



EVENT #4848

JANITORIAL SERVICES FOR GRAYSON STADIUM

SPECIFICATIONS AND SPECIAL CONDITIONS

4.0 The purpose of these specifications is to describe janitorial services for Grayson Stadium, 1401 E. Victory Drive. The Savannah Bananas' regular season usually starts on or about Memorial Day and usually ends around Labor Day, and consists of approximately 30 home games. This number could increase through the playoffs, if applicable.

To submit pricing electronically for this event, enter pricing for each line item shown under the lines tab on the event summary. To enter pricing manually, complete the attached bid proposal form. Manually submitted bids must be submitted on the bid proposal forms contained in these specifications in order to be considered.

A pre-bid conference has been scheduled to be conducted at the Purchasing Office, third floor, City Hall, 2 East Bay Street, Savannah, Georgia 31401. This meeting will allow contractors to discuss the specifications and resolve any questions and/or misunderstandings that may arise with City staff. You are invited to attend.

4.1 Bidders must have commercial experience for cleaning projects of this size and venue. References should be listed on Attachment 1. Attachment 1 must be included with a bid to be further considered.

4.2 Supplies and Equipment

4.2.1 The contractor must furnish all labor, supplies, chemicals, materials, equipment, and supervision required to perform specified custodial services.

Contractor must furnish:

- Squeegees
- Buckets
- Sponges
- Putty knives
- Steel wool
- Soap
- Waxes
- Wax cleaner
- Wet mops
- Mop presses
- Wiping cloths
- Blowers
- Brooms
- Dust cloths
- Dust pans
- Wall brushes
- Detergents
- Metal polish
- High-coefficient disinfectants
- Rubber gloves
- Scouring powder
- Porcelain cleaner
- Sweeping compounds
- Brass cleaner
- Tile cleaner

And other articles or items for satisfactory performance under this contract.

- 4.2.2 Refillable items such as toilet paper, hand towels, and lotion soap will be provided by the City of Savannah. Plastic trash can liners will also be supplied by the City. It will be the responsibility of the contractor to monitor and promptly replenish supplies in dispensers of the items mentioned above.
- 4.2.3 All equipment required by contractor in the performance of his duties must be furnished by Contractor at its sole expense. The City of Savannah reserves the right to require the contractor to replace, substitute, or modify its equipment if such equipment is harmful to the City or its operation or is not sufficient in terms of providing adequate cleaning under this contract.
- 4.3 The contractor must include with the bid package, a list of equipment naming type, manufacturer, and age of equipment on Attachment 3. Attachment 3 must be included with a bid to be further considered. The City of Savannah reserves the right to require the contractor to replace, substitute, or modify its equipment if such equipment is harmful to the City or its operation is not sufficient in terms of providing adequate cleaning under this contract.
- 4.4 The City will provide reasonable storage space for use by the contractor, and only for the equipment or supplies used for the performance of the services required under this contract. The City will have access to the above rooms for the purpose of inspection for conformation to fire, health, and any other applicable regulations. The use of such rooms will be the responsibility of the contractor and any damage to property, theft of property, or injury to persons resulting from the use of such rooms shall be the liability of the contractor.

The Buildings and Grounds Director reserves the right to reclaim any of these areas if needed for other City purposes. In exercising this right, the City will endeavor to provide other suitable areas for the contractor's use.

The storage closets must be kept clean, orderly, and free of odor at all times.
- 4.5 Personal property, equipment, etc.: The title of all equipment, materials, and machines of any kind or nature furnished and used by the contractor, must remain in the contractor's name and such equipment and materials of any kind or nature must be removed promptly from the area specified in bid upon the termination of this contract.
- 4.6 Flammable materials: All flammable materials which include waxes, paint, thinner, and waste should be handled in accordance with all applicable fire and environmental regulations. Any fire, smoke, or other damage arising out of the contractor's use of said flammable material shall be the responsibility of the contractor.
- 4.7 The contractor shall be responsible for determining type, quality, and characteristics of all building materials which are to be serviced under this agreement. The contractor shall be responsible for the determination of the proper cleaning method of each building material serviced under this agreement so that the City facilities will remain in good condition, ordinary wear and tear and unavoidable accident accepted.
- 4.8 No materials should be used which are harmful to the surface to which they are applied. No material, treatment, or procedure should be used on any floor, stairway, or sidewalk that will cause such floor, stairway, or sidewalk surface to be slippery or unsafe to walk upon in all kinds of weather, taking into consideration the normal use thereof. The contractor must take immediate corrective action when

notified of unsafe conditions.

4.9 The City will provide utilities (water and electricity) from existing outlets at no cost to the contractor.

4.10 Contractor's Employees

4.10.1 The contractor must provide sufficient personnel to accomplish required services. All such personnel must be skilled in the various tasks assigned to them. The contractor will be responsible for proper personal conduct of all its personnel while on the premises and must submit a certificate that they are licensed to provide services and carry insurance of not less than \$100,000 coverage for employee dishonesty and customer protection. The contractor shall agree to remove any employee whose conduct the Buildings and Grounds Administrator feels is detrimental to the best interest of the City.

4.10.2 All employees must be 18 years old or older. No one under of the age 18 will be allowed to work under this contract. All persons employed by the contractor must be citizens of the United States or must have a U.S. Immigration Service work permit.

4.10.3 Employees must wear photo name tags identifying company.

4.10.4 Only authorized personnel shall be allowed into the facilities after hours.

4.10.5 Employees must pass a five (5) panel NIDA drug screening prior to working on City property. If any employee has a confirmed positive test result, that employee will not be permitted to work on City property.

4.10.6 Employees must submit to background checks to include national criminal, credit, and sex offender databases. All employees shall be held to the City of Savannah background check standards as outlined in Attachment 2 – City Background Standards for Custodial Services.

4.10.7 The contractor must provide drug test results and background screening documents upon the request of the City.

4.10.8 The contractor shall be responsible for any costs associated with employee drug testing and background checks.

4.10.9 The work involved in this contract shall be accomplished by personnel regularly employed by the contractor.

4.11 Supervisor: The contractor must have an active, qualified, competent, and experienced supervisor satisfactory to the City to (provide inspection and supervision of) the janitorial services provided and he/she must be authorized to represent and act for the contractor.

4.12 Contract monitoring: All services required to be performed under this agreement will be subject to inspection by a representative of the City while in process or after completion. If any such services are found to be unsatisfactory and not in accordance with the requirements of this contract, the Buildings and Grounds Director or representative will notify the contractor and the contractor must take immediate steps for corrective action.

4.13 The contractor must promptly report to the proper authority any routine maintenance problems such as burned out lights, clogged drains, toilet problems, electrical outlet malfunctions, items broken, missing, and other items which require maintenance, repair, or replacement.

- 4.14 In the event of an emergency, the contractor must provide the City with the telephone numbers needed to ensure 24 hour availability for the contractor or supervisors responsible for responding. All calls must be returned within one (1) hour and response crews on site within two (2) hours.
- 4.15 Schedules: The contractor must clean the stadium after all scheduled Savannah Bananas games and scheduled events. Cleaning operations must be completed no later than 12:00 noon the following day.
- 4.16 The contractor must meet with the Buildings and Grounds superintendent as needed to discuss performance related issues. All contractual standards must be met or corrected to the City's satisfaction before payments will be approved.
- 4.17 General standards: It is the intent of the City of Savannah that these premises be maintained at a high standard of cleanliness. The following standards are intended to describe the acceptable levels of service and frequency.
- 4.18 Scheduled Events and/or As Needed
- 4.18.1 Sweep floors and decking: Remove all visible dirt including under tables, chairs, and spectator seating by, (a) sweeping, or (b) using a heavy-duty vacuum cleaner with appropriate pick up tool. Further, remove all spots stains, spills, chewing gum, cigarette butts, peanut hulls, etc. as part of floor/ deck care. Special attention shall be given to all walkways and handicapped ramps to prevent any accumulation of foreign matter. All seats and bleachers shall be inspected, wiped down, and spot cleaned as needed.
- 4.18.2 Drinking fountains: Clean and disinfect drinking fountain units and adjacent area. This cleaning shall be accomplished in a manner that will prevent any stains, streaks, and water spots.
- 4.18.3 Clean and service restrooms: Clean and service all restrooms as specified. This includes refilling all tissue, towel, and soap dispensers with supplies provided by the City. Wash urinals, water closets, mirrors, and lavatories with approved cleaners and disinfectants. Floors in these rooms shall be cleaned with a disinfectant and cleaner which will not harm or remove special floor finishes, terrazzo, or ceramic tile.
- 4.18.4 Water closets and urinals shall be cleaned with quality materials using techniques which will remove and prevent any formation of encrustation or stains. The term "clean" as defined here shall be construed to mean that no odors, stains, dust, lint, or spots can be detected on floors, walls, partitions, ledges, trim, doors, moldings, or fixtures within the restrooms. The use of highly scented disinfectants, objectionable, or odoriferous cleaners will not be permitted.
- 4.18.5 Empty trash cans: Empty all trash containers. Wash as needed to insure they are clean and odor free. Remove all trash collected and deposit in dumpsters outside the stadium.
- 4.18.6 Wash floors: Remove dirt by washing with an approved cleaning solution. Completely mop up cleaning water and follow with a clean water rinse, using a clean mop.
- 4.18.7 Sweep handicapped ramp, and remove stains, spills, and chewing gum as needed.
- 4.18.8 Clean all tables for public use in the concourse, picnic area, and stadium club and any other area open to the public.
- 4.18.9 Pickup and remove all litter (cups, napkins, peanut hulls, cigarette butts, chewing gum, etc.) in all

areas open to the public (including the picnic and playground areas).

4.18.10 Interior partitions: All bathroom partitions shall be washed as needed to remove spots, soil, stains, or hand marks.

4.18.11 Wall cleaning: This includes the removal of graffiti, hand marks, or other soil from counter fronts, doors, door jambs and trim, walls, and any other areas subject to such soiling. Removal of dust and lint from moldings and ledges is also included under this section.

4.19 Areas to be Serviced

The successful bidder shall be responsible for verifying actual square footage, number of rooms, type of flooring, etc. This information is provided as informational only. Vendor should visit site to confirm scope of work.

4.19.1 Grayson Stadium

- Main concourse
- Four (4) large restrooms
- One (1) unisex handicapped restroom
- All stairwells and stairs
- One (1) handicapped ramp
- All grandstand seating, aisles, and stairways
- All bleacher seating, aisles, and stairways
- All decking at the first base bleachers
- Picnic area (including tables)
- Common areas between Grandstand and bleachers
- Common areas between Grandstand and picnic area
- Press box
- Front plaza and walkways
- VIP Building and associated deck

4.19.2 Areas not included

- All concessions stands
- Both locker rooms and dugouts
- Administrative offices
- Savannah Bananas merchandise shop
- All Savannah Bananas storage areas

4.20 All seating areas and seats are to be completely washed (no pressure washing allowed) prior to opening night and before the start of all home stands if more than seven (7) calendar days has transpired since the last cleaning (frequencies will vary from year to year per game/event schedule).

4.21 All seating areas and seats are to be inspected and spot cleaned as needed before the start of all home stands that start within seven (7) calendar days.

4.22 The Savannah Bananas will be responsible for paying for cleaning service for some games that fall on Saturdays, Sundays, and City holidays as applicable (frequencies will vary from year to year per the Bananas schedule). These dates shall be billed directly to the Savannah Bananas for payment at the

contract unit price.