

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

SERVICE 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 Brilliance 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

WASTEWATER TREATMENT PLANT CONTINUED

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.

Facility	Fixed Monthly Fee	1/8 of Monthly Fee credit used for each 'No Show'
City Hall		
Police Station		
Public Works Shop		
Wastwater Plant		
TOTAL	\$	\$

Optional Costs

Facility	Window Cleaning Inside & out	Carpet Cleaning	Floors Strip & Re-wax
City Hall			
Police Station			
Public Works Shop			
Wastwater Plant			
TOTAL	\$	\$	\$

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
lisa.sokolik@ci.stanwood.wa.us

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.

Journey Level Prevailing Wage Rates for the Effective Date: 05/30/2016

<u>County</u>	<u>Trade</u>	<u>Job Classification</u>	<u>Wage</u>	<u>Holiday</u>	<u>Overtime</u>	<u>Note</u>
Snohomish	Building Service Employees	Janitor	\$9.47		<u>1</u>	
Snohomish	Building Service Employees	Shampooer	\$9.47		<u>1</u>	
Snohomish	Building Service Employees	Waxer	\$9.47		<u>1</u>	
Snohomish	Building Service Employees	Window Cleaner	\$13.48		<u>1</u>	

Attachment A

Sample Janitorial Services Contract