



Nice Matters!

**Town of Emerald Isle**  
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Emerald Isle, NC 28594

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[www.emeraldisle-nc.org](http://www.emeraldisle-nc.org)

**Mayor**  
Eddie Barber

**Mayor Pro-Tem**  
Floyd Messer, Jr.

**Board of Commissioners**  
Candace Dooley  
Steve Finch  
Jim Normile  
Mark Taylor

**Town Manager**  
Matt Zapp  
mzapp@emeraldisle-nc.org



April 27, 2020

## Request for Proposals

### PROFESSIONAL DISINFECTION SERVICES – EMERALD ISLE PUBLIC FACILITIES

#### I. BIDS DUE

All proposals are requested by May 7, 2020, no later than 12:00 pm (EST). Interested bidders may submit written proposals to the attention of: Artie Dunn, Public Works Director. Written proposals may be submitted in the following methods:

Mailing Address: Town of Emerald Isle, 7500 Emerald Drive, Emerald Isle, NC 28594  
Physical Deliveries: Town of Emerald Isle, 7509 Emerald Drive, Emerald Isle, NC 28594

#### II. RIGHTS

The Town of Emerald Isle Commissioners reserve the right to waive any informalities, to reject any or all bids, and to accept that bid or bids which appear to be in the Town's best interest. The Town reserves the right to award all or part of this Request for Proposal.

#### III. BACKGROUND

In response to the global health pandemic of COVID-19, the Town is proactively seeking proposals from experienced and qualified contractors for a prepositioned Professional Disinfection Services contract. The Town seeks to enter into an agreement at no immediate or annual cost, but on an on-call basis in the event that disinfection services are necessary. The Town seeks an agreement for a three-year term, with the option to renew 2 additional one-year terms in the event of an exposure within a Town-owned facility.

#### IV. SCOPE

The Town will provide square footage of any affected buildings and detail this information in a notice to proceed, if notice is given. The Contractor shall be able to perform this service within 24 hours once the Town issues a notice to proceed.

The details for the work will include:

- The Contractor shall ensure all cleaning and disinfectant materials, PPE and equipment abide by the CDC and EPA recommendations found in the links below:
- <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html#Cleaning>
- [https://www.epa.gov/sites/production/files/2016-09/documents/emerging\\_viral\\_pathogen\\_program\\_guidance\\_final\\_8\\_19\\_16\\_001\\_0.pdf](https://www.epa.gov/sites/production/files/2016-09/documents/emerging_viral_pathogen_program_guidance_final_8_19_16_001_0.pdf)
- The Contractor shall specify all products, dilutions of products, methods, and pertinent information as to methods of disinfecting in their proposal.
- The Contractor shall provide SDS information for all products used.

- The Contractor shall focus on frequently touched surfaces, including but not limited to: door handles and edges, bathroom fixtures and counters, light switches, drinking fountains, keyboards, phones, office equipment and furniture, thermostats, alarm panels, chair arms, table tops, desktops, stair hand rails, kitchen equipment, elevator etc.
- The Contractor shall then, after all preventive measures have been completed, apply a broad-spectrum biocide approved by the CDC to ensure a comprehensive treatment of touch surfaces.
- The Contractor shall dispose of all PPE and other materials used offsite of the Town facilities.
- The Contractor shall obtain the required permits, if required, give all notices, and comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the work. No time extensions shall be granted or financial consideration given to the Contractor for time or monies lost due to violations of any such ordinance, code, law or regulations that may occur.

## **V. BIDS**

All bids should include the following:

- Experience and Qualifications - Provide a description and history of work experience, including references;
- Please provide your proposal with break outs for labor, materials and tax if applicable.
- Completed and Signed Bid Form (Attached)
- Bids/proposals will not be accepted after the due date assigned.

All contractual terms and conditions will be subject to review by the Town of Emerald Isle and will include scope, schedule, subcontractor and other necessary items pertaining to the project.

## **VI. TERMS & CONDITIONS**

The terms of this Request for Proposal and your response thereto will be incorporated into the terms of the final agreement if your firm is the successful bidder.

- The bidder receiving the award will obtain or possess the following insurance coverages, and will provide Certificates of Insurance to the Town, with the Town listed as Additional Insured:
  - Current Certificates of Insurance for public liability and property damage;
  - Workers' Compensation (as required by the State of North Carolina); and
  - Business Automobile Liability
- The bidder awarded this contract shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least five (5) years after completion of the contract resulting from this RFP.
- The bidder agrees to the following Federal provisions as applicable: Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2 CFR § 200.324)
- The Town may cancel the agreement at any time provided 30 days written notice to the contractor.
- The Town of Emerald Isle reserves the right to reject any and all bids.

## **VII. CONTACTS & ADDITIONAL INFORMATION**

For additional information please contact: Artie Dunn, Public Works Director, 252-354-8587.

**VIII. BID FORM – TOWN OF EMERALD ISLE  
PROFESSIONAL DISINFECTION SERVICES – EMERALD ISLE PUBLIC FACILITIES**

DATE: \_\_\_\_\_

CONTRACTOR \_\_\_\_\_

FEDERAL ID# \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/ST/ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

**Total Price BID:** The undersigned having carefully reviewed the Scope of Work items listed in the attached Request for Proposals for Professional Disinfection Services – Emerald Isle Public Facilities, dated April 27, 2020 including applicable addenda, as well as the premises and conditions affecting the work, proposes to furnish all services, labor, materials and equipment called for to complete the project in accordance with the Scope of Work for the following price:

\$ \_\_\_\_\_ Per Square Foot

**COMPANY NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**CORPORATE SEAL**