

**Solicitation for Proposals to Perform Street Sanitation Services for the
East Brooklyn Business Improvement District.**

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SUMMARY

The East Brooklyn Business Improvement District (EBBID) is soliciting proposals from qualified businesses (**“Proposer”**) to perform street sanitation services (**“Services”**) for the East Brooklyn Business Improvement District

Pursuant to this solicitation, the LDCENY expects to select a Proposer who will perform the Services ending June 30, 2010. Contract renewal for one year will commence on July 1, 2010 and expire June 30, 2011, and enter into an agreement (**“Agreement”**) with the selected contractor (**“Contractor”**) for performing the Services.

BACKGROUND

The EBBID is located in the manufacturing zone (See attached Map) of the East New York community and is comprised of 40 blocks dedicated to businesses that are primarily manufacturers, distributors and transportation related. There is no City sanitation services due to it being zoned manufacturing. As such, the EBBID is soliciting interested parties to perform street/sidewalk cleaning and seasonal brush removal services. The services to be provided are more fully described in the **“Scope of Work”** section of this document.

I. GENERAL QUALIFICATIONS

The Proposer selected by the EBBID to perform the services must have experience in performing the Services described in Section III of this Solicitation. Proposers must submit evidence sufficient to demonstrate to the satisfaction of the EBBID that they have the ability to perform the Services. Such evidence may include, but is not limited to, the Proposer's record of past performance on similar street cleaning contracts.

II. SCOPE OF WORK

The Contractor(s) shall perform the following tasks under the terms of the Agreement. The Proposer may propose additional tasks which the EBBID believes would enhance the overall cleanliness and safety of the District.

1. On a routine basis (to be determined in consultation with the EBBID) the Proposer will canvass the EBBID for illegally dumped materials and report to the BID Manager location and description. **Estimated time: one hour, two days a week.**
2. On a routine basis (to be determined in consultation with the EBBID) the proposer will undertake sidewalk cleaning activities within the EBBID confines. **Estimated time: seven hours, two days a week.**
3. On a daily basis (Monday-Friday) the proposer will sweep and bag for Department of Sanitation pick up street litter along the north eight blocks of Sutter Avenue between Sheffield Avenue and Powell Street. **Estimated time: 3 hours, two times a week**
4. On a seasonal basis (locations and times arranged in consultation with the EBBID) the proposer will perform weed/brush removal along the sidewalk perimeters of the EBBID. **Estimated time: seven hours, 2**

days a week.

III. PROPOSAL CONTENT REQUIREMENTS

Proposals submitted in response to this Solicitation must include the following:

1. The Proposer's name, current business address, telephone, facsimile numbers, e-mail address and website, if available, and the name of a contact person;
2. A brief summary of the Proposer's experience over the last one year in providing services comparable to the Services requested in this Solicitation and how they propose to fulfill the requirements of this solicitation? **Exhibit A**
3. **Documentation:** Provide at least two business references, two of which must be from an entity for which the Proposer has performed services comparable to the requested Services and evidence of qualifications, demonstrating that the Proposer satisfies the General Qualifications set forth in Section II of this solicitation. **Exhibit B**
4. **Cost Proposal:** Complete of the Cost Proposal. **Exhibit C**

IV. EVALUATION AND SELECTION CRITERIA

The award will be subject to the selection committee's decision based upon, but not limited to the proposal's completeness, thoroughness in its methodology, thoroughness in its methodology to make recommendations and arrive at conclusions, familiarity with the community and past performance in similar projects. Specific evaluation criteria are as follows:

1. Experience of the Proposer and/or its principal(s) in performing the same or a similar Scope of Work and how they will fulfill requirements of this solicitation?. [30 points maximum]
2. The Proposer's cost proposal for performing the Scope of Work. [45 points maximum]
3. The Proposer's qualifications, as demonstrated to the LDC pursuant to Section II of this solicitation. [25 points maximum]

The LDC, in its sole discretion, may waive what it considers to be non-material non-compliance with the requirements of this Solicitation.

VI. PROPOSAL SUBMISSION REQUIREMENTS

1. Each Proposer is required to submit one original and one copy of a complete proposal in accordance with Section III, above.
2. Proposals may be mailed or hand-delivered to the following address and must be received by the LDC no later than 5:00 pm on April 1, 2010, the Proposal Submission Deadline.

Local Development Corporation of East New York
East Brooklyn Business Improvement District RFP

80 Jamaica Avenue, 3rd Floor

Brooklyn, NY 11207

Attention: Gene Moore

VII. INQUIRIES

All questions regarding this solicitation shall be directed in writing or via phone to: gene Moore at the above address. The phone contact is 718-385-6700 extension 16

PAYMENT TERMS

Payment to the Proposer pursuant to the Agreement(s) shall be based upon the completion of the entire Scope of Work. The Proposer's cost for travel, materials and other expenses incurred in performing the Service must be included into the Proposer's fee for the completion of the required Services. The LDC will make every effort to process payment for the services within 30 calendar days after an invoice is received following the satisfactory completion of the requested Services.

IX. AWARD OF CONTRACTS

Notwithstanding any other provisions of this solicitation, the LDCENY expressly reserves the right to:

1. Reject any or all proposals;
2. Reissue this solicitation;
3. Award only portions of the contract to a particular Consultant.

X. TAXES

The LDCENY is exempt from federal taxes under section 501 C-3 of the Internal; Revenue Code. The LDCENY will provide a tax-exempt certificate to the selected Consultant.

Exhibit A

Summary of proposer's experience and preliminary plan on fulfilling requirements of solicitation.

LOCAL DEVELOPMENT CORPORATION OF EAST NEW YORK

**Exhibit B
Proposer's Experience Worksheet**

(copy form if additional space is required)

Proposer's Name: _____

Job or Contract	Description of Job or Contract	Contracting Organization	Date when job or contract was performed	Amount of Contract	Contact Name and Phone Number

LOCAL DEVELOPMENT CORPORATION OF EAST NEW YORK

**Exhibit C
Cost Proposal**

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A) Canvassing and Reporting of illegal dumpouts \$_____per hour x 2 = \$_____

B) BID sidewalk cleaning \$_____per shift x 2 = \$_____

C) Sutter Ave clean and bag \$_____per shift x 2 = \$_____

D) Weed/brush removal \$_____per shift x 2 = \$_____

TOTAL \$_____