



**Request for Proposal  
Street Cleaning and Related Services  
Clean Team Ambassadors Program**

**CLIENT: DOWNTOWN ALBANY BUSINESS IMPROVEMENT DISTRICT, INC.  
21 LODGE STREET, 1<sup>st</sup> FLOOR  
ALBANY, NY 12207**

**BACKGROUND**

The Downtown Albany Business Improvement District, Inc. (BID) is an independent not-for-profit 501 (c) (3) organization comprising of property owners and businesses in the downtown Albany business district. Established in 1996, the BID's mission is to restore, promote and maintain the character and viability of downtown Albany and improve the quality of life and overall image for all those who live, work and visit the Capital City of Albany. Working in partnership with businesses, property owners, cultural institutions and organizations, government agencies and elected officials, the BID works to make Albany's downtown historic district clean, safe and friendly.

The Downtown Albany BID Clean Streets program, implemented in 1996, is a core offering to our stakeholders throughout the district. The successful bidder will be expected to carry on and improve upon the current level of service.

**GOAL**

The BID requires a Downtown BID specific OSHA/DOT color compliant safety uniformed service known as the ***Clean Team Ambassadors*** whose primary function is sidewalk clean-up, including litter pick up, sweeping, snow removal, weeding; code and maintenance reports, bagging of trash, etc; (see attached exhibit B). The ***Clean Team Ambassadors*** will provide supplemental services, will report directly to the BID's Operations Manager and will work in conjunction with the City of Albany Department of General Services. It is important the Contractor be familiar with City services understanding the contract is to augment, not replace, those services.

In addition, the **Clean Team Ambassadors** will provide assistance to visitors in the form of directions, tourist information and other related matters. Further, working with the BID Operations Manager, Albany Police Department's Community Outreach officer assigned to the District and other police department personnel, the **Clean Team Ambassadors** will act as additional "eyes and ears" for the purpose of identifying and reporting life safety issues or unusual and suspicious behavior.

### **INVITATION**

Your firm is invited to submit a proposal to supply cleaning and maintenance services to the Downtown Albany Business Improvement District.

### **SCOPE OF SERVICES AND RESPONSIBILITIES**

- a) Contractor agrees to provide 7 day per week staffing for the purpose of performing exterior maintenance and clean-up services, as detailed in *Exhibit B*, for the designated areas of the Downtown Albany Business Improvement District in the City of Albany, New York as outlined in *Exhibit A*. The program calls for daily service, except for holidays noted below. Contractor agrees to maintain an office within the District or detail in full how logistical concerns will be addressed should another office location be used.
- b) Contractor agrees to provide additional laborers during special events upon request within the District boundary for the purpose of performing duties described above. Contractor will provide the BID with staffing assignments for special events two (2) weeks prior to the event.
- c) Due to seasonal factors and other considerations, the BID requires specific laborer hours outlined in *Exhibit C*. Proposals should include pricing for these fluctuations.
- d) Contractor is to provide BID with no more than the proposed services as detailed in contractor's proposal without the written request and consent of BID.
- e) Regardless of holidays observed by the BID office, the Contractor will generally **not** be required to provide services on the following federal holidays except in the case of special events landing on any listed holiday:

New Year's Day  
Memorial Day  
Independence Day  
Labor Day

Thanksgiving Day  
Christmas Day

- f) In the case of inclement weather where outdoor work becomes unreasonable, indoor work such as preventative maintenance and equipment repair, BID-specific training and training required by law will be assigned. Should no such work exist, it will be the Contractors responsibility to alert the BID and, upon “agreement” with the BID, Contractor will dismiss workers for the day if it is determined such inclement weather will not clear, and no other responsibilities exist. Contractor will be responsible to make up such hours at another time and document it to the BID.

### **TERM**

The term of this contract shall be one (1) year, with two (2), one (1) year renewal options commencing from January 1, 2021 through December 31, 2023.

### **REQUIRED INFORMATION FOR PROPOSALS**

1. BID will provide two (2) high visibility polo shirts, two (2) pair of black cargo pants and a winter parka that Contractor’s staff must keep clean and well maintained.
2. A complete and detailed Staffing and Execution Plan detailing equipment (including specs, number and type of mechanized equipment and proposed use), hours of operation per week, proposed schedule of staffing to address hours outlined in Exhibit C and key times (early morning clean – up, after lunch hour and snow storm coverage, etc.). Description of seasonal uniforms and accessories, and other such details Contractor deems necessary to demonstrate competence to successfully operate the program.
3. A summary of the qualifications of staff to be assigned to the positions.
4. Letters of recommendation from owners of companies served by the Bidder and other appropriate parties attesting to the Bidder’s ability and competence in the operation and management of cleaning and maintenance services.
5. Proof of insurance in the amount of \$1 million in general liability and \$1 million in property damage. The BID may, at its discretion, request the following information from bidders:
  - a) Evidence of compliance with applicable ordinances, statutes, acts and codes, including but not limited to those pertaining to minimum/prevaling wages, fair labor practices, equal employment opportunity, affirmative action, environmental protection, federal, state and local safety and OSHA regulations including, but not limited to Material Safety Data Sheets (MSDS).
  - b) Copies of necessary certificates, permits, licenses, approvals and other documents authorizing them to conduct business in the State of New York.
  - c) Meet specific training requirements as it relates to the operation of machinery and driving.

- d) Evidence of financial stability, including, without limitation, audited financial statements prepared by an independent Certified Public Accountant.

## QUALIFICATIONS

The BID will consider proposals from all interested bidders that provide a completed application and present adequate evidence or demonstrate basic qualifications to manage and operate the Clean Team Ambassadors Program. Bidders must submit three copies of their proposal with qualifications by **Friday, September 25, 2020 at 3:00 pm**. Immediately thereafter, interviews may be scheduled for the 1<sup>st</sup> and 2<sup>nd</sup> week of October 2020.

The selection of the Downtown Albany BID's Contractor is solely at the discretion of the BID Board. Preference will be given to firms in or near the District as well as to those with documented direct experience with such a program. The BID reserves the right to consider all or part of any proposal, and is under no obligation to accept any or all proposals. The BID reserves the right to negotiate further with any bidders subsequent to the receipt of the proposals. Final determination will be awarded on October 22, 2020 after approval by the BID Board of Directors at the BID Board meeting on October 21, 2020.

Proposal Due: 3:00 pm on Friday, September 25, 2020

Location: Downtown Albany BID  
21 Lodge Street, 1<sup>st</sup> Floor  
Albany, NY 12207

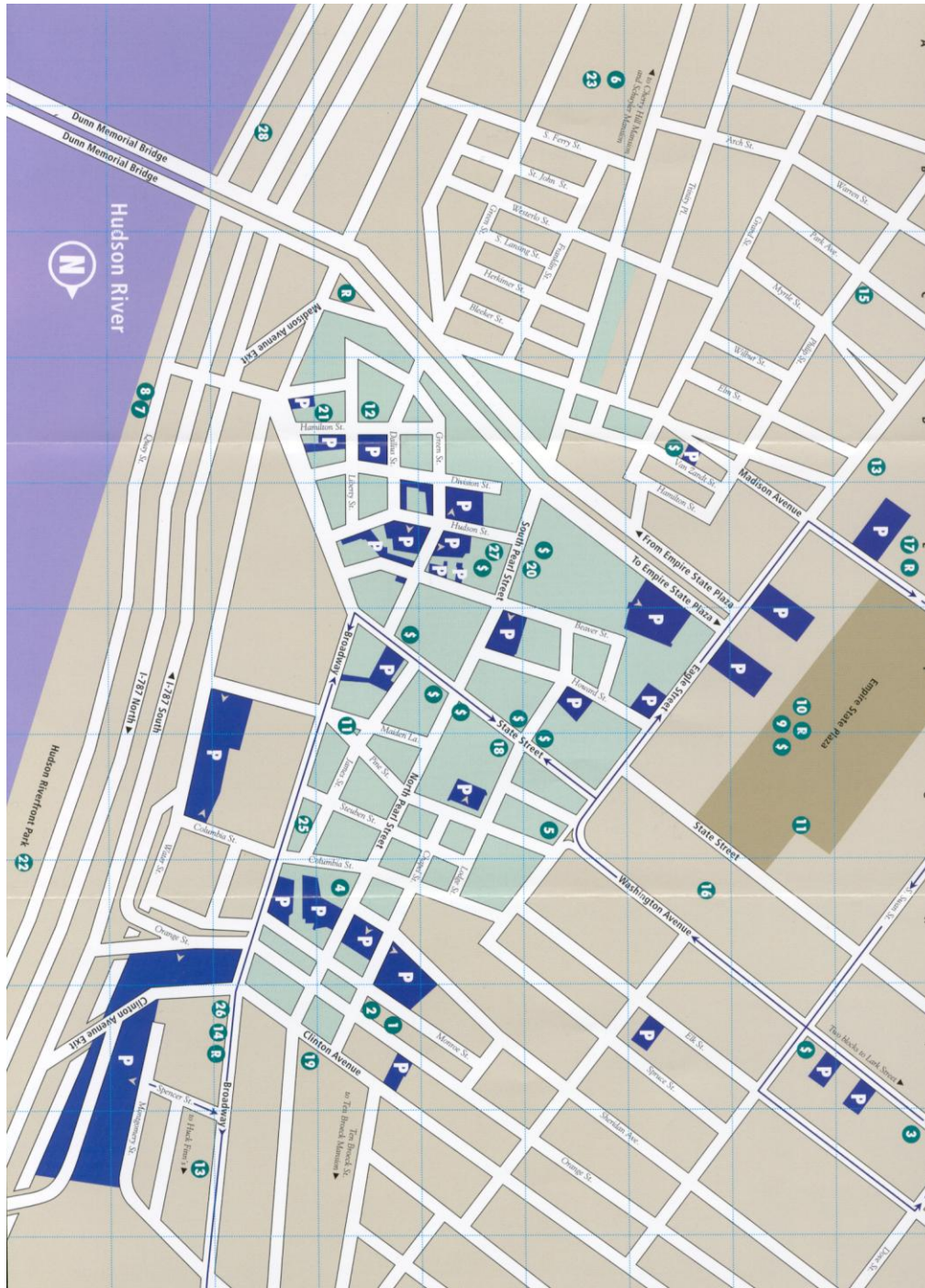
Contact: Don Wilson, Operations Manager  
(518) 465-2143, ext. 112  
(518) 465-0139 FAX  
dwilson@downtownalbany.org

Submit To: Don Wilson, Operations Manager  
Downtown Albany BID  
21 Lodge Street, 1<sup>st</sup> Floor  
Albany, NY 12207

All telephone inquiries should be directed to the contact person.

## Exhibit A

Downtown Albany BID Boundaries = green shaded area



## Exhibit B

### Downtown Albany BID Specific Scope of Services

**Note: All services are supplemental to the city and property owner responsibilities**

#### Daily

- Sidewalk sweeping (mechanized – All Terrain Litter Vacuum (ATLV) or equivalent, and pan & broom)
- Litter pickup
- Bagging of trash when necessary
- Removal of handbills from bus shelters, poles, mailboxes, etc.

#### As Needed

- Cellular phones required to report issues via text and or photo to the BID Operations Manager - including but not limited to, broken sidewalks, curbs; potholes in roads; damaged trash cans, tree surrounds, fences, barriers; dead flowers or shrubs, newspaper vending machines, telephones, light poles, directional and other signage; uncollected grass/shrub clippings; overgrown vegetation; painting needs of street fixtures, furniture, poles, mailboxes, code infractions, etc.
- Incident Reports of accidents and unusual or suspicious behavior, pan-handling, homelessness, loitering, and harassing behavior
- Power washing Sanitization

#### Seasonal

- Weed trimming and pulling
- Leaf bagging as needed
- Snow removal in crosswalks and curb cuts
- Pick up, storage and application of City provided calcium to sidewalks and crosswalks as needed

#### Miscellaneous

- Distribution of various BID notices, flyers, pamphlets, etc. as needed
- Occasional assistance with placement, moving and/or storage of various seasonal and holiday décor/banners/tents, tables, chairs, etc.
- Greet visitors and offer assistance & directions
- Supervisor attend BID staff meetings and other relevant meetings

**Exhibit C****Clean Team Ambassadors Laborer Schedule****March 1st thru October 31st**

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Supervisor			7am-3:30pm	7am-3:30pm	7am-3:30pm	7am-3:30pm	7am-3:30pm
Laborer	8am-4:30pm			8am-4:30pm	8am-4:30pm	8am-4:30pm	8am-4:30pm
Laborer		7am-3:30pm	7am-3:30pm	7am-3:30pm	7am-3:30pm	7am-3:30pm	
Laborer	7am-11am	7am-11am					

**November 1st thru February 28th**

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Supervisor			7am-3:30pm	7am-3:30pm	7am-3:30pm	7am-3:30pm	7am-3:30pm
Laborer			8am-4:30pm	8am-4:30pm	8am-4:30pm	8am-4:30pm	8am-4:30pm
Laborer	7am-12pm	7am-12pm					

**May 1st thru September 30th**

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Laborer			7am-12pm	7am-12pm	7am-12pm	7am-12pm	7am-12pm