

**APPENDIX "A"****SCOPE OF SERVICE****A. Restroom Facilities:**

The following Nassau County unincorporated beach park restrooms and City of Fernandina Beach Park restroom facilities are included in this bid request and will be referred to "facilities" within this document.

1. Burney Park – 1556 Gregg Fernandina Beach, Fl. (Nassau County Facility)
2. Peter's Point Park – 4600 Peters Point Road Fernandina Beach, Fl. (Nassau County Facility)
3. Dee Dee Bartels – 97177 Poggio Place Fernandina Beach, Fl. (Nassau County Facility)
4. Main Beach Park – 32 N. Fletcher Ave, Fernandina Beach, Fl. (City of Fernandina Beach Facility)
5. Seaside Park – 2002 S. Fletcher Ave, Fernandina Beach, Fl. (City of Fernandina Beach Facility)

**B. Contractor's Responsibilities and Scope of Work:****Restroom Facilities:**

Contractor shall be responsible for the overall cleanliness and sanitation of all restroom facilities. Within this contract all services are subject to periodic inspection by the corresponding jurisdiction of said facilities. Cleaning services within facilities will include all surfaces, fixtures, appliances and hardware within the interior confines of said facility. All services are expected to be completed. However, if at any time during the period of the contract, access to any facility is impractical due to marine disturbances, storms or other acts of God, or other events that are beyond the control of the contractor, the contractor, with approval of the County/TDC (Amelia Island Tourist Development Council) official in charge, may clean the areas in a limited capacity.

1. Contractor shall provide services from 7:00am to 7:00pm during On-Season usage with an occurrence rate of facility cleaning service no less than four times per day per facility. During the Off-Season contractor shall provide services from 7:00am to 4:00pm with an occurrence rate of facility cleaning services no less than three times per day per facility. All cleaning practices shall follow the O.S.H.A. guidelines and requirements.
2. Contractor shall notify the Nassau County Parks and Recreation Department or the City of Fernandina Beach Facilities Department of any deficiencies or

maintenance items no later than the next working day by 9:00am. In case of an emergency, the contractor will notify the maintenance technician on call for the Nassau County Facilities department or the designated contact for the City of Fernandina Beach Facilities.

3. Per site visit contractor shall clean and disinfect all toilets and urinals within the facility. The cleaning will include all interior surfaces to be cleaned with the appropriate cleaning solutions with a bristle style cleaning brush. Exterior surfaces will be wiped and clean and disinfected utilizing proper cleaning products and industry standards.
4. Per site visit contractor shall clean and disinfect all sink fixtures and hardware once per site visit utilizing proper cleaning products and industry standards.
5. Per site visit contractor shall clean and disinfect all baby changing stations if equipped with proper cleaning products and industry standards.
6. Per site visit contractor will clean and disinfect all stainless steel, chrome and metal hardware, faucets and levers with appropriate cleaners, protectants and disinfect and provide corrosion resistance.
7. Per site visit contractor shall clean all interior shower rooms as equipped to include walls, fixtures, shower heads, floors, walls and ceilings. Contractor shall clean and remove all debris from the shower drain trough system.
8. Per site visit contractor shall replenish all soap dispensers as equipped with provided supply.
9. Per site visit contractor shall replenish all toilet paper and hand towel dispensers as equipped with provided supplies.
10. Per site visit contractor shall empty all trash receptacles within and surrounding the perimeter of the facility as equipped. Receptacle liners shall be utilized as equipped and provided. This contract EXCLUDES the 95-galalon receptacle distributed within the City of Fernandina Beach's facilities.
11. Per site visit contractor shall clean and disinfect all outside shower rinse stations located at all beach access points within the facility grounds. Cleaning of the rinse stations shall include removal of sand and debris within the rinse station area.
12. Per site visit contractor shall remove debris from all floor surfaces utilizing manual or mechanical equipment. Contractor will wet mop all floor surfaces twice daily or as required to maintain a clean disinfected environment.
13. Per site visit contractor shall hand pick or sweep all litter and debris from the surrounding facility perimeter including all hard and soft areas within 20 feet of the buildings.

14. Contractor shall clear all sanitary sewer drain blockages utilizing plunger style or manual cable type drain clearing devices. If clearing of the drain is not achieved in this manner the contractor shall immediately notify the appropriate jurisdiction.
15. Report all suspected oil or hazardous material on the beach to the National Response Center immediately. (800) 424-8802 or #DEP from a cell phone.

**C. Items To Be Furnished by Contractor**

1. The contractor shall provide all labor, equipment, disinfectants, and cleaning materials. Disinfectants shall be other than chlorine bleach and requires County approval prior to use, as specified herein. All paper products and receptacle liners are required and shall be provided to the contractor by facility jurisdiction. Cost for these items shall NOT be included in the Bid price. Contractor will be required to maintain and secure adequate stock to perform duties per this contract. Contractor shall notify the appropriate county and city department when paper stock, soap and receptacle liners require replenishment. Contractor will provide designated county and city departments with written requests detailing type and quantity of paper, soap and receptacle liner required for a 30-day supply. This request must be received no later than the 10<sup>th</sup> day prior to the first day of the preceding month. If the contractor fails to notify the appropriate jurisdiction within specified time causing a delay in product, the contractor shall provide needed supplies at the contractors cost with no exception of reimbursement.

**D. Removal and Disposal of ALL Debris, Trash, Rubbish, ETC.**

1. The contractor shall be familiar with Nassau County's recycling program. Contractor shall dispose of facility trash items in provided Roll-off Containers or Dumpsters located at the City of Fernandina Beach Public Works yard located at 1180 S 5th St. Fernandina Beach, FL 32034, the cost of Roll-off Dumpster Emptying shall NOT be included in the contract.

**E. Contractor Shall be Responsible for Assuring That ALL Employees Adhere to the Following Minimum Rules/Regulations**

1. Personal items found in the facilities shall be handled as required by Florida law and County ordinance.

2. The contractor and its employees shall always have identification cards indicating their employment while on duty and shall display these on their outer clothing in visible sight.
3. The contractor and its employees shall be knowledgeable of, and adhere to, all County ordinances.
4. Contractor shall be responsible for assuring the facilities are in safe and clean condition at all times and shall report to the County/TDC official in charge any conditions which might require further action.

**F. Restroom Facility Cleaning Equipment**

1. The facility cleaning equipment to be used shall be capable of completing the above described work within the specified work period.
2. No servicing of any equipment shall be completed within any county or city facility.

**G. Postponed Work Schedule Make-Up**

1. If inclement weather or any other unavoidable condition prevents the contractor from performing the work on a scheduled date, the contractor shall report such to the County/TDC official in charge. The contractor shall make up the corresponding number of work days postponed, in accordance with the directions given by the County/TDC official in charge. No additional compensation will be allowed for such extension or for corrective work undertaken.
2. All make-up work shall be by mutual agreement between the contractor and the County/TDC official in charge.
3. In the even any make-up work is impractical and cannot be performed, the contractor will not be paid for any such non-performance or incomplete work. Payment for work shall be pro-rated and the contractor shall be paid only for the days worked.

**H. Liquidated Damages**

It shall be mutually agreed and understood between the parties to the contract that time and strict adherence to the work requirements shall be the essence of the contract, and in case of failure on the part of the contractor to complete each cleaning within the time agreed upon and within the specified work requirements, the County will be damaged and the amount of said damages, being difficult, if not impossible, of definite ascertainment and proof, it is hereby agreed that the amount of such damages shall be estimated, agreed upon, liquidated and fixed at two hundred and fifty dollars (\$250.00) for each cleaning day for each infraction. The contractor hereby agrees to pay the County as liquidated damages in

the above amount. Any of the following infractions shall result in the assessment of liquidated damages:

1. Failure of the contractor to notify the County/TDC official in charge that the work performance cannot be performed or completed on the regularly scheduled date.
2. Failure of the contractor to report for work on the regular and make-up work date after notifying the County/TDC official in charge that the work will be performed.
3. Failure of the contractor to provide the facility cleaning due to equipment failure. It is the contractor's responsibility to provide equipment at his own expense to clean the facilities.
4. Failure to keep the facilities clean of trash and other debris.
5. For any other violation of the contract requirements.
6. **Exceptions:**
  - a. All facility cleaning services that cannot be performed due to storm disaster, vandalism, accidental or intentional acts or causes of God for which is beyond the control of the contractor.
  - b. Collecting and disposing of unusually large amounts of debris from unusual flood tides, heavy tidal actions, marine turbulence, marine storm or other acts of God.
  - c. All exceptions shall be made up by mutual agreement between the contractor and the County/TDC official in charge as soon as practicable. The contractor shall not be paid for any work scheduled that is incomplete or not performed.

**I. Hazard Condition Management**

Contractor agrees to provide such hazard management services as the County shall reasonably request; including, but not limited to, the removal of bio hazards, fecal matter and bodily fluids. Contractor shall have equipment, supplies and labor available to mitigate within acceptable levels agreed upon between the contractor and the TDC, County or City official in charge. Contractor agrees to be available for the performing of such services on an emergency basis and shall respond to the request by the TDC, County or City for the correction of such hazardous conditions as promptly as reasonably possible. Contractor will follow all guidelines set forth through the O.S.H.A. regulations.

**J. Cleaning Schedule**

**Beach Facility Restroom Cleaning**

Frequency is subject to change depending on volume and capacity.

**Time Frame: October 1-February 28 (Off-Season)**

7:00am to 4:00pm

**Time Frame: March 1-September 30 (On-Season)**

7:00am to 7:00pm

**K. Additions/Deletions**

Any addition or deletion to the cleaning noted above shall be based on the quoted daily rate and shall be agreed to by the parties in writing.

**L. Terms and Conditions**

The contractor agrees that the services to be rendered shall be performed under the following conditions:

1. **Compliance with Labor Laws:** All applicable laws of Federal and State governments relating to workers compensation, unemployment compensation, payment of wages and safety will be fully complied with.
2. **Bid Prices:** Subject to be prorated upon acceptance dates. County and City tax exempt.
3. **Services:** To be furnished will be for exclusive use of the County/TDC
4. **Vehicles on Beach Front Park Property:** The contractor will furnish a list of equipment and vehicles they will need to perform the work contracted to the County/TDC for their approval.

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