

**Request for Proposals
Boulder Ranger District Toilet Cleaning
Arapaho & Roosevelt National Forests
and Pawnee National Grassland**

Background and Statement of Work: The National Forest Foundation (NFF) is seeking a contractor to provide all personnel, supervision, transportation, equipment and supplies needed to clean and remove snow and ice at the vault toilets for the Boulder Ranger District of the Arapaho and Roosevelt National Forests and Pawnee National Grassland (ARP) in accordance with the specifications listed below and as attached. The NFF and ARP are partnering to advance this project.

Information Requested

If interested in submitting a bid for this project, please provide a proposal for the above statement of work by providing:

- technical approach
- work experience
- cost
- capacity for this project
- experience in similar projects

Specific requirements are detailed below.

I. PROJECT OVERVIEW AND REQUIREMENTS

General Specifications

- (a) Description of Work – This Request for Proposals is for services related to Toilet Cleaning & Snow Removal at vault toilets located in 6 recreation sites throughout the Boulder Ranger District of the Roosevelt National Forest. See Appendix A for vault toilet locations. The tasks are as follows:

Step 1 – Snow and Ice Removal (Winter Season ONLY). Snow and ice shall be removed, down to bare concrete in the required areas, to maintain safe and adequate visitor access into the facilities ONLY when there is one inch or more of snow or when unsafe ice conditions are present. Required areas include all concrete

surfaces immediately below the roof line of the toilet buildings and Brainard Lake Warming Hut. Snow and ice material shall be moved to an area with a native surface such as grass, dirt, or gravel AND not blocking visitor access. Ice melt products shall only be used with proper authorization from the NFF and ARP points of contact.

Step 2 – Garbage Removal. Garbage on the floor, in the entrance, or immediately adjacent to the building (within 20 feet) will be collected and disposed of. Trash should be bagged and removed for disposal at an approved facility off National Forest Service lands.

Step 3 – Initial Disinfecting. Initially disinfect all high touch contact solid surfaces (e.g., handles, toilets, and toilet paper dispensers) including the outside of the door with a hand sprayer or similar device. The disinfectant should remain on surfaces for at least 5 minutes or until air dry. The disinfectant used shall be an EPA-registered disinfectant for Novel Coronavirus (COVID-19) – Fighting Products (<https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>) and mixed or applied in accordance with the manufacturer's directions. Additional protective equipment recommended by the manufacturer shall be worn for the duration of the toilet cleaning. A diluted household bleach solution can be used if an EPA-registered Novel Coronavirus (COVID-19) – Fighting Product disinfectant is not immediately available. A bleach solution would consist of 1/3rd cup of bleach per gallon of water.

Step 4 – Washing. Toilets may be washed with a hot water pressure washer on a low setting inside the toilet and at the entrance to the toilet to remove spider webs and any other debris or it may be cleaned as approved by the NFF and ARP points of contact. All surfaces must be clean and dry prior to leaving the site, to prevent icy or slippery surfaces. (*Note: OSHA does not recommend using compressed air or water sprays on potentially infected surfaces unless additional personal protective equipment (PPE) is used. Refer to OSHA's guidance at: https://www.osha.gov/SLTC/covid-19/controlprevention.html#environmental_cleaning).

Toilets and covered entrances will be washed with a cleaning agent, general detergent, or soap and water, appropriate for the bathroom surfaces and finishes. If washing appears to be removing paint, or otherwise damaging the toilet or building, an alternate means of cleaning will be discussed with the NFF and ARP points of contact. The entire riser inside and out along with the toilet seat shall be clean and free of any stains or accumulated debris including human waste. No human waste will be visible inside or outside of the riser including the seat and the lid. Seats and riser exterior will be wiped dry after cleaning. Excess water will be swept or squeegeed out of the toilet area and all surfaces must be dry prior to leaving the site.

Step 5 – Final Disinfecting. Following cleaning, all high touch contact solid surfaces (e.g., handles, toilets, and toilet paper dispensers) including the outside of the door shall be sprayed with approved disinfectant with a hand sprayer or similar device. The disinfectant should air dry on surfaces.

Step 6 – Toilet Paper. Toilet paper will be covered or removed during disinfecting and washing to prevent it from getting wet and replaced on holders after the toilet

has been disinfected. Toilet paper of appropriate size will be fully stocked, partial rolls may be left outside of toilet paper holders. Toilet paper rolls with less than 50% remaining will be replaced with new rolls, all holders will be stocked to maximum capacity. All new toilet paper rolls shall have the wrapping paper removed prior to mounting them on the bar. Toilet paper can be one-ply or two-ply with a preference for recycled materials as much as practical. Sustainably sourced toilet paper, such as FSC Certified, will be scored higher as bids are reviewed. Typically, each toilet paper bar holds 4 rolls of toilet paper and there is one bar in each toilet room.

Step 7 – Odor Mitigation. Toilet fixtures, buildings, and vaults must be deodorized at appropriate frequencies to minimize objectionable odor. Deodorant shall be approved by the NFF and ARP points of contact.

Cleaning Schedules. Cleaning schedules must be posted and visible to the public and will include both time and date of last cleaning on the provided form attached inside the toilet building. Cleaning frequency is listed in the table below for each site.

Damage. Observed damage or vandalism will be reported to NFF and ARP points of contact.

The Contractor shall identify which efforts and materials they can supply in terms of materials, labor, equipment, supplies, supervision, quality control, and incidentals required to complete the work described. The Contractor shall perform all work in a safe and conscientious manner.

- (b) Project Location - The services are required at various recreation sites on the Boulder Ranger District, in the vicinity of Boulder, Colorado in Boulder & Gilpin Counties. The 6 sites to be serviced, as shown on the attached map are:
1. Forsythe Canyon Trailhead (1 room vault toilet)
Directions – from Boulder take Boulder Canyon Drive west for approximately 5 miles, turn south onto Magnolia Road which is paved for the first 4 miles but then becomes a county-maintained dirt road. (CAUTION – The first 4 miles are EXTREMELY steep, narrow, and curving mountain roads! Magnolia Road may be accessed from the west via Highway 72 south of Nederland as an alternate option.) Drive approximately 5 miles, turn east onto CR 68 and drive approximately 2 miles on a maintained dirt road, and then turn south onto FSR 359.1 which is the Forsythe Canyon Trailhead parking lot. The restroom is on the west side of the parking lot.
 2. East Portal Trailhead (1 room vault toilet)
Directions – from Boulder take Boulder Canyon Drive west to Nederland, CO. From Nederland head south on Highway 119 towards Blackhawk and drive approximately 5 miles, turn west on Tolland Road, and drive approximately 8 miles on a county-maintained road to East Portal Trailhead parking lot. There are two gray restroom buildings on the southwest corner of the parking lot.
 3. Sourdough Trailhead (2 room vault toilet)
Directions – from Boulder take Boulder Canyon Drive west to Nederland, CO. From Nederland, head north on Highway 72 for approximately 7.5 miles, turn west on CR 116 or Rainbow Lakes Road which is a county-maintained dirt

road and drive for approximately 0.6 miles, and turn south into Sourdough Trailhead. The restroom is located on the northeast corner of the parking lot.

4. Meeker Park Picnic Area (2 room vault toilet)

Directions – from Boulder head north to Lyons, CO via Highway 36. From Lyons head southwest on Highway 7 for approximately 25 miles passing the town of Allenspark, CO to the Meeker Park Picnic area which is on the east side of the highway. Note: The Meeker Park CAMPGROUND is not maintained by this contract.

5. South St. Vrain Picnic Area (2 room vault toilet)

Directions - from Boulder head north to Lyons, CO via Highway 36. From Lyons head southwest on Highway 7 for approximately 8 miles and turn into the South St. Vrain Picnic area (Note: There is no sign from Hwy. 7 indicating this location).

Optional Servicing Location:

1. Brainard Gateway Trailhead (4 room vault toilet)

Directions – from Boulder take Highway 36 north, turn west on Left hand Canyon Drive continue for approximately 18 miles through the town of Ward, CO. Turn north on Highway 72 and immediately turn west on Brainard Lake Road (CR 112) and continue for approximately 3.0 miles, then turn east into the Brainard Gateway Trailhead parking lot. The restroom is the building to the east.

(c) Work Schedule

Regular scheduled services are to include all items noted under Description of Services and specifications. The final schedule of regular service days for the duration of the period of performance shall be submitted to NFF and ARP points of contact for ARP approval. Estimated schedule of services shall include the following:

1. Forsythe Canyon Trailhead shall be serviced twice per week.
2. East Portal Trailhead shall be serviced twice per week.
3. Sourdough Trailhead shall be serviced twice per week.
4. Meeker Park Picnic Area shall be serviced once per week.
5. South St. Vrain Picnic Area shall be serviced once per week.
6. Brainard Lake Gateway Trailhead shall be serviced twice per week.

If the selected contractor notices the facility is not meeting or exceeding the "Recreation Site National Quality Standards," they shall notify the NFF and ARP points of contact for consideration by the ARP. Additional services may also be requested for special events or periods of heavy use. Additional services and/or seasons may be added to the NFF contract via an amendment if adequate funds are available and if additional services are authorized by the NFF and ARP. Payment for additional service shall be based on unit bid prices submitted with the original proposal.

Toilets may also be closed as determined by the ARP for emergency situations such as but not limited to fires, floods, and inclement weather; closure period will vary

depending on emergency conditions. No service will be needed and no payment for services will be made for closed toilets.

If the selected contractor cannot conduct services on a regularly scheduled day, the NFF and ARP points of contact shall be notified within 48-hours minimum in advance of the scheduled day and arrange an alternative schedule. The alternative schedule must be approved in writing via email before it occurs.

Other Project Requirements and Specifications

- I. Utilities – In many locations there will be no or limited sanitation, water, electrical or housing services available. The Contractor shall make its own arrangements for temporary facilities if needed.

Insurance Requirements

Upon selection of the winning bid, the Contractor agrees that it has and shall maintain the following insurance coverage indicated below. The effective date of all coverage shall precede the start of any work.

- a. State minimum workers' compensation insurance coverage for its employees, if any.
- b. Broad form general liability, property damage, and automotive liability insurance in the minimum amount of \$1,000,000 for bodily injury, death, or damage to property of any person and \$2,000,000 for bodily injury, death, or damage to property of more than one person. The Contractor shall name NFF an Additional Named Insured and provide NFF with a certificate of insurance evidencing such coverages, prior to the initiation of the Scope of Services.
- c. If the Scope of Services includes professional services as identified herein, Contractor shall also provide professional errors and omissions liability insurance. Professional services for purposes of this section include, but are not limited to performing architecture, engineering, landscape architecture, land surveying or planning, preparation and signing or stamping of drawings, maps, surveys or construction specifications, or design and development of computer software, programs or websites by the Contractor or by subcontractors on behalf of the Contractor, for which professional liability insurance would typically be required. The minimum coverage limits required are \$1,000,000 for each claim and \$1,000,000 annual aggregate.

Prohibited Telecommunications Services and Equipment

The Contractor is responsible for compliance with the prohibition on certain telecommunications and video surveillance services or equipment identified in 2 CFR 200.216.

Payment/Performance Security

Contractor shall post cash, a letter of credit, bond, or other financial security that is easily convertible into cash in a form acceptable to the NFF, in its sole determination, to assure completion of the work required under any subsequent agreement and payment of all amounts lawfully due to all persons supplying or furnishing to the Contractor or Contractor's

subcontractors with labor, laborers, materials, rental machinery, tools or equipment used or to perform the work. Contractor may incorporate required associated costs into mobilization costs or other approved expenses.

- a. Work that is classified as construction in accordance with the Miller Act or Little Miller Act or if required per conditions of the funding source, payment and performance bonding will be required in the full amount of any Agreement. For the purposes of this Request for Proposal, construction is defined as “any contract greater than \$100,000 for the construction, alteration, or repair of any public building or public work where the federal government is the owner”, or
- b. If Contractor is not self-performing at least 85% of the total contract value or if the cost of materials is in excess of the larger of \$100,000 or 50% of the contract total, payment and performance bonding will be required in the full amount of the agreement, or
- c. If the value of the agreement is in excess of \$250,000, Contractor will be required to post financial security in a form acceptable to the NFF in the amount of 5% of the total agreement value up to \$250,000 in total financial security.

American Made Products. The work associated with this RFP is subject to Build America, Buy America Act. P.L. 117-58, Secs 70911-70917, and as such, domestic content procurement preference requires all iron and steel, manufactured products and construction materials used within the scope of this Agreement, be produced in the United States.

Federal Exclusion Verification

The selected Contractor will be required to affirm that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Federal Flowdown Provisions

Flowdown Requirements: Any Agreement associated with this RFP may be subject to flowdown requirements under associated federal or state funding agreements, which are included and made part of by this reference.

II. REQUIRED COMPONENTS

Technical Proposal

Please provide a detailed technical approach to the work.

Contractor Qualifications

- (a) Past Experience – Please provide a brief explanation of previous work experience with land management agencies.
- (b) References – Please provide three professional references that can speak to past performance.

Pricing Schedule

Contractor shall price work according to the schedule below. Prevailing wages are required per conditions of funding sources.

	Description	# of Rooms (Holes) Per Location	Frequency Per Week	Cost Per Week	Total Cost
1	Forsythe Canyon Trailhead Cleaning	1	2		
1A	Forsythe Canyon Trailhead Snow & Ice Removal	-	2		
2	East Portal Trailhead Cleaning	1	2		
2A	East Portal Trailhead Snow & Ice Removal	-	2		
3	Sourdough Trailhead Cleaning	2	2		
3A	Sourdough Trailhead Snow & Ice Removal	-	2		
4	Meeker Park Picnic Area Cleaning	2	1		
4 A	Meeker Park Picnic Area Snow & Ice Removal	-	1		
5	South St. Vrain Picnic Area Cleaning	2	1		
5 A	South St. Vrain Picnic Area Snow & Ice Removal	-	1		
1	Optional - Brainard Lake Gateway Trailhead Cleaning	4	2		
1 A	Optional - Brainard Lake Gateway Trailhead Snow & Ice Removal	-	2		
Total Bid					

III. SUBMISSION, EVALUATION, AND CONTACTS

Contractor Selection Process

This is a request for proposals only and bids furnished are not offers from the National Forest Foundation. This request does not commit the National Forest Foundation to pay any costs incurred in the preparation or submission of the proposal or to contract for supplies or services.

The NFF will use the Evaluation Factors below to review each submitted bid. Based on the outcomes of that selection process, the NFF will notify successful and unsuccessful bidders by August 16, 2024 and will prepare a separate contract document.

Evaluation Factors and Relative Importance

The following criteria will be used in the evaluation of submitted proposals, ordered from highest weighting (level 3) to lowest weighting (level 1).

Level 3 Criteria

- Price / cost
- Equipment and contractor capability
- Timing of when contractor can begin and/or finish the project
- Past performance, references, and USFS feedback

Level 2 Criteria

- Technical proposal / proposed approach to project
- Overall strategic benefits to meeting NFF goals and grant needs, requirements, and timelines

Level 1 Criteria

- Benefits to the local community
- Relationship to local community

Point of Contact

Please submit any questions about the project in writing to the Point of Contact.

Shayna Jones
National Forest Foundation Rocky Mountain Region Program Manager
sjones@nationalforests.org
P: 970.692.9360

Responses will be shared with known interested parties by email or otherwise posted at <https://www.nationalforests.org/rfp>.

Bid Submission

Submit bids via email to sjones@nationalforests.org by August 9, 2024.

Equal Opportunity Provider

In accordance with Federal law and U.S. Department of Agriculture policy, the National Forest Foundation is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability.

Appendix A

