

**CHINATOWN DISTRICT MANAGEMENT ASSOCIATION /CDMA
SANITATION SERVICES**

Request for Proposal

I. INTRODUCTION

The Chinatown District Management Association (CDMA), Inc. aka Chinatown BID is a nonprofit organization created in February 1, 2012 to provide supplemental cleaning and maintenance services, holiday decorations and services and improvements that will enhance the public safety and the enjoyment of Chinatown. The CDMA is the 67th BID created in New York City. The City's 67 BIDs supplement city sanitation and public safety services, promote businesses through marketing initiatives and public events, enhance the city's physical environment through streetscape improvements projects, and engage local community through student internship programs. In addition, BIDs with city government help create jobs, improve the quality of life for New Yorkers and visitors, and enhance the city's tax base, and strength the local economy in tough economic times.

II. PROPOSAL SUBMISSION PROCESS

1. Upon receipt of the Request for Proposal (RFP), each potential bidder should review the entire package and submit questions for clarification of those items addressed in the RFP.
2. All questions are to be emailed to RFP@ChinatownBid.org. Questions will be answered promptly. All questions and responses will be distributed to all potential bidders.
3. Bidders should submit a response to the proposal no later than the close of business (5:00PM) on **Thursday, May 24, 2012**, addressed to:

Chinatown District Management Association, Inc.
Re: CDMA Sanitation Services BID
PO Box 580
Canal Street Station
New York, NY 10013-0606

4. Three (3) bound typed-written responses must be submitted in one sealed enveloped by an authorized officer of the Proposer marked "Chinatown District Management Association Sanitation Services BID," with the bidder's name and the bidder's proposal contract.
5. The following information must be included in the proposal response: 1) Company financial statements from the last 3 years, 2) Company history, background and experience, and 3) a completed Billing Rate Schedule.
6. The CDMA may interview each bidder and conduct interviews of selected references provided with the proposals.
7. The CDMA reserves the right to request additional information or materials as it may deem appropriate and necessary to evaluate each proposer's qualifications, past performance and current activities. Submission of a proposal shall constitute the proposer's consent that the CDMA may make any inquiry deemed appropriate to evaluate the proposer's qualifications. New York City VENDEX approval is required prior to awarding the contract.

III. SELECTION PROCESS

The CDMA will review all proposals for completeness and compliance with the terms and conditions contained in this RFP. The CDMA may request such additional material as it deems necessary to assist the organization in making an informed decision in its best interest. The CDMA will award the contract to the qualified proposer whose proposal it determines to be most advantageous to the CDMA. The CDMA reserves the right to award the contract to other than the proposer offering the lowest overall cost and

the right to award the contract based on the initial submission without further discussion. The CDMA further reserves the right to reject all proposals, to postpone and/or cancel this RFP.

The CDMA will review all proposals for completeness and compliance with the terms and conditions contained in this RFP. The CDMA may request such additional material as it deems necessary to assist the organization in making an informed decision in its best interest. The CDMA will award the contract to the qualified proposer whose proposal it determines to be the most advantageous to the CDMA.

The CDMA shall not pay any costs incurred by any proposer in responding to this RFP. The review or selection of a proposal will create no legal submission or equitable rights in favor of a proposer, including without limitation, rights of enforcement or reimbursement.

Failure by the CDMA to select a proposer, or to enter into a contract with a proposer once selected as a result of this RFP, will not create any liability on the part of the CDMA or any of its members, officers, employees, agents, consultants, or other proposers. Submission of a proposal by a proposer shall constitute a waiver by such proposer of any claim or cause of action against any of the aforementioned for any costs incurred or for any matters arising in connection with the CDMA review of the proposal.

IV. PROPOSAL FORMAT

The proposal shall be submitted in the following format. Any proposal not in the format defined in the section of the RFP will be considered not responsive to this bid and may not be accepted. Please submit each item in the order defined below.

A. Executive Summary

1. Discuss your Firm's overall management approach and style, and unique skills that would allow it to succeed within the Chinatown BID district. Define your goals and objectives.
2. Provide the name and resume of the proposed Supervisor/Team Leader.
3. Identify your firm's proposal contact, a phone and fax number and email address where they may be reached and the address to which correspondence should be sent.

B. Fee Terms

- Provide an estimated lump sum cost (to be paid monthly) including the number of hours and hourly wage for each proposed type of worker to provide all services required by this RFP as necessary to carry the requirements of the RFP.

C. Modifications to Contract

- Address any areas of concern regarding the services presented in the Scope of Work. The intent is to produce first-class service at the most reasonable fixed cost possible.

D. Miscellaneous Information

1. Provide a list of the facilities of comparable quality and size to which your firm is currently under contract for sanitation services. This list should include no less than three (3) local references, all of whom have been clients for at least one (1) year. This list may be used to tour a select number of clients.
2. Submit a list of the steps new hires go through from the point they request an application for employment until they have completed sufficient training to handle the position for which they were hired. Include any forms used and a summary of typical training procedures.
3. Additional Services: Please submit a written explanation of what services can be provided in the following areas: keeping sidewalks clean (e.g., odor abatement, power washing tools and solar compactors); removing garbage; and maintenance of trash receptacles, removal of

stickers and graffiti on light posts and signposts. Show response time and cite examples of real events your company has handled.

4. Describe how your Firm evaluates the quality of cleanliness.

V. SCOPE OF WORK

The daily workforce shall consist of an adequate number of supervisory and cleaning personnel to perform the requirements of the contract.

A. Target Area

The Contractor shall provide cleaning services for the CDMA area as delineated on the map in Exhibit A: Map of the District.

B. Services

1. The Contractor shall utilize some type of power tools to assist in power washing sidewalks and initiate appropriate odor abatement procedures in the service district as needed.
2. The Contractor shall provide 10 solar compactors to be placed on busy streets during the contract terms.
3. The Contractor shall maintain the trash receptacles within the area of the CDMA, washing them regularly and cleaning them of graffiti and stickers.
4. The Contractor shall sweep the sidewalks and gutters (up to 18" out from the curb) and bag the litter as necessary in order to keep the sidewalks and curbs in the district clean. The Contractor shall cover the entire district daily maintaining standards acceptable to the CDMA.
5. The Contractor shall remove graffiti on exterior surfaces of building facades, public structures, street furniture, common area walls and security gates by pressure washing, painting, and/or other methods. Services will include the regular removal of recurring graffiti. All graffiti removal projects will be performed in compliance with all applicable laws on private property, with consent of the building owner. The Contractor shall supply all cleaning and paint equipment and supplies needed to provide aforementioned services.
6. The Contractor will be responsible for scraping posters and stickers off street furniture, light poles and building surfaces and painting over graffiti. The Contractor will supply employees with suitable scrapers and environmentally responsible solvents. The Contractor will be responsible for any and all other cleaning and maintenance projects that may be required by the CDMA.
7. In the event of snow, the Contractor shall remove snow from the catch basins, crosswalks, intersections and fire hydrants in the district. In addition, they will lay down a snow melting agent provided by the Contractor where needed.
8. The Contractor shall provide a proposal outlining long term solutions for maintaining the clean streets of the CDMA.

C. Workforce Requirements

1. The Contractor shall provide cleaning services between the hours of 7:00AM – 5:00PM (10 hour shift) seven (7) days a week including all holidays with the exception of Lunar New Year Day. The CDMA reserves the right to revise, alter or eliminate shifts.
2. The Contractor shall have a base presence in Chinatown.

3. The Contractor shall hire local staff for cleaning.
4. The Contractor shall give preference to hiring existing cleaning workers and employ these workers during the entire contract terms.
5. The Contractor shall designate approximately 50,000 man hours with 25 resources consisting of cleaning workers, supervisor/team leader and program manager during the contract terms.
6. The Contractor shall designate 5% of the 50,000 man hours for power washing during the contract terms and will power wash the locations that the BID designates.
7. The Contractor shall utilize the living wage per hour for budgeting purposes.

D. Operational Requirements

1. The Board of Directors, CDMA's Executive Director, or their designated representatives may reject any personnel provided by the Contractor at any time.
2. The Contractor shall assume complete responsibility for insuring that performance by its employees meets the needs and standards established by the CDMA. CDMA standards will be provided upon contract award.
3. Supervisors shall follow the direction of the CDMA staff and will visit the designated areas to frequently review the location of cleaning workers on site to ensure that they are performing according to Contract requirements.
4. The Contractor shall take the necessary measures to ensure that communications with the street cleaners are maintained to ensure that they are on post and adhering to orders.

E. Equipment and Uniforms

1. The Contractor shall supply all equipment needed to provide the cleaning service described herein, including brooms, wheel-mounted trash cans, rags, solvents, trash can liners, etc. If any form of mechanized cleaning operations is included in the proposal, the Contractor must detail the added overall value in terms of increased productivity per dollar amount as well as its impact on manpower allocation.
2. The Contractor and his employees shall take full responsibility for all CDMA property, and shall replace or repair at its expense such property, when damaged, destroyed or lost due to misuse or negligence of Contractor or its employees.
3. All cleaners assigned to the district are expected to maintain a neat and clean appearance with proper uniform attire.
4. The Contractor must supply a sufficient number of complete seasonal uniforms approved by the CDMA for each worker, including matching gloves and caps, approved by the CDMA and bearing the logo of the CDMA. The CDMA reserves the right to have sponsorship logos and retain the revenue of sponsorships and any rights to change if necessary.
5. Personnel employed by the Contractor shall wear the aforementioned uniforms at all times while they are on duty. Only uniforms in clean, good condition may be worn. Uniforms must serve the workers' needs in all types of weather. Workers will not be permitted to wear other garments over any part of their uniforms. The Contractor employees are expected to provide their own footwear.

F. Administration and Evaluation

1. The Contractor shall supply and utilize timecards and a time clock to track, document, and verify each worker's attendance.

2. At all times the Contractor will provide an on-site, full-time or part-time working supervisor whose duties, in addition to cleaning, will document worker attendance.
3. Supervisors will also be responsible for identifying areas of the district that require particular attention, assigning the workers specific areas to cover, charting the workers' progress to ensure that the entire district is covered, and recording specific data as requested by the CDMA.
4. The Contractor will submit to the CDMA a monthly written report based on the timecards and other supervisors' information showing the number of cleaners, hours worked, number of litter bags collected and a checklist of problem areas, including illegal dumping, unsanitary conditions and irregularities in sanitation pickups. Included in the report will be a summary of all activities for the month and recommendations, if any, for changes in schedules, routes, etc. Proposers should submit a sample report or copy of the form that would be used to provide the required information.
5. Based on the weekly reports of actual hours worked, the CDMA reserves the right to make deductions from the monthly bill or to require that missed hours be made up in the future months. Should the Contractor, through any cause, fail to meet expectations of contract in a manner considered reasonable in the sole judgment of the CDMA, or violates any of the terms, covenants or provisions of the agreement, the CDMA shall thereupon have the right to:
 - (a) postpone, delay, suspend or terminate agreement upon ten (10) business days written notice to the Contractor. Any such postponement, delay, suspension or termination shall not give rise to any cause of action for damages against CDMA.
 - (b) withhold payments due under the agreement and/or demand and obtain the return of payments already made which are equal to the damages CDMA may have already suffered due to a breach by the Contractor.
 - (c) shall have the right to engage in any self-help action necessary to complete performance that was uncompleted as of the termination date and/or pursue any remedies available at law or in equity against the Contractor.

VI. CHANGES IN SCOPE OF SERVICES AND PERSONNEL

The CDMA reserves the right to make reasonable changes in the general scope of the work and in personnel, including shifting work schedules to accommodate holiday staffing needs and changing routes to coordinate with City services. Any such changes will be directed in writing.

If the CDMA directs any such changes that affect the cost of the services, an equitable adjustment shall be agreed to by both parties.

VII. TERM

The contract shall be for a period of one (1) year, July 1, 2012 – June 30, 2013, with an option to extend contract at the sole discretion of the CDMA.

VIII. FIRM PRICE AND TAXES

Unless specifically provided elsewhere in the contract, the price agreed upon by the Contractor and the CDMA for the stated services shall be the confirmed price delivered in writing and will not be subject to change.

The price shall include all sales, franchise, or other taxes with regard to the work, which shall be paid by the Contractor. The Contractor assumes exclusive liability for and shall pay all contributions or taxes imposed or required by the unemployment insurance laws of New York, the Federal Social Security Act, or any other act, now or hereafter in effect, upon or in respect to wages, salaries, or other compensation paid to employees engaged upon or in connection with the work to be performed.

IX. ASSIGNMENT

The Contractor shall not assign, transfer, convey, or otherwise dispose of the contract or any part thereof or of its interest therein and assign, by power of attorney or otherwise, any of the monies due or to become due under the contract without the express written consent of the CDMA.

X. SUBCONTRACTING

The Contractor shall not subcontract all or any portion of the performance to be rendered under the contract without the express prior written approval of the CDMA. The Contractor shall not be relieved of any obligations hereunder by reason of any such approved subcontracting.

XI. INDEMNIFICATION

The Contractor agrees to indemnify and hold the City of New York, the New York City Department of Small Business Services, the CDMA and agents, officers, employees and volunteers of these entities harmless from any and all claims, damage, loss, judgments or liabilities, including costs and expenses, legal or otherwise, to which they may be subject as a result of any act or omission of the Contractor, its agents, employees, contractors, subcontractors, or permittees in connection with the contract. The Contractor shall be solely responsible for the safety and protection of all its employees and shall assume all liability for injuries, including death that may occur to said employees due to the negligence, fault, or default of the Contractor. The Contractor shall also require such indemnification from its contractors, subcontractors, and permittees.

XII. WARRANTIES AND COVENANTS

The Contractor warrants that services of any nature furnished hereunder shall be rendered competently by qualified personnel in accordance with the best accepted practice.

The Contractor further warrants that such services shall comply with all requirements of federal, state and local laws and regulations including, without limitation, the Occupational Safety and Health Act of 1970.

The Contractor agrees to use its best efforts to provide the services herein described with employees hired from the local community, including, without limitation, employees residing within the District. In addition the Contractor agrees to provide only workers who are legally authorized to work inside the United States.

XIII. PERMITS

The Contractor shall be responsible for obtaining permits, if required by the City, for any work to be performed.

The CDMA shall be provided with a list of qualifications and a copy of any aforementioned permits prior to commencing work under the contract.

XIV. INSURANCE

- A. Throughout the term of the contract, the Contractor shall maintain and shall cause all its subcontractors and permittees to maintain in effect Broad Form Comprehensive General Liability Insurance in amounts no less than \$5,000,000 for each occurrence involving injury and/or property damage. The Contractor shall maintain and shall cause all its subcontractors and permittees to maintain in effect Business Automobile Liability Insurance covering all owned, non-owned and hired vehicles in amounts not less than \$1,000,000 for each occurrence involving injury and/or property damage. The CDMA, the City and the New York City Department of Small Business Services and their respective directors, officers, trustees, agents and employees shall be named as additional insured on all such policies, and The CDMA, the City and the New York City Department of Small Business Services and their respective directors, officers, trustees, agents and employees shall be named as an additional insured on such policies obtained by its subcontractors and permittees.
- B. During the performance of the work covered by this agreement, the Contractor shall maintain and shall require any subcontractors to maintain Worker's Compensation with employer's liability of no less than \$500,000 per accident, covering all aspects of its performance under the contract.
- C. All insurance policies entered into by the Contractor in relation to the contract shall provide that any change in or cancellation of any such policies shall not be valid until the CDMA has had 30 days' written notice of such change or cancellation.
- D. The Contractor shall procure and deliver to the CDMA, the City and the New York City Department of Small Business Services certificates of insurance executed by the insurance companies providing such insurance prior to performing any services under the contract.
- E. If the Commissioner of the New York City Department of Small Business Services reasonably determines that additional insurance is properly required, the Contractor shall obtain such additional insurance as requested.

XV. INDEPENDENT CONTRACTOR AND LICENSEE

Notwithstanding anything contained herein to the contrary, it is specifically understood and agreed that in the performance of the terms, covenants and conditions of the contract, neither the Contractor nor any of its employees, agents, independent contractors, subcontractors, or permittees shall be deemed to be acting on as agents, servants or employees of the CDMA, the City, or any Member or Officer of the CDMA by virtue of the contract or by virtue of any approval, permit, license, grant, right, or other authorization given by the CDMA, the City or any of their officers, agents, or employees pursuant to the contract, but shall be deemed to be independent contractors performing services for the CDMA, the City or the Contractor, as the case may be, without power or authority to bind the City or the CDMA and shall be deemed solely responsible for all acts taken or omitted by them in the performance of or otherwise pursuant to the contract.

XVI. TERMINATION AND CANCELLATION

The contract is subject to cancellation by CDMA for cause (i.e. material failure to perform) upon 20 days' written notice, and the CDMA may cancel without cause with 30 days' written notice.

In the event of such cancellation, payment to the Contractor shall be adjusted on a pro rata basis.

XVII. NO WAIVER

The failure of either party to insist on strict performance of any of the terms or conditions of the contract or of the party's rights thereunder in any one or more instances shall not constitute a waiver by the party of such performances, terms, conditions, or rights, whether then or for the future. Any waiver shall be effective only in writing and signed by the party's authorized representative, and only with respect to the particular case expressly covered therein.

XVIII. CLAIMS OR ACTIONS

The Contractor shall look solely to the funds appropriated by the CDMA for the contract for the satisfaction of any claim or cause of action the Contractor may have against the CDMA in connection with the contract of the failure of the CDMA to perform any of its obligations thereunder. No officer, employee, agent, or other person authorized to act on behalf of the CDMA or the Contractor shall have any personal liability in connection with the contract or any failure of the CDMA or the Contractor to perform their obligations thereunder. The Contractor agrees that no action against the CDMA in connection with the contract shall occur or be maintained unless such action is commenced within 6 months after (i) the termination of the contract, or (ii) the cause for said action takes place, whichever occurs earlier.

The parties agree that any claims by or against the City arising under the contract or related thereto shall be governed by the same venue provisions as those enumerated in the CDMA contract with the City.

XIX. COMPLIANCE WITH LAWS

- A. The Contractor shall comply with all applicable federal, state and local laws, executive orders, regulations and rules, including, but not limited to, affirmative action and equal employment opportunity.
- B. The Contractor shall hold harmless and indemnify the CDMA from any fines, penalties and expenses which the CDMA may suffer by reason of the breach or non-observance by the Contractor of its obligations under Section XVIII(A) of this RFP.

XX. PAYMENT SCHEDULE

Payments shall be made on a monthly basis, provided that detailed and complete invoices are submitted in a proper and timely manner.

The invoice shall include the full names of each person assigned to the contract, their hourly wage, the total hours worked during the invoice period, the hourly billable rate for each worker and the total billable cost of each worker for the invoice period.

XXI. BOOKS, RECORDS, AUDITS AND INSPECTIONS

The Contractor shall keep accurate records and books in accordance with generally accepted accounting practices and any standards issued by the Comptroller of the City of New York.

Such books and records shall include, but are not limited, to the employees' time worked and payment received; accounts receivable and payable; purchase orders and sales receipts; and liabilities and payments rendered for the purposes of the contract.

All books and records of the Contractor related to this account shall be available upon 3 business days' notice for the purposes of auditing or inspection by the CDMA and the New York City Department of Small Business Services for purposes of verifying compliance with the terms of the contract and with applicable laws.

The CDMA reserves the right to review all invoices prior to payment and to adjust them accordingly for any billing discrepancies found.

The Contractor shall provide the CDMA with a bi-annual fiscal report indicating cash disbursements made by the Contractor relating to the operating expenses associated with the contract.

EXHIBIT A: MAP OF THE DISTRICT

