

TRI-CANYON RESTROOM CLEANING SCOPE OF WORK

PROJECT NAME	Tri-Canyon Restroom Cleaning
COMPANY NAME	Central Wasatch Commission
POINT OF CONTACT	Blake Perez
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PROJECT LOCATION	Millcreek Canyon, Big Cottonwood Canyon, Little Cottonwood Canyon
AUTHOR	Blake Perez
DATE	4/5/2023

SCOPE OF WORK

What does the project entail? What are the delivery methods?

Working together with the Uinta-Wasatch-Cache National Forest and with Cottonwood Canyons Foundation, the Central Wasatch Commission proposes pooling funding from partner agencies into one, consolidated bathroom maintenance contract from the Central Wasatch Commission for year-round trailhead bathroom maintenance in Big Cottonwood Canyon, Little Cottonwood Canyon, and Millcreek Canyon beginning July 1, 2023. A contract consolidation would decrease inefficiencies and provide administrative relief for the Forest Service, which may re-direct its limited staff to specialized work. This project is an annual contract to clean designated restrooms in the tri-canyons area. The following restrooms are included in the scope of work:

Millcreek Canyon- Rattlesnake, Deso/Thaynes, Maple Grove, Elbow Fork, Lower Big Water, Big Water, Terraces Trailhead (Summer only), Church Fork (Summer only), Main Box (Summer only), Upper Box (Summer only)

Big Cottonwood Canyon- BCC Park and Ride, Mill B, Cardiff, Donut, Spruces, Guardsmen, Scotts, Silver Lake

Little Cottonwood Canyon- Temple Quarry (Summer only), Grit Mill (Summer only)

The selected contractor will be responsible for ensuring restrooms listed above are clean and stocked appropriately. The selected contractor will have staff visit each location and clean as necessary.

PROJECT DELIVERABLES

Note the tangible products / services resulting from this project.

The selected contractor will ensure restrooms maintain cleanliness and are stocked appropriately. Cleaning includes toilets, stalls, floors, sinks, mirrors (if any). Any stocking includes toilet paper and soap. Also included is any trash that needs to be removed and new trash bags replaced. Additionally, toilets may plug or clog up from time to time. The contractor will also have access to toilet plungers to unclog/unplug toilets. Finally, the contractor will have the ability to power-wash or a similar service to provide periodical critical cleaning.

Proposals shall include cost per stall, travel cost, total cost per location, # of days per week, total weekly cost per location, and total monthly cost per location.

Proposals should also include a recommended payment schedule.

Toilet paper, trash bags, and hand soap are provided by the United States Forest Service.

The cost proposal will be evaluated independently from the (technical) selection criteria, and as such, must be submitted separate from the technical proposal response. Failure to submit cost or pricing data separately may result in your proposal being judged as non-responsive and ineligible for contract award.

MILESTONES

DELIVERY DATE	TASK	GOODS REQUIRED	SERVICES REQUIRED
Weekly starting July 1, 2023	Restroom cleaning	Any cleaning product that is needed. Toilet paper, soap, trash bags, etc.	Staff time traveling and cleaning restrooms
Anticipated October 1, 2023	Quarterly Update		Brief meeting with contractor and key stakeholders to review work, challenges, and adjustments.
Anticipated January 1, 2024	Quarterly Update		Brief meeting with contractor and key stakeholders to review work, challenges, and adjustments.
Anticipated April 1, 2024	Quarterly Update/Begin Annual Review		Brief meeting with contractor and key stakeholders to review work, challenges, and adjustments.

STAKEHOLDERS

NAME & TITLE	ROLE / RESPONSIBILITY
Lindsey Nielsen, Executive Director of Policy	Contract oversight
Blake Perez, Executive Director of Administration	Contract oversight, accounts receivable/payable
Zinnia Wilson, Program Manager, United States Forest Service	Land manager
Joanna Wheelton Campbell, Executive Director, Cottonwood Canyons Foundation	Key partner/project oversight

PAYMENT TERMS & CONDITIONS

The CWC prefers a monthly billing cycle from selected consultant which includes the previous months work.

Proposals may include other recommended payment terms and conditions.