

VILLAGE OF SARANAC LAKE

REQUEST FOR QUOTES (RFQ)

Berkeley Green Public Restroom Cleaning Services

RFQ Issue Date: June 15, 2026

Contract Term: July 1, 2026 – October 1, 2026

Village Contact:

Richie Hewitt, Parks Manager

Village of Saranac Lake

39 Main Street, Suite 9

Saranac Lake, NY 12983

Phone: (518) 891-4150

Email: pisgahmanager@saranaclakeny.gov

I. PURPOSE

The Village of Saranac Lake is seeking written quotes from qualified contractors to provide daily cleaning, sanitizing, restocking, and inspection services for the public restrooms located at Berkeley Green in downtown Saranac Lake.

The selected contractor shall furnish all labor, supervision, equipment, cleaning supplies, and other materials necessary to perform the services described in this Request for Quotes.

II. CONTRACT TERM

The contract period shall commence on **July 1, 2026**, and conclude on **October 1, 2026**.

Services shall be provided **seven (7) days per week**, including weekends and holidays.

The Village reserves the right to extend the contract for an additional term by mutual written agreement.

III. LOCATION

Berkeley Green Public Restrooms

Main Street

Saranac Lake, NY 12983

IV. HOURS OF OPERATION

The public restrooms are open daily from **8:00 a.m. to 8:00 p.m.**

The contractor shall ensure that the restrooms are:

- Cleaned, stocked, and ready for public use no later than **8:00 a.m. each day**
- Maintained in a clean, sanitary, and safe condition throughout the contract term

The Village is responsible for locking the restrooms each evening.

V. SCOPE OF SERVICES

The contractor shall provide, at a minimum, the following services:

Daily Cleaning and Sanitizing

- Clean and sanitize all toilets, urinals, sinks, countertops, mirrors, partitions, floors, walls, and fixtures
- Sweep and mop floors
- Empty all trash receptacles and replace liners
- Remove debris from entrances and surrounding immediate areas
- Clean and disinfect high-touch surfaces, including door handles and dispensers
- Inspect all plumbing fixtures, lighting, locks, and dispensers for proper operation

Restocking

The contractor shall supply and replenish all consumable items, including:

- Toilet paper
- Paper towels
- Hand soap
- Trash bags
- Cleaning products and disinfectants

Graffiti Removal

- Remove graffiti from walls, doors, partitions, and fixtures as needed

Reporting

The contractor shall promptly notify the Parks Manager of:

- Vandalism
- Damage
- Plumbing issues
- Safety concerns
- Supply shortages
- Any condition requiring repair or maintenance

VI. CONTRACTOR REQUIREMENTS

The successful contractor shall:

- Possess all licenses and permits required to conduct business in New York State
- Comply with all applicable federal, state, and local laws and regulations
- Provide trained and supervised personnel
- Successfully complete any Village-required vendor onboarding procedures

- Maintain confidentiality and professionalism when interacting with the public

VII. INSURANCE

Prior to contract execution, the selected contractor shall provide certificates of insurance evidencing the following minimum coverage:

- Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
- Workers' Compensation: Statutory limits
- Disability Benefits: Statutory limits

The Village of Saranac Lake shall be named as an additional insured on the Commercial General Liability policy.

VIII. QUOTE SUBMISSION REQUIREMENTS

Quotes shall include:

1. Company name, address, telephone number, and contact person
2. Description of relevant experience providing similar services
3. Proposed total contract price for the full contract term
4. Optional daily or weekly pricing breakdown
5. List of any assumptions or exclusions
6. Proof of insurance or statement confirming ability to meet insurance requirements

Quotes may be submitted electronically or in writing to the contact listed above.

IX. EVALUATION

Award shall be made to the lowest responsive and responsible contractor whose quote best meets the needs of the Village.

The Village reserves the right to:

- Reject any or all quotes
- Waive informalities or irregularities
- Request additional information from any respondent
- Award the contract in the best interest of the Village

X. PROCUREMENT REQUIREMENTS

This procurement is being conducted in accordance with the Village of Saranac Lake Purchasing Policy and New York State General Municipal Law § 104-b.

The Village is exempt from New York State sales tax.