgh PA 15213. Please submit a sealed proposal, to be opened in the presence of the OBID Executive Director and members of the OBID Board of Directors. **All bids must be valid for at least 30 days from the date of submission.** Proposals should include the following:

Proposal Content:

A. The Offeror shall address the criteria below at a minimum as part of its proposal. Each Proposal should include a transmittal letter and management overview of the proposal. Proposals are to include and may be evaluated on the following factors, together with such other factors as will protect and preserve the interests of the OBID, which may also be considered.

1. Company name/business information
 - Business: name address, telephone and fax numbers, email addresses
 - Primary Contact: Name, address, telephone, fax and email
 - History (years in business, how company started, etc.)
 - Legal Structure (privately or publicly held, incorporation information)

- Business Unit and individuals to be responsible for providing/ managing contracted services, including resumes of individuals. Describe role of individuals in managing contract and percentage of time expected to be devoted to contract.
 - Reference names and contact information for similar BID contracts or the equivalent with other organizations.
 - Experience in providing the services and/or items requested.
 - Documentation of financial stability and resources, and any applicable licenses with permits.
2. Proposal for providing cleaning and maintenance services
- **Scope of services** – describe in detail what and how cleaning services will be performed.
 - **Recruitment** – explain how cleaning staff will be recruited and what criteria be used to recruit staff. Detail your drug testing, background screening, grooming, and other personnel policies and practices.
 - **Training** – provide details of proposed training (both initial and ongoing) including topics, instructors, schedule, role of the OBID, etc.
 - **Equipment and uniforms** – provide a complete list of any proposed equipment and list and describe proposed uniform elements. Describe how equipment will be maintained and how uniforms will be kept clean. OBID reserves the right to approve uniform colors and components.
 - **Accountability for performance** – Explain how you propose to be held accountable by OBID and how performance will be measured and demonstrated.
3. **Budget** -Provide budget figures for a three year period (separate figures for each year). Include detailed breakdown of all costs, to include: personnel costs, equipment costs, uniform costs, space costs, overhead, and profit.
- Provide itemized expenses for each component of the programs listed above in “Description of Program Scope of Services” and “Additional Requirements”.
 - OBID reserves the right to reject any or all proposals.

B. Offeror should state whether or not any of Offeror’s owners, officers, employees, or agents, or their immediate family members, is currently, or has been in the past year, an employee or Board Member of OBID or has any relationship with OBID that might affect the Bid procurement transaction. If so, Offeror shall state the complete name and address of each such person and their connection to OBID.

C. Each Offeror should provide the names, addresses, and telephone numbers of at least three (3) references in connection with supplying the services or items requested in this Bid, especially from other organizations, similar to those being requested in this Bid by OBID. Each reference should include organizational name, address, contact person, title of position filled, number of years position has been so filled, and phone number of contact.

D. OBID may request additional information, clarification, or presentations from any of the Offerors after review of the proposals received.

E. OBID is not liable for any costs incurred by any Offeror in connection with this Bid or any proposal or other response by any Offeror to this Bid. The expenses incurred by Offeror in the preparation, submission, and presentation of the Proposal are the sole responsibility of the Offeror and may not be charged to OBID.

F. Only OBID will make news releases pertaining to this Bid or the proposed award of a Contract.

XII. Selection Process

OBID will review all proposals for completeness; any that are incomplete may be eliminated. In selecting a contractor, OBID will weigh most heavily:

1. Cost.
2. The Offeror's experience and demonstrated ability to successfully operate a cleaning and maintenance program for a BID or similar organization.
3. Demonstrated responsiveness to client concerns; demonstrated ability to resolve problems quickly and appropriately.
4. Corporate and financial stability.
5. The character, integrity, reputation, judgment, experience, efficiency and effectiveness of the Offeror.
6. The quality and timeliness of performance of previous contracts or services of the nature described in this Bid.
7. Compliance by the Offeror with laws and ordinances regarding prior contracts, purchases, or services.
8. The conditions, if any, of the Proposal.

OBID will hold a mandatory pre-bid informational meeting for qualified vendors interested in submitting proposals on:

**Thursday October 6, 2016
11:00 a.m.
235 Atwood Street
1st Floor Conference Room
Pittsburgh, PA 15213**

OBID will be happy to respond to any questions or clarify anything in this Bid by email. Questions should be directed to: **Georgia Petropoulos, Executive Director, georgia@oaklandbid.org.**

After reviewing all submitted proposals, to be sealed by the vendor and opened in the presence of the OBID Executive Director and members of the OBID Board of Directors, the OBID may select two or more finalists for interviews in Pittsburgh.

OBID anticipates awarding a contract for a three-year period beginning January 1, 2017.

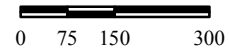
CITY OF PITTSBURGH
DEPARTMENT OF CITY PLANNING
Oakland Business
Improvement District

MAP KEY

- Buildings
- Parcels
- Streets
- Cemeteries
- Parks
- Rivers



Feet



Date:
October 27, 2008
Prepared By:
Christina Dinwoodie

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