

Request for Proposal

For

Sunscreen Dispensers, Sunscreen, Skin Cancer
Awareness, Outreach Program and Associated
Maintenance Services

at

Various Parks and Facilities



Department of Environmental Resources

Release Date: March 8, 2019

Due Date: March 22, 2019

Town of Oyster Bay
Department of Environmental Resources
29 Spring Street
Oyster Bay, New York 11771
Telephone: (516) 677-5712
Web: <http://www.oysterbaytown.com/>

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Introduction

The Town of Oyster Bay, Department of Environmental Resources, seeks well-qualified individuals or firms to provide, install, and maintain sunscreen Dispensers and organize a Skin Cancer Awareness Program that will utilize Town facilities in conjunction with the proposed dispensers and programs.

Additional information regarding the requirements contained in this RFP may be obtained by contacting:

George Baptista, Jr., Deputy Commissioner
Town of Oyster Bay
Department of Environmental Resources
29 Spring Street
Oyster Bay, New York 11771
Telephone: (516) 677-5712

Objective of Request for Proposal

The objective of this Request for Proposal (“RFP”) is to award a three (3) year agreement with the possibility of extensions to an administrator/management firms that will accomplish the following:

- Provide, install and maintain sunscreen dispensers, and sunscreen, at Town of Oyster Bay Parks for the summer season (Memorial Day Weekend through Labor Day Weekend).
- Provide an outreach program at various Town Events to educate Town residents and participants of the hazard to over-exposure to the sun, and potential for skin cancer.

Proposers shall submit a single proposal to manage/administer a program for all and any activities that may be proposed. Proposers shall note that the Commissioner of the Department of Parks will select the parks, pools and beaches to be utilized in order to meet the goals and objectives of their respective proposals.

Program Requirements and Scope

The Proposal should present a detailed outline which fully describes the type of sunscreen dispensers, the sunblock to be provided, and the type of maintenance provided by administrator/management firm. All outlines shall include the following requirements:

- Description and quantities of all materials including dispensers, mounting hardware, and general maintenance practices as well as off-season removal and storage.

- Description of an outreach program to educate residents on the potential harm of over exposure to the sun. The proposer shall demonstrate a relationship with a regional health provider to ensure that the program can provide the latest and most accurate health information regarding this topic.
- The proposer shall indicate and provide adequate space on the dispenser for the Town of Oyster Bay logo and shall further indicate what, if any, additional sponsors will be inserted within the sponsor space.

Operations and Facilities

The Commissioner of the Department of Parks will provide the final locations of the proposed dispensers.

The Town of Oyster Bay *will not* provide the following:

- Any and all items noted above.
- Installation, removal and storage of the dispensers and associated hardware.
- Replacement for any damaged or stolen equipment.
- Staff or materials.

Items not specified in this Request for Proposal that are included in the proposal shall, if necessary, be a condition of contract and negotiated prior to initiation of any program.

Requirements of Contract

The proposer will be required to provide adequate insurance as specified in the “Insurance” section and any additional insurance as required by the Town of Oyster Bay.

The proposer shall provide a list of health care provider associations and/or relationships.

The proposer shall provide the Department of Parks with a schedule of outreach programs for approval.

Format

In the interest of saving Proposers the cost of paper, duplicating, binding and delivery time, **proposals will only be accepted via email**, in a searchable PDF format.

To be considered a response must be received by the Commissioner of Environmental Resources at the following email address:

EnvironmentalRFP@oysterbay-ny.gov

Please ask for a “delivery receipt” and “read receipt” when submitting your proposal.

Responses received after 11:00 a.m., Friday, March 22, 2019, WILL NOT BE CONSIDERED.

Faxed responses WILL NOT BE CONSIDERED.

Hold Harmless Agreement

Prior to start of the first season, the contractor agrees to enter into a “hold harmless” Agreement with the Town, in a form similar to the example attached hereto.

Standard Letter of Indemnification

Company Letterhead

Re: (RFP Name)

(Proposer) agrees to indemnify and hold harmless the TOWN, its officers and employees from any and all claims, suits, losses, damages, or injury to person or property of whatsoever kind of nature, whether direct or indirect, arising out of the performance of this contract, or the carelessness, negligence or improper conduct of (Contractor) and/or its subcontractors, agents or employees.

Insurance

A). WORKER’S COMPENSATION INSURANCE

In accordance with the Laws of the State of New York Worker’s Compensation Insurance must cover all the contractor’s employees employed at the site of the project. If any work is sublet, the contractor shall require the subcontractor to provide Worker’s Compensation Insurance for all of the subcontractor’s employees employed at the site unless such employees are covered by the Worker’s Compensation Insurance of the contractor.

B). COMPREHENSIVE GENERAL LIABILITY INSURANCE

Including Premises and Operation Liability, contractor’s Protective Liability and Completed Operations and Product Liability, to protect the contractor and my subcontractor performing work in connection with this contract from claims for damages for personal injury claimed to be sustained resulting from false arrest, detention and/or imprisonment, malicious prosecution, libel, slander, and/or defamation of character, invasion of privacy, wrongful eviction and/or wrongful entry and from claims for such operations be by the contractor or by the subcontractor or by any one directly or indirectly employed by either of them. The town shall be named as additional insured. The minimum amounts of such insurance must be as follows:

Personal Injury: \$1,000,000.00 each occurrence
Personal Damage: \$ 500,000.00 each occurrence

C). SPECIAL HAZARDS INSURANCE

Public Liability Insurance for automobiles and trucks covering claims arising from bodily injury and property damage in amounts specified in subparagraph (B).

D). CONTRACTUAL LIABILITY INSURANCE

Covering the liability assumed by the contractor under this contract requiring him to indemnify and hold harmless the Town, its officers, agents and employees, from all claims directly or indirectly resulting from executing of the work, in the amounts specified in subparagraph (B).

E). PROOF OF CARRIAGE OF INSURANCE

The contractor shall furnish the Town with two (2) copies of all insurance policies, each of which must contain the following provisions:

Such insurance shall not be cancelled, terminated, modified or
Changed by either contractor or insurance company, except with
30 days prior written notice by the insurance company via
Registered mail to the town, attention Town Clerk.

PERFORMANCE BOND -The successful bidder will be required to post a performance bond in an amount equal to 100% of the proposed Town of Oyster Bay revenue. The successful bidder shall be required to furnish said Performance Bond immediately after written notice of intent to award and upon receipt of such bond acceptable to the Town of Oyster Bay, shall be issued a service order.

Evaluation

The Department will conduct a preliminary evaluation of all proposals submitted by the deadline, to determine compliance with proposal requirements. The department reserves the right to request additional information to clarify a submitted proposal.

Criteria

For the purpose of further evaluation, the responsive proposals will be evaluated on the criteria below.

- Proven ability to provide the materials and services outlined above.
- Proven performance and quality of past current comparable operations.
- Proven association with a major health provider.

Responsive proposals will be ranked in each of the criteria above and assigned a point value according to rank. Interviews may be requested as needed. Department of Environmental Resources staff will independently formulate a recommendation of award.

Award

The Department shall notify all proposers in writing of the award recommendation. Once awarded, the selected administrator/management firm will complete and submit any additional documents as required.

Cost of Preparation

All costs of proposal preparation shall be borne by the proposer. The Department shall not, in any event, be liable for any expenses incurred by the proposer in the preparation and/or submission of the proposal.