Invitation for Bid

IFB NO. 2012-12.01

PROJECT: Sno-Isle Libraries Custodial Services

Bids will be received by Sno-Isle Libraries’ Facilities Manager until:
5:00 PM PDT, January 17, 2013

Sno-Isle Libraries
Facilities Manager
7312 35th Ave NE
Marysville, WA 98271
(360) 651-7012
TABLE OF CONTENTS

1. General
2. Bidder Instructions / Information
3. Conditions and Requirements
4. Scope of Work and Specifications
5. Proposal Contents
6. Evaluation and Award
7. Bid Forms
   Bid Form 1: Certifications and Assurances
   Bid Form 2: Bidder Qualification Statement
   Bid Form 3: Bid Submittal Sheet w/ Attachments*
   Bid Form 3A: Base Bid Details
   Bid Form 4: Bid Guaranty Deposit
   Bid Form 4A: Bid Guaranty Bond
   Bid Form 5: (intentionally omitted)
   Bid Form 6: Request for Information Form

*ATTACHMENTS
- Scope of Work & Specifications
- General Building Information - B1
- Custodial Service Bid Sheet
  - Custodial Services - C1
  - Recycling Services - R1
  - Custodial Unit Pricing - C2
1. GENERAL

1.1 INTRODUCTION

Notice is hereby given that written proposals will be received by Sno-Isle Libraries, 7312 35th Ave. SE, Marysville, WA 98271 for: Sno-Isle Libraries Custodial Services. Sno-Isle Libraries intends to award one or more contracts to provide the goods and services described in this Invitation for Bid ("IFB"). Sno-Isle Libraries would like to bring all custodial services under a single, central authority and management structure. There are nineteen (19) library locations involved. These library facilities have been identified into five zones: North, South, East, West, and Island. A bidder may submit a proposal for fewer than nineteen sites or five zones; however, we encourage proposals to address an entire zone, multiple zones or all nineteen library locations. Sno-Isle Libraries is willing to evaluate a combination of bidder proposals that provides the best overall value for all custodial services and moves custodial services at Sno-isle to a centralized baseline approach. Proposals will be evaluated more favorably if they address multiple locations as compared to a lower cost bid(s) at just one or fewer locations.

1.2 OBJECTIVE AND NATURE OF WORK TO BE PERFORMED

The objective is to secure a service agreement with a qualified contractor for a full range of custodial services to our Community Libraries and Service Center. The Contractor shall provide such services as requested by Sno-Isle Libraries in accordance with the terms and conditions as set out in this IFB and included in attachments hereto and hereby incorporated into and made part of this IFB. Sno-Isle Libraries operates community libraries in the following locations:

- Arlington Library
- Brier Library
- Camano Island Pilot Library
- Clinton Library
- Coupeville Library
- Freeland Library
- Granite Falls Library
- Lake Stevens Library
- Langley Library
- Lynnwood Library
- Marysville Library
- Marysville Service Center
- Mill Creek Library
- Monroe Library
- Mountlake Terrace Library
- Mukilteo Library
- Snohomish Library
- Stanwood Library
- Sultan Library

Provided to Builders Exchange of WA, Inc. For usage Conditions Agreement see www.bxwa.com - Always Verify Scale
1.3 GENERAL SPECIFICATIONS
A bidder must be capable of providing all of the requested custodial services for any location it includes in its bid. No required service or other service as requested may be left out from the site(s) bid. If this happens the bid may be disqualified at Sno-Isle Libraries discretion.
Contractor is to furnish at its expense all necessary labor, equipment, supplies, and related materials to satisfy the requirements of this contract as per specifications. See Section 4 and attachments for detailed specifications.

1.4 CONTACTS & QUESTIONS
The Facilities Manager is the sole point of contact at Sno-Isle Libraries for this solicitation. All Bidder communications concerning this project upon release of this IFB until the point of contract signage shall be with the Facilities Manager, as follows:

<table>
<thead>
<tr>
<th>Facilities Manager:</th>
<th>Brian Rush</th>
</tr>
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<tbody>
<tr>
<td>E-Mail Address:</td>
<td><a href="mailto:brush@sno-isle.org">brush@sno-isle.org</a></td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>7312 35th Ave NE Marysville, WA 98271</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>(360) 651-7093</td>
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1.5 PRE-BID MEETING
A pre-bid meeting is scheduled for Friday, January 4, 2013 at 10:00 AM in the Alder Room at:
Sno-Isle Libraries Service Center
7312 35th Ave. NE,
Marysville, WA 98271

The purpose of the meeting will be to discuss and answer questions regarding the bid process, terms, conditions, quote submittals, specifications and project scope. Prospective bidders, subcontractors and suppliers are encouraged to attend a pre-bid meeting to assess the work required; however, attendance is not mandatory.

1.6 QUESTIONS
All pre-bid questions must be submitted in writing to the Facilities Manager by 11:00 AM no later than (5) five business days prior to the scheduled Bid Opening Date. A list of all the questions and answers will be issued as an addendum or addenda.

1.7 PRELIMINARY SCHEDULE

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<tr>
<td>Pre-Bid Meeting</td>
<td>10:00 AM, Jan. 4, 2013</td>
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<tr>
<td>Written Question Period Ends</td>
<td>11:00 AM, Jan. 13, 2013</td>
</tr>
<tr>
<td>Answers Issued to all Questions</td>
<td>5:00 PM, Jan. 14, 2013</td>
</tr>
<tr>
<td>Bid Submissions Due</td>
<td>5:00 PM, Jan. 17, 2013</td>
</tr>
<tr>
<td>Bid Opening Date</td>
<td>11:00 AM, Jan. 18, 2013</td>
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Expected Contract Award Notification | February 1, 2013
---|---
Contract Services Start | March 1, 2013

_Sno-Isle Libraries reserves the right to revise the above schedule._

1.8 CONTRACT TERMS AND CONDITIONS
The Conditions and Requirements included in this IFB will govern the performance of the project. No other terms and conditions will be accepted. Bids that take exception in any way to Sno-Isle Libraries’ Conditions and Requirements may result in the Bid being considered non-responsive.

1.9 MINIMUM QUALIFICATIONS
The Bidder submitting a Proposal must be licensed to do business in the state of Washington and be regularly engaged in the supply of the type of goods and services quoted. A Qualified Contractor shall be defined to mean one which has manufactured and sold the goods or has provided such services for a minimum of five (5) years. Proposals from other than qualified and responsible contractors may be rejected as non-responsive.

1.10 PERIOD OF PERFORMANCE
The period of performance of any contract resulting from this IFB is tentatively scheduled to begin on March 1, 2013 and will be considered on an annual basis.

2. BIDDER INSTRUCTIONS / INFORMATION

2.1 TERMS
Terms used in these Bidder Instructions will have the meanings indicated in the Conditions and Requirements section of this IFB.

2.2 BID FORMS
Bids shall be made using the Bid Forms provided by Sno-Isle Libraries and shall be signed by the Bidder or Bidder’s authorized representative.

2.3 BID PRICE
Bid prices shall include allowance for federal, state, and local taxes, except as otherwise provided for. The resulting purchase order (“contract”) shall be firm.

2.4 RECEIPT AND OPENING OF BIDS
Bidders are required to submit their proposal with an original signature. Please mail or otherwise deliver the proposal to the Facility Manager. E-mailed or faxed proposals will not be accepted. Sno-Isle Libraries assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt. Late proposals will not be accepted nor will additional time be granted to any Bidder.

Bids must be received no later than 5:00pm on the specified date. Bids must be submitted on the provided Bid Submittal Sheet – Forms 3 and 3A and attachment IFB 2012.12.01 Custodial Service Bid Sheets. Bids arriving after the deadline will be returned to their senders. All opened Bids and accompanying documentation will become the property of Sno-
Isle Libraries and may not be returned. Sno-Isle Libraries will assume no responsibility for any delays resulting in a Bid being received late.

All Bids will be opened publicly and read aloud at the time and date as specified in Section 1 at the Sno-Isle Libraries Service Center, 7312 35th Ave. NE, Marysville, WA 98271

2.5 BIDDER’S REPRESENTATION
The submission of a Bid shall constitute an acknowledgment upon which Sno-Isle Libraries may rely that the Bidder has thoroughly examined and is familiar with the IFB, including any work site(s) identified in the IFB, and has reviewed and inspected all applicable statutes, regulations, ordinances and resolutions addressing or relating to the goods and services to be provided hereunder. The failure or neglect of a Bidder to receive or examine such documents, work sites, statutes, regulations, ordinances or resolutions shall in no way relieve the Bidder from any obligations with respect to its Bid or to any purchase order awarded pursuant to this IFB. No claim for additional compensation will be allowed which is based upon a lack of knowledge or misunderstanding of this IFB, work sites, statutes, regulations, ordinances or resolutions. The Bidder by making its Bid represents that it has read and understands the specifications; and is familiar with the site and familiarized itself with the local conditions under which the work is to be performed.

2.6 REVISIONS TO THE IFB
No changes or determinations will be effective unless provided by written addendum and signed by the Facilities Manager or designee. In the event it becomes necessary to revise any part of this IFB, addenda will be published on the Builders Exchange of Washington, Inc. (http://bxwa.com).

Sno-Isle Libraries reserves the right to cancel or to reissue the IFB in whole or in part, prior to execution of a contract.

2.7 PROCEDURE WHEN ONLY ONE BID IS RECEIVED
If Sno-Isle Libraries receives a single responsive, responsible Bid, Sno-Isle Libraries shall have the right, to conduct a price or cost analysis on such Bid. The Bidder shall promptly provide all cost or pricing data, documentation and explanation requested by Sno-Isle Libraries to assist in such analysis. By conducting such analysis, Sno-Isle Libraries shall not be obligated to accept the single Bid; Sno-Isle Libraries reserves the right to reject such Bid or any portion thereof.

2.8 COSTS TO BID
Sno-Isle Libraries will not be liable for any costs incurred by the Bidder in preparation of a proposal submitted in response to this IFB, in conduct of a presentation, or any other activities related to responding to this IFB.

2.9 MODIFICATION OF A BID
A Bidder may modify its Bid in writing prior to the time and date designated for the receipt of Bids. The modification must conform in all aspects to the requirements and marking of Bids. Modifications must be clearly delineated as such on the face of the document to prevent confusion with the original Bid. No telegraphic, facsimile, or other electronically transmitted modifications are permitted.
2.10 WAIVER OF MINOR ADMINISTRATIVE IRREGULARITIES
Sno-Isle Libraries reserves the right, at its sole discretion, to waive minor administrative irregularities contained in any Bid.

2.11 WITHDRAWAL OF BIDS
No Bidder may withdraw its Bid after the Bid Submission Due Date or before the award and execution of the Contract, unless the Notice of Award is delayed beyond 120 days from the Bid Opening Date.

No consideration will be given by Sno-Isle Libraries to a claim of error in a Bid unless written notice of such claim and supporting evidence for such claim including cost breakdown sheets are delivered to Sno-Isle Libraries within 48 hours after the opening of Bids.

2.12 REJECTION OF BIDS
Sno-Isle Libraries reserves the right to reject any Bid for any reason including, but not limited to the following; (1) any Bid which is incomplete, obscure, irregular or lacking necessary detail and specificity; (2) any Bid which has any qualification, addition, limitation or provision attached to the Bid; (3) any Bidder who (in the sole judgment of Sno-Isle Libraries) lacks the qualifications or responsibility necessary to perform the work; (4) any Bid which is not approved as being compliant with the requirements for equal employment opportunity; (5) any Bid for which a Bidder fails or neglects to complete and submit any qualifications information within the time specified by Sno-Isle Libraries; and (6) any Bid submitted by a Bidder which is not registered or licensed as may be required by the laws of the state of Washington or local government agencies. In consideration for Sno-Isle Libraries' review and evaluation of its Bid, the Bidder waives and releases any claims against Sno-Isle Libraries arising from any rejection of any or all Bids, including any claim for costs incurred by Bidders in the preparation and presentation of Bids submitted in response to this IFB.

2.13 BID GUARANTY / BID BOND
The Bid shall be accompanied by a Bid Guaranty in the amount equal to at least 5% of the Total Bid Price. The form of the Bid Guaranty may be a Bid Guaranty Bond (Bid Form 4A), duly completed by a guaranty company authorized to transact business in the State of Washington; a U.S. postal money order; cash; a certified check or cashier’s check drawn upon a banking institution with a branch office in the state of Washington. The surety signing a Bid Guaranty Bond shall be registered with the Washington State Insurance Commissioner, and the surety’s name shall appear in the current Authorized Insurance Company List in the State of Washington published by the Office of the Insurance Commissioner. The Bid Guaranty shall be made payable to Sno-Isle Libraries.

The Bid Guaranty shall be forfeited to Sno-Isle Libraries in the case of a failure or neglect of the Bidder to furnish, execute, and deliver the required certificates of insurance and Contract within ten (10) days after being notified in writing by Sno-Isle Libraries of its Notice of Award to the Bidder. Sno-Isle Libraries may request to extend the period for award of the Contract upon notice to, and agreement from, the bidders, and the Bid Guaranty for any such notified bidders(s) shall remain in effect during Sno-Isle’s evaluation of the bids and selection process. Forfeiture of the Bid Guaranty shall not limit or waive Sno-Isle Libraries’ right to recover any and all additional damages from the Bidder.
2.14 RETURN OF BID GUARANTIES
Sno-Isle Libraries will promptly return the Bid Guarantees to the unsuccessful Bidders after a Contract is executed between the successful Bidder and Sno-Isle Libraries, or within no more than 120 Days after the Bid Opening Date. Sno-Isle Libraries will promptly return the successful Bidder's Bid Guaranty following the Bidder's execution of the Contract and the required bonds.

2.15 ACCEPTANCE PERIOD
Proposals must provide 60 days for acceptance by Sno-Isle Libraries from the Bid Opening Date.

2.16 MOST FAVORABLE TERMS
Sno-Isle Libraries reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Bidder can propose. There will be no best and final offer procedure. Sno-Isle Libraries does reserve the right to contact a Bidder for clarification of its proposal.

The Apparent Successful Bidder should be prepared to accept this IFB for incorporation into a Contract resulting from this IFB. Contract negotiations may incorporate some or the Bidder's entire proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to Sno-Isle Libraries.

2.17 PROPRIETARY INFORMATION / PUBLIC DISCLOSURE
All proposals received shall remain confidential until the contract, if any, resulting from this IFB is signed by the Library Director of Sno-Isle Libraries or her designee and the Contractor; thereafter, the proposals shall be deemed public records as defined in Chapter 42.56 of the Revised Code of Washington (RCW).

2.18 RESPONSES BECOME PROPERTY OF SNO-ISLE LIBRARIES
All materials submitted in response to this request become the property of the Sno-Isle Libraries. Selection or rejection of a response does not affect this right.

2.19 MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION
In accordance with chapter 39.19 RCW, Sno-Isle Libraries encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation or on a subcontractor basis. However, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award and proposals will not be rejected or considered non-responsive on that basis.

2.20 PUBLIC WORK REQUIREMENTS
Custodial Services are not considered a Public Work under state law; however, the wage rates to be paid shall not be less than the prevailing wage rates as required by Chapter 39.12 RCW, as amended. This requirement applies to laborers, workers, and mechanics whether they are employed by the Contractor, Subcontractors or any other person who performs a portion of the work contemplated by this Contract.
2.21 PROPOSAL SUBMISSIONS
Proposals shall be submitted on the forms provided in this IFB, portions of which may be copied if required.

3. CONDITIONS AND REQUIREMENTS
3.1 Definitions for the purposes of this IFB include:

3.1.1 **Agency:** Sno-Isle Libraries is the agency of the state of Washington that is issuing this IFB.

3.1.2 **Apparent Successful Bidder:** Individual or company whose Bid suggests that a contract will be awarded based on criteria evaluation.

3.1.3 **Bid:** A formal offer submitted in response to this solicitation.

3.1.4 **Bidder:** Individual, company or firm interested in the IFB and that may or does submit a Bid in order to attain a contract with Sno-Isle Libraries.

3.1.5 **Bid Opening Date:** the time at which all bids received shall be opened in a public forum.

3.1.6 **Bid Submission Due Date:** the time at which all bids must be received by Sno-Isle Libraries.

3.1.7 **Conditions and Requirements:** all of the terms and conditions contained within this Section 3 of this IFB.

3.1.8 **Contract:** a written agreement (purchase order) issued by Sno-Isle Libraries and accepted by an individual or company who’s Bid has been accepted by Sno-Isle Libraries.

3.1.9 **Contractor (or Awarded Contractor):** Individual or company whose Bid has been accepted by Sno-Isle Libraries and is awarded a fully executed, written contract. Same as “successful Bidder”.

3.1.10 **Contract Documents:** a written agreement (Contract) with documents being incorporated by reference as part of the overall Contract.

3.1.11 **Invitation for Bid (IFB):** Formal procurement document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an IFB is to permit the Bidder community to suggest various approaches to meet the need at a given price.

3.1.12 **Notice of Award:** a formal notification from Sno-Isle Libraries that a Bidder’s Proposal has been accepted.

3.1.13 **Notice to Proceed:** after executing a Contract, Sno-Isle Libraries will provide a written notice to precede pending verification that all required certificates have been received.

3.1.14 **Public Work:** includes all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, *(regardless of the source of funding)* or which is by law a lien or charge on any property therein.

3.1.15 **Proposal:** A formal offer submitted in response to this solicitation.
3.1.16 **Total Bid Price**: the total bottom line price including all materials, equipment, labor, permits, licensing and taxes, from which a fixed contract price may be generated.

3.1.17 **Unsuccessful Bidder Notification**: a written notification issued by Sno-Isle Libraries to those Bidders who submit a proposal responsive to an IFB but whose proposal was not accepted.

### 3.2 EXECUTION OF CONTRACT

The apparent successful Bidder will be expected to enter into a Purchase Order Contract with Sno-Isle Libraries. The Contract shall be signed by the successful Bidder and delivered to Sno-Isle Libraries within ten (10) days after Notice of Award. This IFB does not obligate Sno-Isle Libraries to contract for services specified herein.

### 3.3 CONSIDERATION OF BID-MATH CORRECTIONS

Sno-Isle Libraries will check Bids for correctness of extensions of the prices per unit and the total price. If a discrepancy exists between the price per unit and extended amount of any Bid item, the price per unit will control. The total of extensions, corrected where necessary will be used by Sno-Isle Libraries.

### 3.4 CODES & STANDARDS

Contractor shall provide all work in accordance with all applicable codes that are in force at the time of the bid submission for the jurisdiction in which the work is being performed.

### 3.5 PERMITS & FEES

The Contractor shall be responsible for providing and paying all fees associated with any and all permits that are required.

### 3.6 COMMITMENT OF FUNDS

No cost chargeable to the proposed Contract may be incurred before receipt of a fully executed Contract.

### 3.7 INTENTS & AFFIDAVITS

At the start of a Contract, the Contractor and any subcontractors must file a Statement of Intent to Pay Prevailing Wages with the Industrial Statistician of the Department of Labor and Industrial Services (DLIS). The DLIS charges a fee for such approval and certification, which shall be paid by the Contractor. Any change in the fee will not be grounds for revision of the Contract Sum. No payment will be made on this Contract until the Contractor and each and every subcontractor has submitted a ‘Statement of Intent to Pay Prevailing Wages’ that has been approved by the DLIS. No final payment or release of any retainage will be made until the Contractor and each and every subcontractor has submitted an ‘Affidavit of Wages Paid’ that has been approved by the DLIS.

### 3.8 INSURANCE COVERAGE

The Contractor is to furnish Sno-Isle Libraries with certificates of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.
The Contractor shall, at its own expense, obtain and keep in force insurance coverage which shall be maintained in full force and effect during the term of the Contract. The Contractor shall furnish evidence in the form of a Certificate of Insurance that insurance is in force, and a copy shall be forwarded to Sno-Isle Libraries within fifteen (15) days of the Contract effective date.

3.8.1 **Commercial General Liability Insurance**

Contractor shall procure and keep in force during the term of this Contract Commercial General Liability (CGL) insurance on an occurrence basis in an amount not less than $1,000,000 per occurrence and at least $2,000,000 in the annual aggregate, including but not limited to premises/operations (including off-site operations), blanket contractual liability and broad form property damage. Prior to the Contractor performing any work under this Contract, Contractor shall provide Sno-Isle with a Certificate of Insurance evidencing the insurance required and, by endorsement to the Contractor’s liability policy (ices), naming Sno-Isle Libraries, its officers, employees and agents as Additional Insured’s.

Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

The Contractor agrees to repair and replace all property of Sno-Isle Libraries and all property of others damaged by itself, its employees, and subcontractors, and agents.

It is understood that the whole of the work under this Contract is to be done at the Contractor’s risk and that the Contractor is familiar with the conditions and other contingencies likely to affect the work and has made their Bid accordingly and assumes the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever during the contract period.

Sno-Isle Libraries reserves and retains its rights of subrogation.

3.8.2 **Business Auto Policy**

As applicable, the Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit not less than $1,000,000 per accident. Such insurance shall cover liability arising out of “Any Auto.” Business auto coverage shall be written on ISO form CA 00 01, 1990 or later edition, or substitute liability form providing equivalent coverage.

3.8.3 **Employers Liability (“Stop Gap”) Insurance**

In addition, the Contractor shall buy employers liability insurance and, if necessary, commercial umbrella liability insurance with limits not less than $1,000,000 each accident for bodily injury by accident or $1,000,000 each employee for bodily injury by disease.

3.8.4 **Additional Provisions**

Above insurance policy shall include the following provisions:

**Additional Insured.** Sno-Isle Libraries, its appointed officials, agents and employees shall be named as an additional insured on all general liability, excess, umbrella and property insurance policies. All insurance provided in compliance with this Contract shall be primary as to any other insurance or self-insurance programs afforded to or maintained by Sno-Isle Libraries.
Cancellation. Sno-Isle Libraries shall be provided 10 days advance written notice before cancellation or non-renewal of any insurance referred to herein.

Insurance Carrier Rating. All insurance and bonds should be issued by companies admitted to do business within the state of Washington and have a rating of A-, Class VII or better in the most recently published edition of Best's Reports.

Excess Coverage. By requiring insurance herein, Sno-Isle Libraries does not represent that coverage and limits will be adequate to protect Contractor and such coverage and limits shall not limit Contractor’s liability under the indemnities and reimbursements granted to Sno-Isle Libraries in this Contract.

3.8.5 Workers’ Compensation Coverage

All contractors and subcontractors are required to pay industrial insurance for all employees involved in the performance of the work described herein. Failure to pay will be a breach and justify a demand on the Performance Bond. This obligation survives final acceptance.

The Contractor will at all times comply with all applicable workers’ compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. Sno-Isle Libraries will not be held responsible in any way for industrial insurance claims filed by the Contractor or their employees for services performed under the terms of this Contract.

3.9 HOLD HARMLESS AND INDEMNIFICATION

The Contractor shall defend, indemnify and save harmless Sno-Isle Libraries, its officers, employees and agents from any and every claim and risk, including suits or proceedings for patent, trademark, copyright or franchise infringements, and all losses, damages, demands, suits, judgments and attorney fees, and other expenses of any kind, on account of all property damages of any kind, whether tangible or intangible, including loss of use resulting therefrom, in connection with the work performed under this Contract, or caused or occasioned in whole or in part by reason of the presence of the Contractor or its subcontractors, or their property, employees or agents, upon or in proximity to the property of Sno-Isle Libraries, or any other property upon which the Contractor is performing any work called for or in connection with this Contract, except only of those losses resulting solely from the negligence of Sno-Isle Libraries, its officers, employees and agents.

Should a court of competent jurisdiction determine that this agreement is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and Sno-Isle Libraries, its members, officers, employees and agents, the Contractor’s liability hereunder shall be only to the extent of the Contractor’s negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes Contractor’s waiver of immunity under industrial insurance, Title 51 RCW, solely for the purpose of the indemnification. This waiver has been mutually negotiated by the parties.

If a lawsuit in respect to this hold harmless provision ensues, the Contractor shall appear and defend that lawsuit at its own cost and expense, and if judgment is rendered or settlement made requiring payment of damages by Sno-Isle Libraries, its officers, employees, agents and volunteers, the Contractor shall pay the same.
3.10 RETAINAGE OR RETAINAGE BOND
Pursuant to RCW Chapter 60.28, a sum of five percent (5%) of the monies earned by the Contractor shall be held in retainage by Sno-Isle Libraries. The Contractor may elect to execute a Retainage Bond at Contractor’s cost and at Sno-Isle Libraries option equal to five (5) percent of the Contract cost to be held in lieu of actual retainage. The bond shall be issued by a corporate surety acceptable to Sno-Isle Libraries and licensed to do business in the State of Washington.

3.11 SUBCONTRACTORS
The Contractor shall, in all its subcontract agreements, insure that all subcontractors are bound to the Contractor in the same manner that the Contractor is bound to Sno-Isle Libraries, in strict accordance with all terms and conditions of the Contract documents. Nothing contained herein, however, shall be interpreted as creating a contractual relationship between Sno-Isle Libraries and any subcontractor. The Contractor shall be responsible for the acts and omissions of all its employees and all subcontractors, their agents and employees, and all other persons performing any work under the Contract with the Contractor.

3.12 QUALIFICATION OF BIDDERS
Sno-Isle Libraries reserves the right to investigate Bidders as deemed necessary to determine their ability to provide the goods and services required for the fulfillment of this Contract. Bidders shall furnish to Sno-Isle Libraries all such information and data as required for this purpose. Sno-Isle Libraries also reserves the right to reject any Bid if evidence submitted by Bidder, or if Sno-Isle Libraries’ investigation of Bidder, fails to satisfy Sno-Isle Libraries that the Bidder is properly qualified to meet the obligations of the Contract.

All materials submitted by Bidder will be considered to determine Bidder’s ability to comply with the requirements of the Contract.

3.13 BID AWARD / AWARD OF CONTRACT
Sno-Isle Libraries will issue a Purchase Order and Contract to the successful Bidder. Work may proceed when the following conditions have been met:

i. The Contract has been fully executed by both parties

ii. A Certificate of Insurance has been received by the Facility Manager

iii. A Statement of Intent to Pay Prevailing Wages for the Contractor and each and every subcontractor has been submitted to the Department of Labor and Industries.

3.14 PROTEST PROCEDURE
Protests may be made only by Bidders who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the Bidder is allowed three (3) business days to file a protest of the acquisition with the Purchasing Specialist. Protests must be received by the Purchasing Specialist no later than 4:00 PM, local time, on the third business day following the debriefing. Protests may be submitted by e-mail but must then be followed by the document with an original signature.
Bidders protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Bidders under this procurement.

3.14.1 All protests must be in writing, addressed to the Purchasing Specialist, and signed by the protesting party or an authorized Agent. The protest must state the IFB number, the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included.

3.14.2 Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of an evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in the IFB document or Sno-Isle Libraries’ policy.

3.14.3 Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: (1) an evaluator’s professional judgment on the quality of a proposal, or (2) Sno-Isle Libraries’ assessment of its own and/or other agencies needs or requirements.

Upon receipt of a protest, a protest review will be held by Sno-Isle Libraries. Sno-Isle Libraries’ Director or an employee appointed by the Library Director who was not involved in the procurement will consider the record and all available facts and issue a decision within five (5) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another Bidder that also submitted a proposal, such Bidder will be given an opportunity to submit its views and any relevant information on the protest to the Purchasing Specialist.

The final determination of the protest as rendered by the Sno-Isle Library Director or employee appointed by the Library Director shall:

3.14.4 Find the protest lacking in merit and uphold Sno-Isle Libraries’ action; or

3.14.5 Find only technical or harmless errors in Sno-Isle Libraries’ acquisition process and determine Sno-Isle Libraries to be in substantial compliance and reject the protest; or
3.14.6 Find merit in the protest and provide Sno-Isle Libraries options which may include:
- Correct the errors and re-evaluate all proposals, and/or
- Reissue the solicitation document and begin a new process, or
- Make other findings and determine other courses of action as appropriate.

If Sno-Isle Libraries determines that the protest is without merit, Sno-Isle Libraries may enter into a Contract with the Apparent Successful Bidder. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

3.15 REFERENCES (Mandatory)
List names, addresses, telephone numbers, and fax numbers/e-mail addresses of three (3) business references for whom work has been accomplished and briefly describe the type of service provided. Do not include current Sno-Isle Libraries staff as references. By submitting a proposal in response to this IFB, the Bidder grants permission to Sno-Isle Libraries to contact these references and others, who from Sno-Isle Libraries’ perspective, may have pertinent information. Sno-Isle Libraries may or may not, at our discretion, contact references. Sno-Isle Libraries may evaluate references at our discretion.

4. SCOPE OF WORK AND SPECIFICATIONS

4.1. Specific scope of work is detailed in the accompanying MS Excel document entitled **IFB 2012.12.01 Custodial Service Scope & Specifications** which is incorporated herein. The scope of work generally consists of:
- **General cleaning:**
  - sweep, mop, buff and polish as directed by Sno-Isle Libraries Facility Manager
  - spot clean (walls, doors, glass, floors including carpet)
  - vacuum (floors/carpet)
  - floor cleaning including: carpet shampooing, wet mop, floor waxing, and polishing
  - dust (walls, furniture, shelving, blinds, high partitions, vents)
  - clean (common areas, drinking fountains, entries, light fixtures, dry erase boards)
  - police building grounds (perimeter, entries, outside trash containers, dumpster)
- **Restroom/Break Room/Employee Lounge:**
  - clean and sanitize restrooms, break room, employee lounge (floors, sinks, toilets, urinals, fixtures, glass, mirrors, drinking fountains)
  - stock restroom (soap, paper products, air freshener, and other consumables)
  - clean and stock break room (floors, sinks, kitchenettes, counters, tables, fountains)
  - clean and stock kitchen/break area (floors, counters, sinks, chairs, tables, fountains)
  - empty all trash containers
- **Graffiti Removal:**
  - In all locations inside the facility; common areas, restrooms, conference rooms, etc.
- **Trash and Recycle Collection/Removal:**
  - empty office and workstation trash receptacles
  - replace soiled receptacle liners and clean as directed by Sno-Isle Libraries Manager
  - remove and dispose of waste and trash
- **Day Porter Service for high usage locations as specified**
- **Lighting Services; as determined by Sno-Isle Libraries Facility Manager**
  - Replace lamps and bulbs within 12’, and not higher than 12’ from floor to ceiling
Lamps and bulbs are provided by Sno-Isle Libraries

- Seasonal Services; (inclement weather icy conditions) if included and requested
  - Spread ice melt as needed depending on weather conditions
- Additional Services: As requested above contract according to Custodial Unit Pricing C2

4.2. The Contractor will provide all supervision and labor utilizing Washington State Labor & Industry Prevailing Wage Guidelines to meet the requirements of this specification. The Contractor shall ensure that all personnel assigned under this contract possess suitable qualifications to perform their respective work assignments.

4.3. The custodial service specifications are applicable to the facilities shown on the MS Excel attachment incorporated by this reference entitled IFB 2012.12.01 General Building Information.

5. BID PROPOSAL CONTENTS

Proposals must be written in English and submitted on eight and one-half by eleven inch (8 ¼” x 11”) paper with tabs separating the major sections of the proposal. The three major sections of the proposal are to be submitted in the order noted below:

A. Letter of submittal that includes the signed Certifications and Assurances (Bid Form 1)
B. Management Proposal (Bid Form 2, 5)
C. Cost Proposal (Bid Forms 3, 3A, 4, 4A) and Custodial Services Bid Sheets (C1, C2, R1) [MS Excel]

These three sections are “mandatory” and must be included as part of the proposal for the proposal to be considered responsive. Items marked “scored” below are those that are awarded points as part of the evaluation conducted by the evaluation team.

A. LETTER OF SUBMITTAL (Mandatory)

The letter of submittal and the attached Certifications and Assurances (Bid Form 1 to this IFB) must be signed and dated by a person authorized to legally bind the party to a contractual relationship. Along with introductory remarks, the letter of submittal is to include by attachment the following information about the Contractor and any proposed subcontractors:

a. Name, address, principal place of business, telephone number, and e-mail address of legal entity or individual with whom Contract would be written.

b. Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification (UBI) number issued by the state of Washington Department of Revenue. If the Contractor does not have a UBI number, the Contractor must state that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Bidder.

c. Location of the facility from which the Contractor would operate.
B. MANAGEMENT PROPOSAL (Scored)
   a. Sno-Isle Libraries would like to bring all custodial services under a single, central authority and management structure. There are nineteen (19) library locations involved. These library facilities have been identified into four zones: East, Island, North, and South. A bidder may submit a proposal for fewer than nineteen sites or four zones; however, we encourage proposals to address an entire zone, multiple zones or all nineteen library locations. Sno-Isle Libraries is willing to evaluate a combination of bidder proposals that provides the best overall value for all custodial services and moves custodial services at Sno-isle to a centralized baseline approach. Proposals will be evaluated more favorably if they address multiple locations as compared to a lower cost bid(s) at just one or fewer locations.
   b. Identify the account manager(s) and key subcontractors who will be assigned to the potential Contract, indicating the responsibilities and qualifications of such personnel, and include the amount of time each will be assigned to the project.
   c. Provide resumes for the named manager which includes information on the skills, education, experience, significant accomplishments and any other pertinent information. The Contractor must commit that staff identified in its proposal will actually perform the assigned work. Any staff substitution must have the prior approval of Sno-Isle Libraries.
   d. If the Contractor’s staff or subcontractor’s staff was an employee of Sno-Isle Libraries during the past 24 months, identify the individual by name, the agency previously or currently employed by, job title or position held and separation date.
   e. Contractor must provide a listing of powered equipment that will be used to perform contracted custodial services (i.e. lifts, vacuums, scrubbers, extractors). This listing does not include commercial supplies and disposables. This list will be used by Sno-Isle Libraries to assess the quality of equipment to be used in our library facilities.
   f. If the Contractor has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Contractor’s non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default. Submit full details of the terms for default including the other party's name, address, and phone number. Present the Contractor's position on the matter. Sno-Isle Libraries will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Contractor in the past five years, so indicate.

C. COST PROPOSAL (Scored)
The evaluation process is designed to award this procurement not necessarily to the Contractor of least cost, but rather to the Contractor whose proposal best meets the requirements of this IFB.
a. Identify all costs in U.S. dollars including expenses to be charged for performing the services necessary to accomplish the objectives of the Contract. The Contractor is to submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the Contract. Contractors are required to collect and pay Washington state sales and use taxes, as applicable.

b. Costs for subcontractors are to be broken out separately.

c. Show computations using the Custodial Services Bid Sheets (C1, C2, R1) and Bid Form 3A. The details should be brought forward and summarized on Bid Form 3.

6. EVALUATION AND CONTRACT AWARD

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team, to be designated by Sno-Isle Libraries, which will determine the ranking of the proposals.

Sno-Isle Libraries, at its sole discretion, may elect to select the top-scoring firms as finalists for an oral presentation. The Purchasing Specialist may contact the Contractor for clarification of any portion of the Contractor's proposal.

EVALUATION WEIGHTING AND SCORING

The following weighting and points will be assigned to the proposal for evaluation purposes:

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Points</th>
<th>Weighting</th>
<th>Scoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Proposal</td>
<td>100</td>
<td>40%</td>
<td></td>
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<tr>
<td>Firm Experience</td>
<td>30</td>
<td></td>
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<tr>
<td>Staff Qualifications</td>
<td>20</td>
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<tr>
<td>Equipment &amp; Mtls</td>
<td>30</td>
<td></td>
<td></td>
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<tr>
<td>References</td>
<td>20</td>
<td></td>
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</tr>
<tr>
<td>Cost Proposal</td>
<td>100</td>
<td>60%</td>
<td></td>
</tr>
<tr>
<td>Identification of Costs</td>
<td>50</td>
<td></td>
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<tr>
<td>Computations</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Deliverables</td>
<td>30</td>
<td></td>
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</tr>
<tr>
<td>Grand Total Points</td>
<td>300</td>
<td>100%</td>
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</tbody>
</table>

Sno-Isle Libraries reserves the right to award the Contract to the Contractor whose proposal is deemed to be in the best interest of Sno-Isle Libraries.

6.1 ORAL PRESENTATIONS MAY BE REQUIRED

After evaluating the written proposals, Sno-Isle Libraries may elect to schedule oral presentations of the finalists. Should oral presentations become necessary, Sno-Isle Libraries will contact the top-scoring firm(s) from the written evaluation to schedule a date, time and
location. Commitments made by the Contractor at the oral interview, if any, will be considered binding.

6.2 **NOTIFICATION TO PROPOSERS**
Snø-Isle Libraries will notify the Apparent Successful Bidder of their selection in writing upon completion of the evaluation process. Individuals or firms whose proposals were not selected for further negotiation or award will be notified separately by e-mail.

6.3 **DEBRIEFING OF UNSUCCESSFUL PROPOSERS**
Any Bidder who has submitted a proposal and been notified that they were not selected for Contract award may request a debriefing. The request for a debriefing conference must be received by the Purchasing Specialist within three (3) business days after the Unsuccessful Bidder Notification is e-mailed to the Bidder. Debriefing requests must be received by the Purchasing Specialist no later than 5:00 PM, local time, in Marysville, Washington on the third business day following the transmittal of the Unsuccessful Bidder Notification. The debriefing must be held within three (3) business days of the request.

Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of the firm's proposal;
- Critique of the proposal based on the evaluation;
- Review of proposer's final score in comparison with other final scores without identifying the other firms.

Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

7. **BID FORMS**

- Bid Form 1: Certifications and Assurances
- Bid Form 2: Bidder Qualification Statement
- Bid Form 3: Bid Submittal Sheet & Attachments
  - IFB2012.12.01 Custodial Services Bid Sheets C1, R1
  - Custodial Service Unit Pricing C2
- Bid Form 3A: Base Bid Detail by Cost Type
- Bid Form 4: Bid Guaranty Deposit
- Bid Form 4A: Bid Guaranty Bond
- Bid Form 5: *(intentionally omitted)*
- Bid Form 6: Request for Information Form
CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

1) I/we declare that all answers and statements made in the proposal are true and correct.

2) The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.

3) The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by Sno-Isele Libraries without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.

4) In preparing this proposal, I/we have not been assisted by any current or former employee of Sno-Isele Libraries whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail on a separate page attached to this document.

5) I/we understand that Sno-Isele Libraries will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of Sno-Isele Libraries, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.

6) Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly, to any other Proposer or to any competitor.

7) I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.

8) No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

9) I/we grant Sno-Isele Libraries the right to contact references and other, who may have pertinent information regarding the ability of the Contractor and the lead staff person to perform the services contemplated by this IFB.

We (circle one) are / are not submitting proposed Contract exceptions. If Contract exceptions are being submitted, I/we have attached them to this form.

On behalf of the Contractor submitting this proposal, my name below attests to the accuracy of the above statement.

Signature of Proposer ___________________________ Date ________________
BIDDER QUALIFICATION STATEMENT

Project Name: ________________________________

Contractor Company Name: ______________________________________________________

1) Bidder has been in business continuously since: _________________________________

2) Bidder has had experience in work comparable with that required under the proposed contract.
   As a prime contractor for _____ years. As a subcontractor for _____ years.

3) Following is a partial list of work the bidder has completed in the last five (5) years which is similar in character and in magnitude to that required in the proposed Contract.

<table>
<thead>
<tr>
<th>Year</th>
<th>Owner</th>
<th>Location</th>
<th>Contract Amount</th>
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4) Furnish references for information concerning the work listed above.

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<tr>
<th>Name</th>
<th>Title</th>
<th>Address &amp; Phone Number</th>
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5) List all projects undertaken in the last five (5) years that have resulted in partial or final settlement of the contract by arbitration or litigation in the courts.

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<th>Name</th>
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Total number of claims: __ __ Dollar Amount: __ __

6) Name and title of person filing out form:

Name: ____________________ Title: ____________________

Date: ____________________

END OF FORM
BID SUBMITTAL SHEET

To receive consideration for award, this form must be completed, signed in ink by an authorized representative of the Bidder. Deliver to Brian Rush, Facilities Manager at:

Sno-Isle Libraries
7312 35th Ave. NE
Marysville, WA 98271

Having carefully examined IFB No. 2012-12.01 and specification documents for this solicitation titled Sno-Isle Libraries Custodial Services as prepared by Sno-Isle Libraries, and having familiarized ourselves with the premises and conditions affecting the work, as well as the availability of materials and labor, we propose to provide the goods and services identified in the Contract Documents and the implied intent thereof, for the rates (price) set forth below.

<table>
<thead>
<tr>
<th>Custodial – C1</th>
<th>Recycling – R1</th>
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<tbody>
<tr>
<td>$______________</td>
<td>$______________</td>
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</table>

This Base Bid applies to: (✓) check box(es)

☐ All Library Locations (19)

☐ These specific zones:
  - ☐ North
  - ☐ South
  - ☐ East
  - ☐ West
  - ☐ Island

☐ These specific library facilities:
  - ☐ Arlington Library
  - ☐ Brier Library
  - ☐ Camano Island Pilot Library
  - ☐ Clinton Library
  - ☐ Coupeville Library
  - ☐ Freeland Library
  - ☐ Granite Falls Library
  - ☐ Lake Stevens Library
  - ☐ Langley Library
  - ☐ Lynnwood Library
  - ☐ Marysville Library
  - ☐ Marysville Service Center
  - ☐ Mill Creek Library
  - ☐ Monroe Library
  - ☐ Mountlake Terrace Library
  - ☐ Mukilteo Library
  - ☐ Snohomish Library
  - ☐ Stanwood Library
  - ☐ Sultan Library

*Include attachment IFB 2012.12.01 Custodial Service Bid Sheets with bid detail by location and unit pricing with your proposal. Also include a Base Bid Detail by Cost Type - Bid Form 3 - Sch A.

(Continued on page 23)
Bid Form 3 (con't)

Bidder agrees, if this Bid is accepted, to enter into a Purchase Order Contract with Sno-Isle Libraries in the form of the agreement identified within the Contract Documents and to begin the service within 10 days after the effective date of the Notice to Proceed.

The Bidder acknowledges that the Contract Unit Price amounts are applicable through the term of the Contract.

Withdrawal: This Bid shall remain effective for 60 days from the Bid opening date.

SIGNATORY

The undersigned hereby accepts the terms and conditions as set forth herein. This must be signed and dated by the Bidder or a representative legally authorized to bind the Bidder.

FULL LEGAL BUSINESS NAME: ____________________________
Business License Number: ____________________________ UBI Number: ____________________________
Type of business: ☐ Corporation ☐ Partnership (general) ☐ Partnership (limited)
☐ Sole Proprietorship ☐ Limited Liability Corporation ☐ Other ____________________________
Address: ____________________________ City ____________________________ State ______ Zip ______
Phone: ____________________________ E-mail: ____________________________

Signed this _____ day of ____________________________, 20__

By: ____________________________ (Printed Name) ____________________________ (Title)

Signature: ____________________________
## BASE BID DETAIL by COST TYPE

<table>
<thead>
<tr>
<th>Bid Item</th>
<th>Type and Description</th>
<th>Est. Qty</th>
<th>Unit Price</th>
<th>Extended Price</th>
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<tbody>
<tr>
<td><strong>LABOR</strong></td>
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<td><strong>OTHER</strong></td>
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<td>Sub-total</td>
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<tr>
<td><strong>Total Labor, Supplies &amp; Other without Tax</strong></td>
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<tr>
<td><strong>BASE BID PRICE</strong></td>
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</tbody>
</table>
BID GUARANTY DEPOSIT
(Required for Public Work per RCW 36.32.235)

As required in Section 2.13 of the IFB, attached and included in this Bid is a Bid Guaranty provided in one of the following formats:

- Bid Guaranty Bond (Bid Form 2A attached)
- Certified Check
- Cash
- U.S. Postal Money Order
- Cashier's Check

If this Bid is accepted and the Bidder fails to execute and deliver to Sno-Isle Libraries the Agreement or acceptable Bond(s), as required in these Contract Documents, the Bidder agrees that the amount of the Bid Guaranty shall be retained by Sno-Isle Libraries as liquidated damages and not as a penalty. Otherwise, said Bid Security shall be returned to the respective Bidder as specified in the Contract Documents.

ATTACH BID GUARANTY DEPOSIT HERE
BID GUARANTY BOND
(In lieu of deposit)

KNOW ALL BY THESE PRESENTS: That we, ____________________________, as Principal, and ____________________________, as Surety, are jointly and severally held and firmly bound unto Sno-Isle Intercountry Rural Library District (d.b.a. “Sno-Isle Libraries”), hereinafter called the Obligee, each in the penal sum of five percent (5%) of the Total Bid Price of the Principal for the work, this sum not to exceed ___________________________ DOLLARS ($_____) of lawful money of the United States, for the payment whereof unto the Obligee, the Principal and Surety jointly and severally bind themselves forever firmly by these presents.

WHEREAS, the Principal is herewith submitting its offer for the fulfillment of:
Project: Sno-Isle Custodial Services, IFB No. 2012-12.01

NOW, THEREFORE, the condition of this obligation is such that if the Principal is awarded the Contract, and if the Principal, within the time specified, fulfills all of the requirements of the Contract Documents which are conditions precedent to the execution of the Contract, enters into, executes and delivers to the Obligee an agreement on the form provided by or on behalf Obligee herein complete with evidences of insurance, and required performance and payment bond(s) then this obligation shall be void; otherwise, the Principal and Surety will pay unto the Obligee the difference in money between the total amount of the Bid of the Principal and the amount for which the Obligee legally contracts with another party to fulfill the Agreement, if the latter amount be in excess of the former, but in no event shall the Surety’s liability exceed the penal sum hereof.

AND IT IS HEREBY DECLARED AND AGREED that the Surety shall be liable under this obligation as Principal, and that nothing of any kind or nature whatsoever that will not discharge the Principal shall operate as a discharge or a release of liability of the Surety.

IT IS HEREBY FURTHER DECLARED AND AGREED that this obligation shall be binding upon and inure to the benefit of the Principal, the Surety and the Obligee and their respective heirs, executors, administrators, successors and assigns.

Signed this ______ day of ____________, 20___
Principal: ____________________________
By: ____________________________
Title: ____________________________
Address: ____________________________
City/Zip: ____________________________
Telephone: ( )

Surety: ____________________________
By: ____________________________
Title: ____________________________
Address: ____________________________
City/Zip: ____________________________
Telephone: ( )

Note: A power of attorney must be provided which appoints the Surety’s true and lawful attorney-in-fact to make, execute, seal and deliver this performance bond.

END OF FORM
REQUEST FOR INFORMATION FORM

PLEASE E-mail YOUR QUESTIONS TO: BRush@Sno-Isle.org

Attn: Brian Rush, Facilities Manager

IFB NO. 2012-12.01

Project Title: Sno-Isle Libraries Custodial Services

Date: ____________________________ Page 1 of ____________________________

Bidder: ____________________________

Address: ____________________________

Telephone No.: ____________________________ Fax No.: ____________________________

SUBJECT: ____________________________

Information Requested:

END OF FORM
Dear Prospective Bidder:

If you determine not to submit a bid/quote in response to this solicitation, we would very much appreciate your completing and returning this form for our records.

**IFB: 2012-12.01**

**Title: Sno-Isle Libraries Custodial Services**

Reason for not submitting a bid/quote in response to this solicitation:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Name of Company: ______________________________
Address: ______________________________________
City/State/Zip: _________________________________

E-mail Address: ________________________________
Name (Print): _________________________________
Phone: _______________________________________

Signed: _____________________________________
Date: _______________________________________
Sno-Isle Libraries Custodial Services

IFB: 2012.12.01

Scope of Work, and Specification v1.7.1

Brian Rush
# Table of Contents

1. **STAFFING:** .................................................................................................................. 3  
   1.1. **General:** ............................................................................................................. 3  
   1.2. **Account Manager:** ............................................................................................. 3  
2. **CUSTODIAL SERVICES SUMMARY:** ................................................................. 4  
   Baseline Custodial Services Summary .......................................................................... 4  
   1. **General cleaning:** .................................................................................................. 4  
   2. **Restroom/Break Room/Employee Lounge:** ............................................................ 4  
   3. **Graffiti Removal:** .................................................................................................. 4  
   4. **Trash Collection/Removal:** .................................................................................... 4  
   5. **Lighting Services:** ................................................................................................. 4  
   6. **Seasonal Services:** ................................................................................................ 4  
   Additional Custodial Services ....................................................................................... 4  
3. **OTHER SERVICES – SCHEDULED AND NON-SCHEDULED:** ......................... 4  
4. **CUSTODIAL SERVICES: SCOPE OF WORK** ..................................................... 5  
5. **CUSTODIAL SERVICES: SPECIFICATION** ........................................................... 6  
6. **RECYCLING SERVICES – SCOPE OF WORK AND SPECIFICATION** .............. 8  
7. **LAMP AND BULB REPLACEMENT:** ........................................................................ 9  
8. **SEASONAL SERVICES: PATHWAY AND SIDEWALK ICE MELT SERVICE** ....... 10  
9. **MISCELLANEOUS REQUIREMENTS:** ..................................................................... 10
1. STAFFING:

1.1. General: The Contractor will provide all supervision and labor utilizing Washington State Labor & Industry Prevailing Wage Guidelines to meet the requirements of this specification. The Contractor shall ensure that all personnel assigned under this contract possess suitable qualifications to perform their respective work assignments.

1.2. Account Manager: The Contractor will provide an Account Manager. The Account Manager will be the point of contact for Sno-Isle Libraries in regard to the Contractor’s day-to-day operations. The Account Manager will have the authority to schedule work, employees, correct problems, meet with Sno-Isle Libraries, modify processes, and improve the level of service. The Account Manager must be available to ensure that all services are performed, monitor performance, and respond to service requests during normal business hours, and provide coverage in a similar capacity for off-hours.

1.3. The Contractor will maintain a readily available staff of thoroughly trained personnel to respond to emergencies within two hours of time reported and received by the contractor twenty-four hours a day, seven days per week, including holidays.

1.4. The Contractor will provide custodial personnel that meet certain minimum qualifications as specified by Sno-Isle Libraries. The Contractor will remove individuals from any duties associated with the performance of this specification at the discretion of the Sno-Isle Libraries. The Contractor shall notify Sno-Isle Libraries in writing within twenty-four hours of any changes of assigned personnel to this contract.

1.5. The Contractor will provide picture identification listing the first and last name of each of its employees prior to working at any Sno-Isle Libraries facility. All Contractor personnel are required to carry and wear on their person such picture ID’s and display such prominently.

1.6. The Contractor will be required to provide contact telephone numbers for all related Contractors account representatives, supervisory, and management personnel, in writing, to Sno-Isle Libraries prior to the commencement of the contract. Any subcontract work requires prior approval from the Sno-Isle Libraries Facility Manager.

1.7. The Contractor certifies that it does not, and shall not during the performance of this contract knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

1.8. The Contractor’s assigned personnel shall possess the ability to perform the following tasks:

- Clean and service washrooms, replenish supplies
- Sweep and vacuum floors, walls, partitions, etc.
- Dust mop, wet mop, and spray buff resilient floors
- Scrub and refurbish resilient floors and wood floors
- Move furniture as needed to clean, dust, vacuum, and sweep as specified
- Transport and deliver cartons of supplies, materials, foodstuffs, etc.
- Collect and separate for recycling, waste paper, rubbish, etc., for removal
- Operate equipment required to meet the scope of work and services herein
- Work aloft using ladders to perform required cleaning work
- Re-lamp lighting fixtures and clean diffusers free of dust, bugs, and finger prints
- All personnel shall have a working knowledge of the English language

1.9. Sno-Isle Libraries reserves the right to demand additional training or the removal of any Contractor personnel assigned to this contractor without cause or justification.
2. CUSTODIAL SERVICES SUMMARY:
The scope of work is an overview of what is required and what will be expected of the Contractor in the performance of all custodial services. In accord with these specifications and the services as outlined herein and shown in the attachments Building General Information B1, Custodial Bid Sheet C1, and Recycling Service Sheet R1, services to be defined and provided as follows:

Baseline Custodial Services Summary – Included in Contract
1. General cleaning:
   a. sweep, mop, buff and polish as directed by Sno-Isle Libraries Facility Manager
   b. spot clean (walls, doors, glass, floors including carpet)
   c. vacuum (floors/carpets)
   d. floor cleaning including; carpet shampooing, wet mop, floor waxing, and polishing
   e. dust (walls, furniture, shelving, blinds, high partitions, vents)
   f. clean (common areas, drinking fountains, entries, light fixtures, dry erase boards)
   g. police building grounds (perimeter, entries, outside trash containers, dumpster)
2. Restroom/Break Room/Employee Lounge:
   a. clean and sanitize restrooms, break room, employee lounge (floors, sinks, toilets, urinals, fixtures, glass, mirrors, drinking fountains)
   b. stock restroom (soap, paper products, air freshener, and other consumables)
   c. clean and stock break room (floors, sinks, kitchenettes, counters, tables, fountains)
   d. clean and stock kitchen/break area (floors, counters, sinks, chairs, tables, fountains)
   e. empty all trash containers
3. Graffiti Removal:
   a. In all locations inside the facility; common areas, restrooms, conference rooms, etc.
4. Trash Collection/Removal:
   a. empty office and workstation trash receptacles
   b. replace soiled receptacle liners and clean as directed by Sno-Isle Libraries Manager
   c. remove and dispose of waste and trash
5. Day Porter Service for high usage locations as specified in 3.1 below
6. Lighting Services; as determined by Sno-Isle Libraries Facility Manager
   a. Replace lamps and bulbs within 12', and not higher than 12' from floor to ceiling
   b. Lamps and bulbs are provided by Sno-Isle Libraries
7. Seasonal Services; (inclement weather icy conditions) if included and requested
   a. Spread ice melt as needed depending on weather conditions

Additional Custodial Services – Above Contract
Provided in accordance with unit pricing contained in Custodial Unit Pricing C2
1. Minor Custodial Maintenance requests not defined herein at a per hour rate
2. Requests for appliance cleaning such as microwaves and refrigerators
3. Window blind or window shade cleaning
4. Requests for cleaning frequencies greater than those specified herein
5. Construction clean up; extra cleaning or trash collection or other non-routine activities
6. Other requests not covered (emergencies, special events, pressure washing, etc.)
7. Upholstery cleaning
8. Specialized restoration of furniture, office equipment, or other fixtures
9. Special requests for the placement of walk off mats
10. Special requests for the use of ice melt in unidentified areas

3. OTHER SERVICES – SCHEDULED AND NON-SCHEDULED:
3.1. DAY PORTER: The Contractor will provide a traveling Day Porter for high traffic and high use sites as identified by specific location on the Custodial Bid Sheet – C1. Day Porters are to be at the locations at an agreed upon schedule between the hours of 11:00am – 3:00PM, Monday through Thursday, excluding Sno-Isle Libraries Holidays. All requirements for Day Porter are supplemental to the regular cleaning crew and are not to provide service in place of regular cleaning personnel. The work activities may include but are limited to the following and may be changed from time to time based on individual facility requirements:

- Monitor all rest rooms regularly, keeping them in clean condition
- Check, fill and maintain all paper, sanitary napkins and soap dispensers
- Monitor entrance ways and atrium areas first thing each morning
- Check all lobby waste receptacles and empty as required
- Monitor and refill supplies in the restrooms

3.2. All dedicated day personnel assigned to any location shall wear appropriate professional attire and comply with all applicable security policies including the wearing of a photo ID badge.

3.3. Stripping and Refinishing of Hard Surface Floors: The Sno-Isle Libraries Facility Manager may request that the Contractor provide hard surface floor cleaning or refinishing services beyond the frequency included in this contract. The Contractor must be able to provide the service in a professional manner. The Contractor will review the request with the Sno-Isle Libraries Facility Manager 72 hours in advance of the scheduled time for the refinishing.

3.3.1. If not included in the contract for the location, the Contractor will be paid an additional fee in accordance with the unit pricing set forth in attachment Custodial Unit Pricing C2, and Sno-Isle Libraries reserves the right to hire another vendor for this service.

3.4. Tile Floors: Resilient flooring will be dry mopped with a chemically treated sweeping tool. All other areas will be broom swept. After sweeping and dry mopping floors, all corners, behind doors, under furniture, closets, etc., will be clean and free of dust, dirt, debris and streaks.

3.5. Carpet Cleaning: The Sno-Isle Libraries Facility Manager may request additional carpet cleaning services beyond the frequency requested in this contract. The Contractor must be able to provide this service in a professional manner. The Contractor will review with the Sno-Isle Libraries Facility Manager, no less than 72 hours in advance, the scheduled time for the carpet cleaning.

3.5.1. If not included in the contract, the Contractor will be paid an additional fee in accordance with the unit pricing set forth in Custodial Unit Pricing Attachment C2. Sno-Isle Libraries reserves the right to hire another vendor for this service.

3.6. Window Cleaning: The Sno-Isle Libraries Facility Manager may request washing and cleaning of windows, including all sashes beyond the frequency requested in this contract. The Contractor must be able to provide this service in a professional manner. The Contractor will review with Sno-Isle Libraries Facility Manager, no less than 72 hours in advance, the method of cleaning and the scheduled time for the cleaning.

3.6.1. If not included in the contract, the Contractor will be paid an additional fee in accordance with the unit pricing set forth in attachment Custodial Unit Pricing C2. Sno-Isle Libraries reserves the right to hire another vendor for this service.

3.7. Window Blind Cleaning: The Sno-Isle Libraries Facility Manager may request window blind cleaning, including all sashes. The Contractor must be able to provide this service in a professional manner. The Contractor will review with Sno-Isle Libraries Facility Manager, no less than 7 days in advance, the method of cleaning to be used and the scheduled time for the cleaning. The Contractor will be paid in accord as set forth in the attachment Custodial Unit Pricing C2. Sno-Isle Libraries reserves the right to hire another vendor for this service.

4. CUSTODIAL SERVICES: SCOPE OF WORK
4.1. All daily and nightly custodial services will be rendered, according to the weekly frequency identified in attachment Custodial Bid Sheet C1 excluding holidays when locations close.


4.2. Each Sno-Isle Libraries facility will be cleaned in accordance with the scope of work and specification herein and Custodial Bid Sheet C1. The Contractor will provide service to these locations at the direction of the Sno-Isle Libraries Facility Manager.

4.3. If directed to provide additional services, the Contractor will be compensated in accord with the pricing or rates set forth in the attachment Custodial Unit Pricing C2.

4.4. The Contractor shall schedule all services in accordance with attachment Building General Information B1, under “Custodial Access Hours,” as designated for the Facility.

4.5. The Contractor shall fill all standard product dispensers, soap dispensers, and consumable products dispensers as part of this contract. The Contractor will be responsible, at the discretion of the Sno-Isle Libraries Facility Manager, for the installation, maintenance, and replacement of product dispensers including sanitary napkin machines and hand soap.

4.6. The Contractor shall place orders for consumable supplies with Sno-Isle Libraries Purchasing, and must at all times maintain an adequate supply of all consumable products.

4.7. At any given time the Contractor can expect Sno-Isle Libraries to have special events in progress at its facilities. During such events, the building population may increase. The Contractor at all times remains responsible to provide adequate service, and supplies, to accommodate such events.

4.8. The Contractor will be required to maintain any walk-off mats for all entranceways and other locations as determined and supplied by the Sno-Isle Libraries. Replacement of walk-off mats will be at the discretion of the Sno-Isle Libraries Facility Manager and provided by the Contractor in accordance with pricing in attachment Custodial Unit Pricing C2. Use of walk-off mats must be approved by the Sno-Isle Libraries Facility Manager and be of a sufficient size to ensure elimination of debris, dirt, water, etc. tracked into the premises.

4.9. The Contractor shall survey the building exterior during each scheduled visit and report to the Sno-Isle Libraries Facility Manager any graffiti, posters, and other vandalism, etc. If instructed the Contractor shall perform any work necessary to correct the problem in accordance with maintenance requests in attachment Custodial Unit Pricing C2.

4.10. The contractor shall attempt to plunge and clear stopped toilets and urinals before contacting the Sno-Isle Libraries Facility Manager to communicate it was to no avail.

4.11. Upon completion of tasks, all lights are to be turned off, windows closed, doors locked, and offices left in a neat, orderly condition with chairs pushed in. All janitor closet’s, slop sinks, and other custodial or janitor utility areas will be organized, equipment stored in their assigned location and the area left in a clean orderly condition.

4.12. Trash collected by the Contractor is to be removed from the facility in accordance with scheduled frequencies. Staging of trash collection shall be done upon a single can liner to avoid seepage, spills, and stains on carpets and floors. Contractor shall notify Sno-Isle Libraries of any irregularities.

4.13. The Contractor will follow all Sno-Isle Libraries procedures for entering and exiting facilities. The Contractor’s personnel will sign in upon each entrance to and exit from any Sno-Isle building. For visits during the “Custodial Access Hours” in General Building Information B1, the Contractor may be required to operate the Sno-Isle Libraries security alarm service upon entering the building. The Sno-Isle Libraries Facility Manager will provide instructions.

5. CUSTODIAL SERVICES: SPECIFICATION
5.1. Floors: Sweep and mop floors to maintain a slip resistant finish and clean condition, and pay special attention to hard to reach areas. Mops used for restrooms shall be color coded and kept separate from use in all other areas. Machine buff floors with cleaning fluid seasonally in areas prone to heavy snow and mud traffic, or as deemed necessary by the Sno-Isle Libraries Facility Manager. Floor types may include: stone, ceramic, marble, asphalt tile, linoleum, rubber, vinyl, terrazzo, and wood flooring. The Contractor will maintain floors according to manufacturer specifications.

5.2. Carpet Areas (and walk-off mats): In accord with scheduled frequency, carpeted areas will be vacuumed and free from dust, dirt, paper pieces, paper clips, hair, and debris. Contractor will also look for and remove spots, stains, and gum deposits during each scheduled service.

5.2.1. The Contractor shall vacuum carpeted areas with high powered commercial grade UL approved HEPA-filtered vacuum cleaners equipped with a micro static filtration system with an efficiency rating of 99.97% for 0.3 micrometer size particles in good working order. Carpet sweepers or other vacuums are not acceptable and their use does not meet this requirement unless approved in advance by Sno-Isle Libraries in writing.

5.3. Dusting-All: The Contractor will remove dust from all areas in the most effective and appropriate method, such as cloths, vacuum tools, etc. There will be no dust streaks, spots or smudges caused by dusting therefore leaving no smudges, fingerprints, etc.

5.3.1. Low Level Dusting: Move and dust all vertical and horizontal planes below 78 inches to include tables, window sills, counter tops, lamps, door trim, woodwork, glass, fire extinguishers, miscellaneous shelves, etc. to be dust free at all times.

5.3.2. High Level Dusting: Thoroughly dust all high level vertical and horizontal planes above 78” and below 126”. Air supply diffusers and return vents generally located in the ceiling or high on the wall will be kept clean and dust free on a quarterly basis.

5.3.3. Bookshelf Dusting: All bookshelves below 78 inches will be kept clean and dust free on a monthly basis.

5.4. General Cleaning of Common Areas:

5.4.1. Meeting Rooms & Spaces: All conference rooms are to be inspected and cleaned according to the General Cleaning Service schedule for the building. All trash, including left-over food products, to be removed, all floors are to be vacuumed and all areas including tables and serving areas are to be cleaned and dusted. Dry Erase Boards shall be cleaned on request.

5.4.2. Interior Entry Areas: All finishes that are located in the lobby area will be wiped cleaned of dust, fingers marks, blemishes etc. All doors, ventilation enclosure covers, directory boards, sign frames, etc. will be kept clean per scheduled frequency for general cleaning and graffiti removed.

5.4.3. Exterior Entrance Areas: The Contractor will maintain clean the building exterior, adjoining sidewalks, entranceways, courtyards, ballot box or book drop receptacles, free of debris and litter per scheduled service for general cleaning. Scheduled exterior cleaning includes, but is not limited to:

5.4.3.1. Sweeping all exterior entries and adjoining sidewalks

5.4.3.2. Monitoring and removing all trash and debris in and around all exterior areas of the building, and paying special attention to the cleanup of trash and debris in the area immediately around any on-site dumpster.

5.4.3.3. Removal of cigarette butts, leaves, insect webs on walls, ceilings lights, etc., and miscellaneous debris from immediate entrance areas.

5.5. Restrooms/Break Rooms/Kitchens:

5.5.1. Lavatories & Restrooms: The Contractor is to post sign boards to notify that the rest room will be out of service during the cleaning of that room. Per scheduled frequency, the Contractor will wash basins, fixtures, toilet bowls, toilet seats, and urinals. Damp
6. RECYCLING SERVICES – SCOPE OF WORK AND SPECIFICATION

6.1. All Recycling Services at Sno-Isle Libraries locations are as designated on the Recycling Services Sheet R1, and in accord with these specifications and applicable law. The Contractor shall be responsible for collecting all recyclable material as defined herein and transporting to designated locations as directed by the Sno-Isle Libraries Facility Manager.
6.2. Recyclable material may include, but not limited to, standard paper, newspaper, magazines, cardboard, glass, plastic containers, aluminum cans, and disposable batteries. Refer to the attachment Recycling Services Sheet R1 for specific material to be collected at each Sno-Isle Libraries location. Collection and transport instructions further defined herein. In performing all applicable recycling services under this contract, the Contractor shall:

6.2.1. Breakdown and bundle cardboard boxes and transport as directed herein to the approved container in accord with Recycling Services Sheet R1. Wood, Styrofoam and plastic may be removed from the cardboard boxes and placed in the trash unless otherwise instructed by the Sno-Isle Libraries Facility Manager.

6.2.2. Collect and transport aluminum cans, glass, and plastic containers as directed herein attachment Recycling Services Sheet R1.

6.2.3. If a change in local jurisdiction requires that Sno-Isle Libraries initiate recycling at a location not included in attachment Recycling Services Sheet R1, the Contractor is required to bring it to Sno-Isle Libraries attention to negotiate a change for ensuring compliance.

6.2.4. The Contractor is responsible for complying with any locally mandated recycling ordinances applicable to any Sno-Isle Libraries location if outlined herein attachment Recycling Services Sheet R1. If any actions place Sno-Isle Libraries at risk of any noncompliance, the Contractor will advise Sno-Isle Libraries Facility Manager.

6.2.5. The Contractor shall visually check the content of all recycle and waste containers to determine if local staff and patrons are recycling properly. If local staff and patrons are not complying with the recycling program, the Contractor shall promptly notify the Sno-Isle Libraries Facility Manager. If requested, the Contractor will sort recycle and waste material appropriately, and keep record of the time spent sorting in accordance with the unit pricing for Construction Clean Up as listed in Custodial Unit Pricing C2.

6.2.6. Collect and transport all applicable recycle material in a safe, clean, and efficient manner, without disruption to Sno-Isle Libraries personnel or operations. The Contractor shall be financially responsible for any damage or disruption caused, and is responsible for cleaning any spills, stains, or other dust and waste created by the collection and transport of recycle material.

6.2.7. Maintain all recycle containers in a clean and functional condition, free of waste, odors and insects by applying and replacing appropriate plastic liner material at all times.

6.2.8. The Contractor shall collect and transport all applicable recycle material per the frequencies called for in attachment Recycling Services Sheet R1.

7. LAMP AND BULB REPLACEMENT:

7.1. The Contractor will perform any lamps and bulbs replacement services for all burned as needed up to 12 feet high. Sno-Isle Libraries will provide the appropriate lamps and bulbs to perform all lamp and bulb replacement services. This includes all light fixtures attached to walls and ceilings on the inside of the building. The Contractor will dust and clean each fixture free of fingerprints when a bulb is replaced. All burned out lamps and bulbs are to be replaced during each visit or as directed by the designated Sno-Isle Libraries Manager. In locations where Sno-Isle Libraries has not provided a ladder sufficient for the task the Contractor is required to provide a ladder for performing bulb and lamp replacement.

7.2. Special Note: Energy efficiency and de-lamping initiatives have been implemented at Sno-Isle Libraries facilities. Some bulbs and lamps are intentionally removed. Prior to replacing lamps in such fixtures where no bulbs or lamps exist, the Contractor shall secure the advance approval of the Sno-Isle Libraries Manager.

7.3. Expired fluorescent tubes shall be disposed of by the contractor as directed by the Sno-Isle Libraries Facility Manager in accord with Sno-Isle Libraries Recycling Services Sheet R1.
7.4. All light fixtures are to be maintained in an insect and finger print free condition.
7.5. The Contractor will identify any defective light fixtures when found. The Contractor will attempt to change the lamp first, and if the fixture is still defective, attach the red tag and notify the designated Sno-Isle Libraries representative by the next business day.
7.6. The Contractor will install missing lamps or bulbs in non-burned out fixtures as requested in accord with contract pricing shown in Custodial Unit Pricing C2 as a Maintenance Request.

8. SEASONAL SERVICES: PATHWAY AND SIDEWALK ICE MELT SERVICE
8.1. The Contractor will provide pathway and sidewalk ice melt application services to the exterior pathways, perimeter sidewalks, exterior steps, landings, loading docks, and parking lot pathways of Sno-Isle Libraries properties as needed based on local weather conditions.
8.2. Contractor is responsible for monitoring weather conditions for accumulation of ice overnight on pathways and sidewalks. Calcium chloride ice melt or sand (as provided by Sno-Isle Libraries) is to be evenly applied on all entries, paths, sidewalks, and steps.

9. MISCELLANEOUS REQUIREMENTS:
9.1. All drinking fountains are to be cleaned and all mineral residues are to be removed per visit.
9.2. Spot cleaning includes removing splash marks from all walls, furniture, and carpets.
9.3. All furniture that is not attached or is moveable, such as chairs and tables are to be moved during normal cleaning operations and put back into the same place it was moved from.
9.4. All mop buckets will have separate wash and rinse pails. All water used in buckets to mop floors or clean fixtures must be changed frequently. The contractor will not leave water in wash pails overnight. Under no circumstances is water used to mop a floor to be used to clean any other surfaces. In addition, all cleaning tools and equipment used on floors must under no circumstances ever be used to clean any other surface in the building.
9.5. All fingerprints, smudges, scuff marks, graffiti, gum, or foreign matter is to be removed from table tops, partitions, directory boards, metal partitions, and other similar surfaces.
9.6. The Contractor will not clean or disturb any Sno-Isle Libraries employees’ desktop or occupied individual workstation work surface, unless specifically required or requested by the Sno-Isle Libraries Facility Manager or designated Sno-Isle Libraries representative.
<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Address</th>
<th>City</th>
<th>Zone</th>
<th>Total Gross Square Ft</th>
<th>Main Phone Number</th>
<th>Building Days &amp; Hours Open</th>
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<th>Carpet Cleaning Y/N</th>
<th>Hard Surface Cleaning Program Y/N</th>
<th>Window Cleaning Y/N</th>
<th>Recycling Services Y/N</th>
<th>Lamps and Bulb Replace Y/N</th>
<th>Ice Melt Services Y/N</th>
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<td>311 Maple Ave</td>
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<td>360-568-2898</td>
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<td>Mar</td>
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Marlene Moodie
Brian Rush
Eric Spencer
# INDEX: BUILDING GENERAL INFORMATION B1

**BUILDING GENERAL INFORMATION B1** provides location specific details covered under this agreement and designates the applicable services for each facility. The following definitions apply to the column headings:

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Definition</th>
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<tr>
<td>Facility Name</td>
<td>Sno-Isle Libraries location name that individually identifies each building</td>
</tr>
<tr>
<td>Address</td>
<td>Physical street address location of the Sno-Isle Libraries Facility</td>
</tr>
<tr>
<td>City</td>
<td>City, Town, or Community where the Sno-Isle Libraries Facility is located</td>
</tr>
<tr>
<td>Zone</td>
<td>A geographic area for a group of Sno-Isle Library facilities within close proximity</td>
</tr>
<tr>
<td>Total Gross Sq. Feet</td>
<td>Total gross square footage of the building</td>
</tr>
<tr>
<td>Main Phone Number</td>
<td>Sno-Isle Library building or Facility main telephone number</td>
</tr>
<tr>
<td>Bldg. Days &amp; Hours Open</td>
<td>Days and hours the building in general is occupied for normal business activity</td>
</tr>
<tr>
<td>Custodial Access Hours</td>
<td>Days and hours the identified location may be accessed for service</td>
</tr>
<tr>
<td>Employees, Volunteers, Count</td>
<td>Number of Sno-Isle Employees and Volunteers assigned to the Facility</td>
</tr>
<tr>
<td>Public Traffic Count</td>
<td>Average public traffic volume of the assigned Library or Facility</td>
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<td>Custodial Services Y/N</td>
<td>“Y” or “N” indicates if the Facility is provided routine custodial services</td>
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<tr>
<td>Recycling Services Y/N</td>
<td>“Y” or “N” indicates if any recycling services are provided at the Facility</td>
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<tr>
<td>Ice Melt Services Y/N</td>
<td>“Y” or “N” indicates if sidewalk ice melt is applied around the Facility if needed</td>
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<td>Carpet Cleaning Y/N</td>
<td>“Y” or “N” indicates if a carpet cleaning program is conducted at the Facility</td>
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<tr>
<td>Hard Surface Floor Cleaning Y/N</td>
<td>“Y” or “N” indicates if a hard surface cleaning program is conducted at the facility</td>
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<td>SIL Library Manager</td>
<td>Sno-Isle Libraries Managing Librarian name and phone number</td>
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## BASLINE CUSTODIAL SERVICES

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<th>High-Level Dusting</th>
<th>Bookshelf Dusting</th>
<th>Restroom</th>
<th>Break Area or Kitchen</th>
<th>Trash Collection &amp; Removal</th>
<th>Day Porter</th>
<th>Mid-Day RR Service</th>
<th>All Building Entrances &amp; Pathways</th>
<th>Lamp &amp; Bulb Replacement</th>
<th>Carpet Cleanable SqFt</th>
<th>Carpet Cleaning</th>
<th>Hard Surface Cleaning</th>
<th>Hard Surface Cleaning</th>
<th>Concrete Cleanable SqFt</th>
<th>Concrete Buffing</th>
<th>Other Floor Cleaning</th>
<th>Other Ext. Cleaning</th>
<th>INT-EXT Cleaning</th>
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<td>$</td>
<td></td>
</tr>
<tr>
<td>Stanwood Library</td>
<td>8</td>
<td>6W</td>
<td>Q</td>
<td>2SA</td>
<td>7W</td>
<td>6W</td>
<td>6W</td>
<td>-</td>
<td>6W</td>
<td>AR</td>
<td>4,516</td>
<td>2SA</td>
<td>326</td>
<td>2SA</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>4,842</td>
<td>25A</td>
<td>AR</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Sultan Library</td>
<td>13</td>
<td>6W</td>
<td>Q</td>
<td>2SA</td>
<td>6W</td>
<td>6W</td>
<td>6W</td>
<td>-</td>
<td>6W</td>
<td>AR</td>
<td>4,206</td>
<td>2SA</td>
<td>128</td>
<td>2SA</td>
<td>30</td>
<td>0</td>
<td>-</td>
<td>4,364</td>
<td>25A</td>
<td>AR</td>
<td>$</td>
<td></td>
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</tbody>
</table>

## FLOOR CLEANING/SEALING PROGRAM

<table>
<thead>
<tr>
<th>Term</th>
<th>Code</th>
<th>Definition</th>
<th>Sample</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily</td>
<td>D</td>
<td>Once per day, per 5 day service week</td>
<td>2D = twice daily</td>
</tr>
<tr>
<td>Weekly</td>
<td>W</td>
<td>Once per week, maximum 7 day interval</td>
<td>3W = 3x weekly</td>
</tr>
<tr>
<td>Monthly</td>
<td>M</td>
<td>Once per month, maximum 30 day interval</td>
<td>2M = twice monthly</td>
</tr>
<tr>
<td>Quarterly</td>
<td>Q</td>
<td>Once every three months, maximum 90 day interval</td>
<td>Q = quarterly</td>
</tr>
<tr>
<td>Semi-Annually</td>
<td>SA</td>
<td>Once every six months, between 150 and 180 day interval</td>
<td>2SA = Two Semi Annually</td>
</tr>
<tr>
<td>Annual</td>
<td>A</td>
<td>Once per year, between 330 and 365 day interval</td>
<td>A2 = Annual every two years</td>
</tr>
<tr>
<td>As Required</td>
<td>AR</td>
<td>As Required, service provided when needed or requested and verified</td>
<td>AR = As Required</td>
</tr>
<tr>
<td>To Be Determined</td>
<td>TBD</td>
<td>Data or information needs to be provided</td>
<td>TBD = To be Determined</td>
</tr>
<tr>
<td>Not Applicable</td>
<td>N/A</td>
<td>Does not apply and is not applicable at the location</td>
<td>N/A = Not Applicable</td>
</tr>
</tbody>
</table>

To be used in conjunction with tabs Custodial Information (C1) and Recycling Services (R1)

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Page 1 of 2

Provided to Builders Exchange of WA, Inc. For usage Conditions Agreement see www.bxwa.com - Always Verify Scale
### Custodial Bid Sheet C1

Custodial Bid Sheet C1 references specific details for Sno-Isle Libraries Custodial Services such as frequencies, hours, or the appropriate designation for applicable services included in this contract. Refer to the Custodial Services Scope of Work, and Specification for more information. The contractor is responsible for complying with and verifying the accuracy of all information. The following definitions apply to the column headings within.

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Sno-Isle Libraries facility name that individually identifies each building</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Traffic Y/N</td>
<td>Used to identify locations that have high traffic and usage by patrons</td>
</tr>
<tr>
<td>Total # of Cleanable Fixtures</td>
<td>Number of restroom fixtures in the building (lavatories, urinals, etc.) fixtures</td>
</tr>
<tr>
<td>General Cleaning</td>
<td>Frequency of general cleaning at the Facility; common areas, bookshelves, and Library (main) floor collections: Fiction, Non-Fiction, Childrens, Teen, Public Computers, etc.</td>
</tr>
<tr>
<td>Bookshelf Dusting</td>
<td>Frequency of dusting of bookshelves throughout the designated library.</td>
</tr>
<tr>
<td>High Level Dusting</td>
<td>Frequency of high level dusting for the Facility, all areas except equipment rooms and mechanical spaces.</td>
</tr>
<tr>
<td>Restrooms</td>
<td>Frequency of service for all of the restrooms at the designated location</td>
</tr>
<tr>
<td>Break Area or Kitchen</td>
<td>Frequency of service for Break Rooms and Kitchens at the designated location</td>
</tr>
<tr>
<td>Trash Collection</td>
<td>Frequency of the trash collection service for the designated location</td>
</tr>
<tr>
<td>Day Porter</td>
<td>If “Y” Sno-Isle has requested mid-day restroom cleaning and re-supply of the public restrooms only.</td>
</tr>
<tr>
<td>RR Service</td>
<td>If “Y” Sno-Isle Libraries provides materials and contractor replaces lamp/bulb in accordance with frequency listed for example AR - “As Required”</td>
</tr>
<tr>
<td>Lamp &amp; Bulb Replacement</td>
<td></td>
</tr>
<tr>
<td>SqFt Carpet</td>
<td>Square footage of cleanable carpeted flooring at the designated location</td>
</tr>
<tr>
<td>SqFt Tile</td>
<td>Square footage of cleanable tile flooring at the designated location</td>
</tr>
<tr>
<td>SqFt Concrete</td>
<td>Square footage of cleanable concrete flooring at the designated location</td>
</tr>
<tr>
<td>SqFt Other</td>
<td>Square footage of cleanable other type flooring at the designated location</td>
</tr>
<tr>
<td>Net Cleanable SqFt</td>
<td>Total net square footage of flooring types covered under this contract</td>
</tr>
<tr>
<td>Window Cleaning</td>
<td>Frequency expected for the scheduling of all interior and exterior window cleaning</td>
</tr>
<tr>
<td>Ice Melt Services</td>
<td>Frequency of ice melt application on sidewalks and pathways at the designated location covered under this contract (weather dependant)</td>
</tr>
<tr>
<td>Total Monthly Cost</td>
<td>This is a calculated field that is formatted to sum the monthly cost of all services for the designated location</td>
</tr>
<tr>
<td>Facility Name</td>
<td>Zone</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Snohomish Library</td>
<td>EAST</td>
</tr>
<tr>
<td>Monroe Library</td>
<td>EAST</td>
</tr>
<tr>
<td>Sultan Library</td>
<td>EAST</td>
</tr>
<tr>
<td>Lake Stevens Library</td>
<td>EAST</td>
</tr>
<tr>
<td>Coupeville Library</td>
<td>ISLAND</td>
</tr>
<tr>
<td>Freeland Library</td>
<td>ISLAND</td>
</tr>
<tr>
<td>Langley Library</td>
<td>ISLAND</td>
</tr>
<tr>
<td>Clinton Library</td>
<td>ISLAND</td>
</tr>
<tr>
<td>Granite Falls Library</td>
<td>NORTH</td>
</tr>
<tr>
<td>Stanwood Library</td>
<td>SOUTH</td>
</tr>
<tr>
<td>Arlington Library</td>
<td>NORTH</td>
</tr>
<tr>
<td>Camano Island Library</td>
<td>NORTH</td>
</tr>
<tr>
<td>Lynnwood Library</td>
<td>SOUTH</td>
</tr>
<tr>
<td>Mukilteo Library</td>
<td>SOUTH</td>
</tr>
<tr>
<td>Mountlake Terrace Library</td>
<td>SOUTH</td>
</tr>
<tr>
<td>Mill Creek Library</td>
<td>SOUTH</td>
</tr>
<tr>
<td>Brier Library</td>
<td>SOUTH</td>
</tr>
<tr>
<td>Marysville Service Center</td>
<td>WEST</td>
</tr>
<tr>
<td>Marysville Library</td>
<td>WEST</td>
</tr>
</tbody>
</table>
**LEGEND**

<table>
<thead>
<tr>
<th>Term</th>
<th>Code</th>
<th>Definition</th>
<th>Sample</th>
</tr>
</thead>
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<td>Quarterly</td>
<td>Q</td>
<td>Once every three months, maximum 90 day interval</td>
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<tr>
<td>Semi-Annually</td>
<td>SA</td>
<td>Once every six months, between 150 and 180 day interval</td>
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</tr>
<tr>
<td>Annual</td>
<td>A</td>
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<tr>
<td>As Required</td>
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<td>As Required; service provided when needed or requested and verified</td>
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</tr>
</tbody>
</table>

To be used in conjunction with tabs Custodial Information CI and Recycling Services R1

**INDEX: RECYCLING SERVICES SHEET R1**

The Recycling Services Sheet R1 provides details for all locations covered under this agreement for recycle collection services. It lists the frequency or appropriate designation for all recycling collection services applicable under this contract. Refer to the Recycling Services - SOW and Specification Section 5 for instructions. The following definitions apply to the column headings contained in the Recycling Services Sheet R1:

- **Facility Name**: Sno-Isle Libraries facility name that individually identifies each building
- **Zone**: A geographic area (zone) for facilities located in close proximity
- **Total Gross Sq Feet**: Total gross square footage of the building
- **Employees, Volunteers**: Number of Sno-Isle Employees and Volunteers assigned to the building
- **Individual Containers**: Empty recycle materials from individual receptacles at desks, and containers at work stations
- **Large Containers**: Empty recycle materials from receptacles at designated centralized container collection points
- **Cardboard Boxes**: Breakdown, bundle, and collect cardboard boxes left out and at designated collection points
- **Small Compost Container**: Collect food waste from containers at designated collection points and dispose of properly
- **Aluminum Cans**: Collect aluminum cans from receptacles at designated collection points
- **Glass Bottles**: Collect glass containers from receptacles at designated collection points
- **Plastic Bottles**: Collect plastic containers from receptacles at designated collection points
- **Disposable Batteries**: Collect disposable batteries from receptacles at designated collection points
- **Fluorescent Lamps**: Place fluorescent lamps and bulbs into designated collection points
- **Total Monthly Cost**: This is a calculated field that is formatted to sum the monthly cost of all recycle services for the designated location
## Custodial Unit Pricing - Above Contract

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Porter Service</td>
<td>$</td>
<td>/hour</td>
</tr>
<tr>
<td>Maintenance Requests</td>
<td>$</td>
<td>/hour</td>
</tr>
<tr>
<td>Std. Refrigerator 20 cu. Ft.</td>
<td>$</td>
<td>/ea.</td>
</tr>
<tr>
<td>Std. Microwave 1.6 cu. Ft.</td>
<td>$</td>
<td>/ea.</td>
</tr>
<tr>
<td>Window Blind Cleaning</td>
<td>$</td>
<td>/ea.</td>
</tr>
<tr>
<td>Pressure Washing</td>
<td>$</td>
<td>/Sq Ft</td>
</tr>
<tr>
<td>Hard Surface Floor Waxing</td>
<td>$</td>
<td>/Sq Ft</td>
</tr>
<tr>
<td>Carpet Cleaning</td>
<td>$</td>
<td>/Sq Ft</td>
</tr>
<tr>
<td>Interior Window Washing</td>
<td>$</td>
<td>/Sq Ft</td>
</tr>
<tr>
<td>Exterior Window Washing</td>
<td>$</td>
<td>/Sq Ft</td>
</tr>
<tr>
<td>Construction Clean Up</td>
<td>$</td>
<td>/hour</td>
</tr>
<tr>
<td>Special Event Clean Up</td>
<td>$</td>
<td>/hour</td>
</tr>
<tr>
<td>Emergency Clean Up Requests</td>
<td>$</td>
<td>/hour</td>
</tr>
</tbody>
</table>

## Upholstery Cleaning and Detailing

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Chair</td>
<td>$</td>
<td>/ea.</td>
</tr>
<tr>
<td>Contemporary Soft Chair</td>
<td>$</td>
<td>/ea.</td>
</tr>
<tr>
<td>Ottoman, Stool, or Bench</td>
<td>$</td>
<td>/ea.</td>
</tr>
<tr>
<td>Couch up to 78&quot;</td>
<td>$</td>
<td>/ea.</td>
</tr>
<tr>
<td>Loveseat up to 58&quot;</td>
<td>$</td>
<td>/ea.</td>
</tr>
<tr>
<td>Systems Furniture Panel 4'x5'</td>
<td>$</td>
<td>/ea.</td>
</tr>
<tr>
<td>Wood Furniture Detailing</td>
<td>$</td>
<td>/hour</td>
</tr>
</tbody>
</table>

## Building Exterior: Entrances and Pathways

<table>
<thead>
<tr>
<th>Task</th>
<th>Price</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sweeping and Pick Up</td>
<td>$</td>
<td>/hour</td>
</tr>
<tr>
<td>Ice Melt, spread and apply</td>
<td>$</td>
<td>/hour</td>
</tr>
<tr>
<td>Snow Shoveling</td>
<td>$</td>
<td>/hour</td>
</tr>
</tbody>
</table>

## Walk Off Mats

<table>
<thead>
<tr>
<th>Mat Size</th>
<th>Price</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>3' x 4' Walk Off Mat</td>
<td>$</td>
<td>/ea.</td>
</tr>
<tr>
<td>3' x 6' Walk Off Mat</td>
<td>$</td>
<td>/ea.</td>
</tr>
<tr>
<td>3' x 8' Walk Off Mat</td>
<td>$</td>
<td>/ea.</td>
</tr>
<tr>
<td>4' x 6' Walk Off Mat</td>
<td>$</td>
<td>/ea.</td>
</tr>
<tr>
<td>4' x 8' Walk Off Mat</td>
<td>$</td>
<td>/ea.</td>
</tr>
<tr>
<td>4' x 10' Walk Off Mat</td>
<td>$</td>
<td>/ea.</td>
</tr>
</tbody>
</table>