

REQUEST FOR PROPOSALS

Public Works Department
1701 C Street
Washougal, WA 98671

Janitorial Services

The City of Washougal is requesting proposals from qualified contractors to provide janitorial services for the following buildings:

Washougal Public Works Executive Office 1615 "C" Street
Engineering Office 1615 "C" Street Garage (entrance on Durgan Street)
Washougal Community Center, 1681 "C" Street
Washougal City Hall, 1701 "C" Street
Social Service Building, 1702 "C" Street
Washougal Public Works Operations Center (2 buildings), 2201 "C" Street
Washougal Public Works Administration, 2247 Main Street
Washougal Police Department, 1320 "A" Street
Park Building Hathaway Park Upper, 799 25th Street
Park Building Hathaway Park Lower, 799 25th Street
Park Building Hamllik Park, 4285 Addy Street
Park Building Sandy Swimming Hole, 550 North Shepherd Road
Park Building Steamboat Landing Park, 100 South Washougal River Road
Washougal Memorial Cemetery Restrooms, 3329 "Q" Street

A pre-proposal meeting and walk-through of each building will be required before a proposal will be accepted. The pre-proposal meeting is scheduled for Friday, November 17, 2017 at 10:00AM in the Council Chambers of the Washougal City Hall at 1701 "C" Street. No unauthorized or unscheduled site visits will be allowed.

The City of Washougal encourages the solicitation and recruitment, to the extent possible, of certified minority-owned (MBE) and women-owned (WBE), and emerging small (ESB) businesses in construction of this project. The City of Washougal is an Equal Opportunity Employer.

In an effort to maximize the creation of American jobs and restoring economic growth, the City of Washougal encourages the use of products and services that are made in the United States of America whenever and wherever possible.

As provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987, the contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex or national origin in the selection and retention of sub-contractors, including procurement of materials and leases of equipment.

Questions regarding the facilities should be directed to: WILL NOONAN, GENERAL SERVICES OPERATIONS MANAGER 360-835-2662 X205.

Questions regarding the contractual documents should be directed to: JESSICA HONL, PROCUREMENT SPECIALIST 360-835-2662 X203.

Prevailing wage shall be paid by the Contractor. Contractor agrees to sign a non-collusion certificate, a certification of equal employment opportunity report, annual Washington State Department of Labor and Industries Statement of Intent to Pay Prevailing Wages, monthly certified payroll reports, annual City of Washougal Affidavit of Industrial Insurance Compliance, annual Affidavit of Wages Paid, Certificate of Compliance with Wage Payment Statutes, AND an E-Verify Declaration form. All Contractors performing work on the project shall be licensed in the State of Washington.

The City of Washougal reserves the right to reject any or all proposals if found to be higher than the estimated cost and to waive any formality or technicality in any proposal in the interest of the City. Award of the Custodial services contract will be based on the following: **lowest bid (50%), quality assurance documentation derived from the Consultant Questionnaire (30%), and references (20%).**

WILL NOONAN, GENERAL SERVICES OPERATIONS MANAGER

DEPARTMENT OF PUBLIC WORKS

CITY PROJECT CUSTODIAL SERVICES

SPECIFICATIONS

DESCRIPTION

This contract shall consist of providing custodial services as specified for the following facilities located in the City of Washougal:

Washougal Public Works Executive Office 1615 "C" Street
Engineering Office 1615 "C" Street Garage (entrance on Durgan Street)
Washougal Community Center, 1681 "C" Street
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Park Building Sandy Swimming Hole, 550 North Shepherd Road
Park Building Steamboat Landing Park, 100 South Washougal River Road
Washougal Memorial Cemetery Restrooms, 3329 "Q" Street

All contractors performing work on for the City shall be licensed in the State of Washington.

REQUIREMENTS

All work shall be performed according to the Professional Services Agreement and specifications. The City will require the custodial services contract to begin on **Monday, January 1, 2018.**

PROPOSAL REQUIREMENTS

- A pre-proposal meeting and walk-through of each building will be required before a proposal will be accepted. The pre-proposal meeting is scheduled for **Friday, November 17, 2017 at 10:00AM** in the Washougal City Hall Council Chambers at 1701 "C" Street.

- Proposals shall be submitted to the City of Washougal, Public Works Department, 1701 "C" Street, Washougal, WA 98671 by **Monday, November 27, 2017 at 4:00PM.** Proposals submitted late shall be returned unopened to the Applicant. The City of Washougal clock located in the main office in City Hall shall be considered the official time for purposes of the proposal deadline. It is the Applicant's responsibility to verify the time of the clock during business hours prior to the proposal deadline.
- The City will rate the proposals on a percentage basis. The proposals will be rated 50% for the lowest proposal, 30% for quality assurance as derived from the Consultant Questionnaire, and 20% for appropriate references and the reference check.
- The applicant shall fill out all proposal documents completely, and be eligible to bid on Public Works Projects in the State of Washington.

CONTRACT REQUIREMENTS

The provisions of this contract are subject to the itemized SPECIFICATIONS of each facility. All work shall conform to these specifications.

Equipment, Custodial Cleaning Supplies, Work and Labor: The Contractor shall do all work and provide and bear the expense of all equipment, cleaning supplies, work and labor, of any sort whatsoever that may be required for the transfer of materials and equipment for completing the work provided for in these Contract Documents and SPECIFICATIONS except those items mentioned therein to be furnished by the City of Washougal. The City of Washougal will furnish all consumables, i.e., hand soap, toilet tissue and seat covers, trash bags, deodorizers and miscellaneous consumable supplies. The City designated staff reserves the right to approve all cleaning products to be used in the City buildings listed in this contract.

The Contractor hired by the City of Washougal shall perform a minimum of 90% of all work required under these Specifications. Any Subcontractors hired to perform work shall be mutually agreed upon by the City and Contractor. Subcontractors will be required to pay Prevailing wage and provide Statement of Intent to Pay Prevailing Wages, monthly certified payroll reports, and an Affidavit of Wages Paid. All Contractors performing work on the project shall be licensed in the State of Washington.

Safety Data Sheets (SDS) and Cleaning Products: The Contractor must provide a SDS at the beginning of each year for each applicable chemical and at the time a new cleaning chemical is used.

Material Use and Labor Accounting: The contractor agrees to account for all supplies and inventory by using the checkout form provided and to submit the provided reorder forms to the Public Works designated contact. The contractor further agrees to

account for all work and labor completed on a daily basis. A check-off sheet will be provided.

Prevailing Wage: The Contractor and any Subcontractors shall pay prevailing wages, in accordance with the prevailing wages issued on or about September 1st of the prior year by the State Department of Labor and Industries, beginning January of the next Calendar Year. In case any dispute arises as to what the prevailing rates of wages for work of a similar nature are and such dispute cannot be adjusted by the parties involved, the matter shall be referred to the director of the Department of Labor and Industries of the State of Washington for arbitration, and the director's decision therein shall be final and conclusive and binding on all parties involved in the dispute. Workers may be randomly interviewed to verify that prevailing wages are received. Upon receiving a written request by any interested party, the contractor must, within ten days, submit Certified Payroll Records to the awarding agency and the department. The payroll records must show the name, address, Social Security number, trade or occupation, straight time rate, hourly rate of usual benefits and overtime hours worked each day and week, including agreements to work up to 10-hour days, and the actual rate of wages.

Working Hours: All work to be performed by Contractor shall be scheduled to occur when such facilities are not open for public business and shall be subject to the approval of Will Noonan, General Services Operations Manager.

Supervision: Contractor shall be under the direction of Will Noonan, General Services Operations Manager. The City will provide a list of all contact names and contact numbers for secondary staff persons to the contractor each year. The Manager/Director will make periodic inspections of the Contractor's work to ensure that services are being properly rendered. Contractor agrees, when requested, to meet with Mr. Noonan and/or designee to review deficient or problem areas.

Employees: Each employee of Contractor must have a photo identification card issued by Contractor and photo identification cards must be in plain sight at all times while performing work in City facilities.

Communication: The Contractor shall maintain a telephone number and an email address for office purposes with the ability to respond within one hour.

Insurance: The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, their agents, representatives, employees or subcontractors.

No Limitation: Contractor's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

Minimum Scope of Insurance: Contractor shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide the Aggregate Per Project Endorsement ISO form CG 25 02 11 85. There shall be no endorsement or modification of the Commercial General Liability insurance for liability arising from explosion, collapse or underground property damage. The City shall be named as an insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing equivalent coverage.
3. Worker's Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

Minimum Amounts of Insurance: Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and a \$2,000,000 products-completed operations aggregate limit.

Other Insurance Provisions: The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:

1. The Contractor's insurance coverage shall be primary insurance as respect the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be in excess of the Contractor's insurance and shall not contribute with it.
2. The Contractor's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:Vii.

Verification of Coverage: Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work.

Indemnification/Hold Harmless: The Contractor shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

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 the City, its officers, officials, employees, and volunteers, 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 the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

Documents: The Contractor agrees to sign, concurrent with the execution of this agreement, a non-collusion certificate, a certification of equal employment opportunity report, a Washington State Department of Labor and Industries Statement of Intent to Pay Prevailing Wages, monthly certified payroll reports, Affidavit of Industrial Insurance Compliance, Affidavit of Wages Paid, Certificate of Compliance with Wage Payment Statutes, AND an E-Verify Declaration form. Certified Payrolls shall be submitted no later than two weeks after the subject pay period. In the event that Certified Payrolls are not submitted, or that such document is submitted and does not comply with the applicable prevailing wage rates, the City reserves the right to withhold payment until such documentation is provided. Under no circumstances will any payment be made without an approved Intent to Pay Prevailing Wages form. Such form to be duly approved by an Industrial Statistician employed by the State of Washington Department of Labor and Industries.

Contract Length: The Contractor as a janitor will be hired beginning Monday, January 1, 2018 and will continue thereafter for three years with the ability to renew on an annual basis by a supplemental professional services agreement with the mutual agreement of both parties, subject to termination as hereinafter provided.

**CUSTODIAL SERVICES CONTRACT
City of Washougal**

PROPOSAL

To the Office of the City Clerk
Washougal, Washington

The undersigned hereby certifies that the locations of Custodial services needed in the following buildings have been examined:

Washougal Public Works Executive Office 1615 "C" Street
Engineering Office 1615 "C" Street Garage (entrance on Durgan Street)
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Washougal Memorial Cemetery Restrooms, 3329 "Q" Street

and that the specifications and agreement governing the work embraced in this improvement, and the method by which payment will be made for said work is understood. The undersigned hereby proposes to undertake and complete the work embraced in the specifications and agreement, and the following schedule of prices:

(Note: Unit prices for all items, all extensions, and total amount of proposal should be shown below next to each building. All entries must be typed or entered in ink.)

I. OFFICE BUILDINGS

A. ALL BUILDINGS – Daily Care.

Sanitize toilets/urinals, bathroom floors, surfaces, sinks, and countertops.
Stock paper towels, toilet paper, seat covers, and soap in restrooms and breakrooms.
Empty trash and recycling containers located in restrooms, breakrooms, and offices.
Vacuum carpets.
Sweep hard surfaced floors.
Thoroughly mop all hard surfaced floors weekly (except City Hall exposed rock foyer).

B. ALL BUILDINGS – As Needed Care.

Spot mop hard surfaced floors.
Clean or replace urinal mats.
Dust horizontal surfaces.
Clean spots/streaks from mirrors and fingerprints from glass doors and windows.
Clean cobwebs from walls and ceilings.
Clean showers (Police, Public Works Executive, Public Works Building C).
Dispose of and clean up after hazardous materials as needed using proper procedures for sharps and bodily fluids.

C. ALL BUILDINGS – Annual Care.

Windows: clean inside and out - 3 times/year
Hard floors: clean, polish, and seal - 2 times/year
Carpet: shampoo – 2 times/year

D. BUILDINGS – Special Instructions for each building in addition to daily and annual care.

1) **Public Works Executive Office – 1615 “C” Street:** \$ _____

Service Schedule 1 day/week

Additional Notes:

- Thursday is the requested service day
- Sanitize conference table top
- Clean microwave in kitchen

2) **Engineering Office 1615 “C” Street Garage:** \$ _____

(Entrance on Durgan Street)

Service Schedule 1 day/week

Additional Notes:

- Thursday is the requested service day

- Currently, this site has only one office. Estimated March 2018 construction will add a second office, conference room, bathroom, and kitchenette.

3) Community Center – 1681 “C” Street: \$ _____

Schedule 5 days/week and after scheduled weekend rentals

Additional Notes:

- Work includes pool room (floor only) and kitchen.
- Remove scuff marks on all floors each week.
- Verify rentals of Community Room prior to each weekend. Should rentals be scheduled consecutively in a weekend (i.e. rental on Saturday and Sunday), room conditions must be verified, cleaned and mopped as needed and paper products and soap restocked between events. A basic facilities inspection, including paper restock, and light cleaning of floors, etc. should not exceed 45 minutes. Any time spent beyond 45 minutes, necessary to clean the facilities shall be documented for billing the responsible party. Conditions necessary to revoke deposit (documented time spent over and above the basic facilities inspection and directly related to the event) must be reported to Washougal City Hall immediately on the next business day.
- Hard floors: strip, polish, and seal – 4 times/year

4) City Hall - 1701 “C” Street: \$ _____

Service Schedule 5 days/week

Additional Notes:

- Foyer: sweep exposed aggregate as needed.

5) Social Service Building – 1702 “C” Street: \$ _____

Service Schedule 2 days/week

Additional Notes:

- Carpet: shampoo 4 times/year.

6) Public Works – 2201 “C” Street: \$ _____

Service Schedule 2 days/week

Additional Notes:

- Building A - Sanitize table tops/counters and clean microwaves in break room – each service day

7) Public Works Administrative Office – 2247 Main Street: \$ _____

Service Schedule 1 day/week

- Sanitize conference table top

8) **Police Department – 1320 “A” Street:** \$ _____
Service Schedule 5 days/week

Additional Notes:

- Work includes holding cells, evidence processing room, interrogation rooms, and training room.
- Break Room Floor: Remove scuff marks on floor – as needed
- Restrooms: Wipe horizontal and vertical surfaces of lockers as needed
- Hard Surface Floors: mop all thoroughly 2 times/week
- Hard floors: strip, polish, and seal – 4 times/year
- Carpet: spot clean spills/stains as needed
- Carpet: shampoo – 4 times/year

II. PARK RESTROOMS

E. ALL PARK RESTROOMS – Daily Care.

Sanitize toilets, bathroom surfaces, sinks. Hose floors. Remove spots and streaks from mirrors.

Stock paper, empty trash in restroom only. Dispose of and clean up after hazardous materials as needed using proper procedures for sharps and bodily fluids.

Service Schedule 7 days/week

Service Times:

- a) April 1 – October 31: Serviced and secured closed at dusk or 9PM, whichever is earlier
- b) November 1 – March 31: Serviced and secured closed at dusk or 9PM, whichever is earlier
- c) Custodial staff must verify restrooms are not occupied overnight and door is securely closed and un-openable upon exiting
- d) Notable defects or vandalism in auto-locking door system requires notification to Washougal Public Works as soon as possible
- e) Occupation of the restroom by a civilian at the time of evening service requires a call to 311 for police response and extraction

1) **Hathaway Park Upper – 799-25th Street:** \$ _____
Open April 1- October 31

2) **Hathaway Park Lower – 799-25th Street:** \$ _____
Open year round

3) **Hamllik Park - 4285 Addy Street:** \$ _____
Open April 1-October 31

4) **Sandy Swimming Hole Park – 550 North Shepherd Road:** \$ _____
Open April 1-October 31

5) **Steamboat Landing Park – 100 South Washougal River Road:** \$ _____
Open year round

III. WASHOUGAL MEMORIAL CEMETERY

F. CEMETERY RESTROOMS - Weekly Care.

Washougal Memorial Cemetery – 3329 “Q” Street: \$ _____

Sanitize toilets/urinals, bathroom surfaces, sinks, and countertops.

Stock paper towels, toilet paper, seat covers, and soap in restrooms.

Empty trash and recycling containers located in restrooms.

Remove spots and streaks from mirrors.

Sweep/mop interior bathroom floor.

Sweep exterior bathroom floor and hose lightly as needed (walls are drywall and can be damaged by water)

Dispose of and clean up after hazardous materials as needed using proper procedures for sharps and bodily fluids.

Service Schedule 1 day/week.

PROPOSAL TOTAL \$ _____
(BASIS OF AWARD)

The City of Washougal reserves the right to waive any formality or technicality in any proposal in the interest of the City. The City of Washougal also reserves the right to delete any or all portions of individual bid items.

Mandatory Proposal Criteria:

COMPANY OWNER/OFFICER SIGNATURE DATE

CONTRACTOR NAME (PRINT OR TYPE)

CONTRACTOR MAILING ADDRESS PHONE NUMBER

DOL CONTRACTOR LICENSE REGISTRATION NUMBER EXPIRATION

UNIFIED BUSINESS IDENTIFIER NUMBER (UBI)

LABOR & INDUSTRIES WORKER COMPENSATION NUMBER

EMPLOYMENT SECURITY DEPARTMENT (UNEMPLOYMENT) NUMBER

EXCISE TAX REGISTRATION (FEDERAL ID) NUMBER

NOTE TO APPLICANT: Sign and date this sheet and submit with your proposal for proposal to be valid. If any of the required information is incomplete, the proposal shall be rejected.

Verification of Subcontractor Responsibility Criteria

Per RCW 39.04.350, the Prime Contractor must verify responsibility criteria for each first tier subcontractor. A subcontractor that hires other subcontractors must also verify responsibility criteria. Criteria to verify for a bidder's responsibility includes all of the items listed above in the Mandatory Bidder's Criteria.

APPLICANT'S CHECK LIST

The Applicant's attention is especially called to the following forms, which must be executed in full as required by the request for proposal:

A. PROPOSAL

Unit prices for all items, all extensions, and total amount of proposal must be shown, except those items designated in the estimate of quantities to be paid for as lump sum (L.S.). Any item shown on the Plans that does not have a proposal item shall be considered incidental to the contract and the costs thereof shall be included in other proposal items of the contract.

The following are to be executed by the successful bidder after the contract is awarded:

A. PROFESSIONAL SERVICE AGREEMENT

This agreement is to be executed by the successful bidder. Original documents will be issued by the City.

B. WAGE LAW AFFIDAVIT

This shall be completed in accordance with State Law.

C. PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE

This is to be executed by the successful bidder.

D. SUBMITTAL OF MONTHLY CERTIFIED PAYROLL REPORTS FOR ALL WORKERS ON THE PROJECT.

Failure to submit correct and timely certified payrolls will delay payment.

E. CERTIFICATE OF COMPLIANCE WITH WAGE PAYMENT STATUTES

F. E-VERIFY DECLARATION FORM

G. WASHINGTON STATE BUSINESS LICENSE WITH CITY OF WASHOUGAL ENDORSEMENT