REQUEST FOR PROPOSALS (RFP)

Downtown Street Litter Pickup Services

Peekskill Business Improvement District — Peekskill, NY

Issued Monday, November 2, 2026, by the Peekskill Business Improvement District.

Issued by: Peekskill Business Improvement District (BID) **Issue date:** Monday, November 2, 2026 **Proposals due:** Monday, November 30, 2026 — 5:00 PM ET **Contact for questions:** William Powers, Executive Director — peekskillbid1@gmail.com — Richard Rogers, President, Peekskill BID, 914-440-4378

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1. Introduction and Background

The Peekskill Business Improvement District (BID) is a self-assessment district established to promote business activity in downtown Peekskill, New York — the first BID in Westchester County. The BID represents approximately 238 businesses and 146 property owners (per the City's Downtown Revitalization Initiative application), and works to make downtown Peekskill an attractive place to live, shop, dine, and do business through business recruitment and retention, marketing, capital improvements, beautification, events, and advocacy.

The BID's Litter Committee is seeking a qualified vendor to provide scheduled street litter pickup services throughout the downtown district.

2. Service Area

Services shall cover the reduced downtown service area marked as shown on the attached **marked reduced-boundary map** — the authoritative boundary for this RFP. The 2019 BID Boundary Map (February 2019) is attached for district context only.

In summary, the reduced area is the full BID district **less** the following, which are primarily residential or the City's maintenance responsibility and are excluded

from this RFP:

- Broad Street in the vicinity of the firehouse and Park Place;
- Diven Street (fully residential);
- Main Street from Spring Street to Decatur Street (city park frontage);
- Elizabeth Street (between Crossroads Apartments and their parking lot — not used by the public);
- Central Avenue north of Nelson Street (police parking lot and the Art lofts, which clean their own).

Union Street between Central Avenue and Main Street **remains within** the service area.

Per the attached reduced-boundary map, the sweep area **includes** Park Street extended to MHVFC and the Peekskill Diner, and Bank Street through the Bank Street lot (sidewalks on both sides, which have persistent litter).

Number of BID properties in the service area: approximately **150**.

3. Scope of Work

The vendor shall provide **street litter pickup on public sidewalks and rights-of-way** within the service area described in Section 2, operating on an established route the vendor designs for the reduced area. The vendor should propose its own routing for equivalent, efficient coverage. At a minimum, the vendor shall meet the following schedule:

- **Wednesdays, Fridays, Saturdays, and Sundays** — full reduced-area coverage.

Sunday coverage is essential: downtown is busy on Sundays, and the schedule should reflect that.

Contract term: March 1 through December 31, 2027. Snow removal is **excluded**; no service is expected during snow events.

Rapid response: The vendor's crew shall be reachable by cell phone so reported problem spots can be addressed promptly. The proposal should describe a rapid-response / hotline mechanism (e.g., a dedicated phone number residents and businesses can use to report litter hotspots).

Staffing and equipment: The vendor shall provide its own trained, uniformed staff, supervision, and all equipment needed to perform the work, consistent with environmentally responsible ("green") cleaning practices. The vendor is an independent contractor and provides its own employees; this is not a city staffing arrangement.

4. Performance Measurement

The BID wants a program whose impact can be measured. Each proposal must describe:

- How the vendor will document completed routes and service (e.g., route logs, GPS tracking, time-stamped reporting);
- Proposed performance metrics (e.g., scheduled-vs-completed route adherence, response time to hotline reports, periodic cleanliness assessments); and
- The format and frequency of reports to the BID's designated point of contact.

5. Budget Guidance

Vendors should provide firm, all-inclusive seasonal pricing for the March 1 – December 31, 2027 term, including labor, supervision, equipment, and reporting. Optional add-on services (e.g., ambassador/hospitality services) may be priced separately.

6. Proposal Requirements

Each proposal must include:

1. **Company background** — years in business, and relevant experience with business improvement districts or downtowns (references required, preferably in New York / the Hudson Valley region).
2. **Staffing plan** — number of crew members, supervision structure, and hours of operation.
3. **Proposed schedule and routing** — a route plan covering the reduced service area on the schedule above, or an equivalent alternative with justification.

4. **Pricing** — firm seasonal price for March 1 – December 31, 2027, per Section 5 above, including payment terms and a clear statement of what is included and excluded. Separately priced optional services are welcome.
5. **Performance and reporting plan** — per Section 4 above.
6. **Rapid-response plan** — per Section 3 above.
7. **Insurance and compliance** — evidence of general liability insurance and workers' compensation coverage; confirmation of compliance with all applicable labor laws.

7. Evaluation Criteria

Proposals will be evaluated on:

- Demonstrated understanding of the scope and the district;
- Feasibility and quality of the proposed schedule and routing;
- Relevant experience and references;
- Quality of the proposed performance metrics and reporting;
- Rapid-response capability; and
- Total seasonal price and value.

The BID reserves the right to reject any or all proposals, to request clarifications, and to negotiate terms with the selected vendor. Issuance of this RFP does not commit the BID to award a contract.

8. Submission Instructions

- Submit proposals by email to **peekskillbid1@gmail.com** no later than **Monday, November 30, 2026, 5:00 PM ET**.
- Direct questions to **William Powers, Executive Director**, at **peekskillbid1@gmail.com** or **Richard Rogers, President, Peekskill BID,** at **914-440-4378** by **Friday, November 13, 2026**.
- Attachments: 2019 BID Boundary Map (PDF); reduced-area boundary map (Bill Powers, Oct 21, 2026).

Thank you for your interest in helping keep downtown Peekskill clean.

PEEKSKILL BUSINESS IMPROVEMENT DISTRICT BOUNDARY

Sidewalks to be swept

N
W E
S

0 0.05 0.1 0.2 Miles

Map Produced February 2019

THE CITY of PEEKSKILL 1940