The City of Stanwood is seeking bids for General Janitorial Services for the City Hall, Police Station, Public Works Shop, and Wastewater Treatment Plant facilities. **All Bids are due back to the City no later than 2:00 pm Monday, June 6, 2016.**

A mandatory pre-bid walk through is scheduled for Thursday, May 26, 2016 at 10:00 am; meet at City Hall, 10220 270th Street NW, Stanwood, WA 98292.

Any exceptions or clarifying questions shall be sent to Lisa Sokolik, Administrative Assistant for Public Works at lisa.sokolik@ci.stanwood.wa.us so questions and responses can be sent to all parties.

Once a selection is made of the most qualified bidder, the contractor shall be required to fill out all city provided contract documents, furnish all insurance required in the city contract, and file the intent to pay prevailing wage (sample contract attached).

Please send a confirming email that you received the request for Bid and whether or not you will be participating in the Bid process.

Thank you,

Lisa Sokolik  
Public Works  
City of Stanwood  
360-629-9781
CITY OF STANWOOD  
JANITORIAL SERVICES SCOPE OF WORK  
BID MAY 17, 2016

**Purpose.** This BID is for General Janitorial Services for the City of Stanwood City Hall, Police Station, Public Works Shop, and Wastewater Treatment Plant facilities. **All Bids are due back to the City no later than 2:00pm Monday, June 6, 2016.**

Bids will be accepted by delivery in a sealed packet labeled “Janitorial Services Bid,” addressed and delivered to City of Stanwood, 10220 270th Street NW, Stanwood WA 98292, Attention Lisa Sokolik.

A mandatory pre-bid walk through is scheduled for Thursday, May 26, 2016 at 10:00 am; meet at City Hall, 10220 270th Street NW, Stanwood, WA 98292.

The City will review bids received by the submission deadline. While cost is important, other factors are also significant. Consequently, the City may select other than the lowest cost proposal. The objective is to choose the contractor capable of providing quality services that will help the City achieve the goals and objectives of the requested services within a reasonable budget. The City will select the bid of the most qualified bidder. Non-responsive bids will not be considered. The bidder must complete the Bid Form section on this document. The City reserves the right to negotiate any and all elements of a proposal.

The City reserves the right to reject any and all bids.

**GENERAL PERFORMANCE REQUIREMENTS**

**Contract:**
Work shall comply with the terms and conditions of the attached sample contract, SCOPE OF WORK – Exhibit A to the sample contract and BID Form – Exhibit B to sample contract.

**Locations:**
- CITY HALL - 10220 270TH Street NW
- POLICE STATION - 8727 271st Street NW
- PUBLIC WORKS BUILDING (blue building) - 26729 98th Drive NW bldg A
- WASTEWATER TREATMENT PLANT - 26729 98th Drive NW, bldg B

**Prevailing Wages:**
Prevailing wages pursuant on RCW 39.12 are required on this contract

**Background Checks:**
Prior to initiation of this service contract, the Contractor shall provide the City with the full names, including middle names, and dates of birth of all employees who will have access to City facilities. These same employees must be fingerprinted by the Stanwood Police Department. The Contractor
shall not allow any employee, agent of Contractor, or other person under Contractor’s control into City facilities unless that person has been fingerprinted, has received a complete criminal background check and has been approved by the City. The City reserves the right to restrict access to City facilities by any person found to have a relevant or felony criminal history.

**Business License Required:**
The Contractor must obtain a business license from the City of Stanwood or renew existing business license annually.

**Term.**
The term of this contract shall be for 1 year.

Prior to the expiration of the term of the contract or any renewals or extensions thereof, parties may, renew the contract for two (2) additional one (1) year terms upon the same terms and conditions.

**Payment for Services.**
For these services the City will pay the Contractor a fixed monthly fee for each month of this contract in the amount according to the Bid Form. Bid must include name of company, contact information, contractor’s license number. The bid is to be provided as a Lump Sum and shall include all applied taxes. (See - **Exhibit B of Sample Contract**)

**Scope of Work: (Exhibit A of Sample Contract)**

**Service Provider’s Employees – Requirements:**
Employees of the service provider at a cost to the janitorial company:

1. Shall not be employees of the City.
2. Are not to disturb papers on desks, open drawers, cabinets, files, or table tops, or book cases.
3. Shall not use any equipment such as computers, appliances, telephones, copiers, or printers.
4. Nothing shall be removed from workspace areas without specific instructions.
5. Removal of material from a City facility shall be only that material contained within a waste or recycle receptacle.
6. Must have successfully past a Police background check prior to being allowed into a City facility (The City shall be notified when a new employee is being proposed by the service provider so that a Police background check can be completed).
7. Be fingerprinted at the Stanwood Police Station and are subject to a background investigation/check by the City of Stanwood Police Department. (Background checks are renewed periodically).
8. Temporary Employees – Background Checks: The Contractor shall not hire temporary-type employees hired on the spot through an employment agency or otherwise that have not been properly trained. In no event shall any hires be made without proper background checks being conducted.
9. City reserves the right to reject any service provider’s employee.
10. Be approved by the Police Chief and City Administrator.
11. View a “Security Awareness Training” presentation every two years per Federal and State regulations mandate.

**Equipment and Supplies:**
The Contractor will be responsible for furnishing all equipment and materials necessary to perform the duties outlined in the Service Requirements section of this agreement.

The city will provide toilet tissue, waste basket liners, paper products, urinal cakes, dispenser soap, dusting products, special request products, and graffiti cleaner. The Contractor will notify the City when supplies of these items need replenishing.

**Dusting:**
For the service requirements, “dusting” will mean “wiping down”. No dusting with a feather duster or similar tool.

**Cleaning of basins, toilets, and urinals:**
For the service requirements, “cleaning” will mean “scrubbing to remove waterline, dirt and grime”.

**Schedule of Work at City Hall, Police Station, Wastewater Treatment Plant and Public Works Shop:**
Cleaning services are permitted per service requirements in each building on Wednesday and either Saturday or Sunday, between 5:00 p.m. and 8:00 a.m.

If Contractor requires flexibility in the above schedule, Contractor shall notify the City 24 hours in advance. Services shall not be performed on the observed holidays listed below. When a holiday falls on regular cleaning day, services shall be performed on the next scheduled cleaning day.

**City observed holidays:**

- New Year’s Day
- Martin Luther King Day
- President’s Day
- Memorial Day
- 4th of July
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
SERVICES REQUIREMENTS
CITY HALL - 10220 270TH Street NW
Approximate square footage = 5100; two restrooms

Areas to be serviced: All areas except storage room next to kitchen.
*Large trash and recycle bins located in the hallway of the janitorial area.

TASKS EVERY CLEANING DAY

Lobby, Offices, Meeting Areas, Halls:
   __ __ Vacuum carpeted areas including under desks and tables
   __ __ MOVE all rugs to vacuum/sweep underneath
   __ __ Sweep and mop hard surfaces (use only water and vinegar on wood floors)
   __ __ Empty trash cans, replace liners
   __ __ Empty all recycling bins
   __ __ Clean both lobby and entrance glass doors inside and out

Restrooms:
   __ __ Empty trash cans, replace liners
   __ __ Clean and disinfect all fixtures, basins, toilets, urinals, and dispensers
   __ __ Spot clean stall partitions
   __ __ Restock all dispensers, toilet paper, towels, hand soap
   __ __ Clean mirrors, polish bright work
   __ __ Sweep and disinfect floors

Kitchen:
   __ __ Empty trash cans, replace liner
   __ __ Clean and disinfect fixtures, basins, exterior of refrigerator, and dispensers
   __ __ Clean microwave inside and out
   __ __ Restock all dispensers
   __ __ Clean mirror
   __ __ Polish bright work
   __ __ Sweep and disinfect floors
   __ __ Straighten up and clean counters and table top
   __ __ Wipe down coffee maker and stove exterior

ONCE A WEEK TASKS EVERY SATURDAY/SUNDAY

All areas:
   __ Dust chair bases
   __ Dust vertical and open surfaces of file cabinets, tables, shelves, and desks
   __ Dust all molding, window sills, ledges, baseboards, wainscot, picture frames
   __ Remove all cobwebs
   __ Spot wash walls: special attention to areas around trash cans, light switches, sinks, toilets, urinals
CITY HALL CONTINUED

ONCE A MONTH TASKS (first week of every month)

__ Remove fingerprints from doors, light switches, cabinets, kick plates
__ Spot clean carpets as needed
__ Dust blinds, tops of hanging lights, fans, picture frames
__ Dust vents
__ Wipe down and disinfect trash cans
SERVICE REQUIREMENTS
POLICE STATION - 8727 271st Street NW
Approximate square footage = 4,000 | four restrooms and one holding cell toilet

Areas to be serviced: All areas except staff desks, Detective’s office, small storage room downstairs and storage room at top of stairs.

Occupied areas: Contractor shall check with on-duty Police personnel before cleaning any occupied area.

TASKS EVERY CLEANING DAY

Property/Evidence Room (duties here are strictly limited to the following):
- Empty trash cans, replace liners
- Sweep and mop floor

Lobby, Main Office Area, Counters, Halls, Conference Room, Holding Cell, Stairway:
- Vacuum carpeted areas including under desks
- Sweep and mop hard floors
- Empty trash cans into tote, replace liners
- Wipe down counter and table
- Wash entrance door inside and out

Coffee Station
- Sweep and mop hard floor
- Empty trash cans into tote, replace liners
- Clean microwave inside and out
- Clean front of refrigerator
- Wipe down counter and table

Offices: Chief, Sergeant and Deputy (do not clean Detective’s Office)
- Dust round table
- Vacuum carpet
- Empty trash can, replace liner

Restrooms (3 downstairs & 1 upstairs) and Holding Cell
- Empty trash cans, replace liners
- Clean and disinfect fixtures, basins, toilets, urinals, shower stall, dispensers
- Restock dispensers: toilet paper, towels, and hand soap
- Clean mirrors, polish bright work
- Sweep and disinfect floors
- Replenish urinal cakes as needed
POLICE STATION CONTINUED

Upstairs - Kitchen, Locker Room, and Lounge Area

- Empty trash cans, replace liners
- Clean and disinfect fixtures, basins, exterior of refrigerator, and dispensers
- Restock dispensers: towels and hand soap
- Clean mirror
- Clean tables
- Sweep and disinfect hard floors
- Vacuum carpet
- Clean shower

ONCE A WEEK TASKS EVERY SATURDAY/SUNDAY

- Security glass in lobby, both sides **use Brilianize cleaner & a microfiber cloth provided by City
- Dust all chair bases
- Dust vertical and open surfaces including file cabinets, tables, shelves, tops of ledges, etc
- Spot wash walls: special attention to areas around trash cans, light switches, sinks, toilets, urinals

ONCE A MONTH TASKS (first week of every month)

- Dust plants
- Dust light fixtures
- Dust base boards
- Dust vents
- Dust all molding, window sills, ledges and picture frames
- Remove cobwebs
- Remove fingerprints/smudge marks from doors, light switches, kick plates, cabinets
- Spot clean carpets as needed
- Wipe down and disinfect trash cans
SERVICE REQUIREMENTS
PUBLIC WORKS BUILDING (blue building) - 26729 98th Drive NW bldg A
Approximate square footage = 1500, One restroom

Areas to be serviced: offices, lobby, kitchen & restroom
Areas NOT to be serviced: garage, shop & upstairs

TASKS EVERY CLEANING DAY

Lobby and Offices:
___ ___ Vacuum all carpeted areas including under desks
___ ___ Sweep and mop/disinfect all hard floors
___ ___ Empty all trash cans into dumpster, replace liners
___ ___ Empty all recycle bins into large bin located in shop

Restroom:
___ ___ Empty trash can into dumpster
___ ___ Clean and disinfect all fixtures, dispensers, basin, and toilet and shower
___ ___ Restock dispensers, toilet paper, towels, hand soap
___ ___ Clean mirrors, polish bright work
___ ___ Sweep and disinfect floors

Kitchen:
___ ___ Empty trash cans into dumpster
___ ___ Clean and disinfect fixtures and basins
___ ___ Clean microwaves (2) inside and out
___ ___ Clean exterior of refrigerator
___ ___ Restock paper towel dispenser
___ ___ Sweep & mop floors
___ ___ Straighten up and clean counters and table tops
___ ___ Wipe down coffee maker

ONCE A WEEK TASKS EVERY SATURDAY/SUNDAY

___ Dust office chair bases
___ Dust vertical and open surfaces of file cabinets, tables, and shelves, desks,
___ Dust all molding, window sills, ledges, baseboards, wainscot, picture frames
___ Remove all cobwebs

ONCE A MONTH TASKS (first week of every month)

___ Remove fingerprints/smudges from doors, light switches, handles, door knobs, etc.
___ Spot wash walls: special attention to areas around trash cans, light switches, sinks, toilets, urinals
___ Sweep or vacuum under and behind desks and furniture
SERVICE REQUIREMENTS
WASTEWATER TREATMENT PLANT - 26729 98th Drive NW, bldg B
Approximate square footage = 3000, Two restrooms, one shower room

Areas to be serviced: All offices, kitchen, restrooms, locker room, shower room, lobby, and hallway.
Areas NOT to be serviced: Mechanical room, electric/phone room, and laboratory.

TASKS EVERY CLEANING DAY

Entrance, lobby, office areas, halls:
___ ___ Vacuum carpeted areas
___ ___ Empty trash cans into dumpster, replace liners
___ ___ Empty recycling bins
___ ___ Clean office, entry and side doors and door glass inside and out

Restrooms:
___ ___ Empty trash into dumpster, replace liners
___ ___ Clean and disinfect fixtures, basins, toilets, urinals, and dispensers
___ ___ Clean mirrors, polish bright work
___ ___ Restock dispensers
___ ___ Sweep and disinfect floors

Locker room and shower:
___ ___ Sweep and disinfect floors
___ ___ Clean shower
___ ___ Empty trash into dumpster, replace liners (if trash can is present)

Lunch room:
___ ___ Empty trash into dumpster, replace liner
___ ___ Clean fixtures, basins, dispensers
___ ___ Clean and disinfect sink, polish bright work
___ ___ Clean microwave inside and out, wipe down coffee maker
___ ___ Clean counters and table top
___ ___ Clean exterior of refrigerator
___ ___ Restock paper towel dispenser
___ ___ Sweep and disinfect floors

ONCE A WEEK TASKS EVERY SATURDAY/SUNDAY

___ Dust chairs and chair bases
___ Dust vertical and open surfaces of file cabinets, desks, tables, shelves
___ Dust all molding, window sills, ledges, baseboards, wainscot, picture frames
___ Remove cobwebs
___ Spot wash walls: special attention to areas around trash cans, light switches, sinks, toilets, urinals
ONCE A MONTH TASKS (first week of every month)

__ Remove fingerprints/smudges from doors, light switches, handles, door knobs, etc.
__ Dust blinds, light fixtures and vents
__ Spot clean carpets as needed
BID FORM:  (EXHIBIT B OF SAMPLE CONTRACT)

BID FORM
Bid must include name of company, contact information, contractor's license number. The bid is to be provided as a Lump Sum and shall include all applied taxes.

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<th>Facility</th>
<th>Fixed Monthly Fee</th>
<th>1/8 of Monthly Fee credit used for each ‘No Show’</th>
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<td>Public Works Shop</td>
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<td>Wastwater Plant</td>
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Optional Costs

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<th>Facility</th>
<th>Window Cleaning Inside &amp; out</th>
<th>Carpet Cleaning</th>
<th>Floors Strip &amp; Re-wax</th>
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<td>City Hall</td>
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<tr>
<td>TOTAL</td>
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The Contractor will bill the City monthly.

In the event the janitorial crew misses a scheduled cleaning day, the Contractor will deduct 1/8 of the monthly fee for each missed cleaning day per facility. Task check off sheets will be posted in the janitorial closet at each building; if janitorial crew misses tasks on the cleaning sheet they will return the following day to perform task, if more than 3 tasks are missed at one facility - that will result in a missed cleaning day for that facility.

CONTRACTOR

Owner/Manager __________________________ Date __________________________
Contacts.

City of Stanwood  
10220 270th Street NW  
Stanwood, WA 98292

Lisa Sokolik  360-629-9781  
[link]

Contractor: _______________________________  
Address: _______________________________  
Owner: _______________________________  
Phone: _______________________________  
Email: _______________________________

Contractor Licensing / UBI #: _______________________________
State of Washington  
Department of Labor & Industries  
Prevailing Wage Section - Telephone 360-902-5335  
PO Box 44540, Olympia, WA 98504-4540  

Washington State Prevailing Wage  
The PREVAILING WAGES listed here include both the hourly wage rate and the hourly rate of fringe benefits. On public works projects, worker's wage and benefit rates must add to not less than this total. A brief description of overtime calculation requirements are provided on the Benefit Code Key.

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<th>County</th>
<th>Trade</th>
<th>Job Classification</th>
<th>Wage</th>
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<th>Overtime</th>
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Attachment A

Sample Janitorial Services Contract