

City of Arlington



REQUEST FOR QUOTE PROPOSALS

NO. 2011-EX01

The City of Arlington will accept proposals from qualified persons or firms interested in providing the following:

Janitorial Services for City Facilities

PROPOSALS MUST BE RECEIVED BY:

4 PM January 21, 2011

Proposal documents are available on line at:

<http://www.arlingtonwa.gov/index.aspx?nid=267>

Or in the lobby of City Hall at 238 N. Olympic Avenue Arlington, WA 98223

PLEASE MARK YOUR SUBMITTAL "PROPOSAL 2011-EX01" ATTENTION:

Kurt Patterson

City of Arlington

238 N. Olympic Avenue

Arlington, WA 98223

The City reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal(s) deemed most advantageous to the City.

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NO. 2011-EX01
City of Arlington Facilities Janitorial Services

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I. INSTRUCTIONS TO PROPOSERS

- A. Site Meeting:** Interested contractors are strongly encouraged to participate in a Facility Walk-thru to be held on Friday, January 14th. 2011. The walk-thru will begin at City Hall 238 N. Olympic Avenue at 9 AM. There will be only one walk-thru. Contact the person below for directions.

Kurt Patterson – Facilities and Purchasing Coordinator
360-403-3454 or kpatterson@arlingtonwa.gov

- B. Submission of a Proposal:** The proposal (3 sets) shall be marked “Quote Proposal 2011-EX01”, and submitted to the City, 238 N. Olympic Avenue 98223, prior to the date and time indicated on the cover sheet. At such time, all proposals received will be opened and accepted for consideration. Each quote proposal will be read and the apparent lowest and responsible quote so noted. Final decision will be based on complete evaluation of the full quote proposal.

C. Proposer’s Checklist:

The following Attachments must be completed and turned in with your Quote Proposal in order for it to be considered:

- COST PROPOSAL AND SIGNATURE SHEET (Attachment I)
- CONTRACTOR QUALIFICATION STATEMENT (Attachment II)
- NON-COLLUSION CERTIFICATE (Attachment III)

II. EVALUATION OF PROPOSALS AND AWARD

- A. Evaluation Procedure:** An evaluation team will review each responsive proposal. Each Proposal will be rated on a point system with the top-scoring Proposal selected.

Whether there will be interviews and who will be invited to an interview by City staff will be at the sole discretion of the City.

- B. Evaluation Criteria:** A maximum score of 100 points will be used to evaluate Proposals. Each of the following elements shall have the stated maximum point value:

1.		<i>Total price/fee structure</i>	<u>30 Points</u>
2.		<i>Customer service and responsiveness to specifications</i>	<u>30 Points</u>
3.		<i>Proven ability, experience, reliability and references</i>	<u>30 Points</u>
4.		<i>Organizational overview & flexibility of working hours</i>	<u>10 Points</u>
		TOTAL POINTS POSSIBLE	<u>100</u>

- C. False or Misleading Statements:** Proposals which contain false or misleading statements, or which provide references which do not support an attribute or condition claimed by the respondent, may, at the City's sole discretion, be rejected.
- D. Completeness of Proposal:** A Proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. A Proposal shall be rejected if any such conditions, incompleteness, alterations, or irregularities constitute a material deviation from the RFP requirements.
- E. Award:** The City reserves the right to award the contract to the Proposer that it deems to offer the best overall proposal in its sole discretion. The City is therefore not bound to accept a proposal on the basis of lowest price, and further, the City has the sole discretion and reserves the right to cancel this RFP and to reject any and all proposals, to waive any and all informalities and or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the best interests of the City.
- F. Negotiation:** The City reserves the right to negotiate any and all elements of this proposal.

III. GENERAL INFORMATION

- A. Purpose:** The intent of these specifications is to describe services in the form of general janitorial work for City of Arlington owned facilities, as listed in Section IV, Scope of Work, in sufficient detail to secure comparable Proposals for the performance of this service. All cleaning and associated activities will be accomplished to the satisfaction of the Facilities and Purchasing Coordinator.
- B. Subcontracting:** This service shall not be subcontracted, unless there is additional supervising staff to direct and adequately train employees to acceptable standards and with the written permission of the Facilities and Purchasing Coordinator.
- C. Temporary Employees:** Successful Contractor will not hire temporary-type employees hired on the spot through an employment agency that have not been properly trained. In no case shall any

hires be made without background checks made by the Arlington Police Department which shall include but not be limited to NCIC (National Crime Information Center) check and finger printing.

- D. Not City Employees:** Contractor, its agents and employees shall not represent to anyone that Contractor, or its agents or employees is an employee of the City. Contractor shall be an independent contractor and that the City shall be neither liable nor obligated to pay Contractor, its employees, agents or representatives for sick leave, vacation pay or any other benefit of public employment, nor to pay any social security or other tax which may arise as an incident of employment; provided, however, that any insurance which is purchased by the City and which has a secondary or incidental benefit to the Contractor, shall not be deemed to convert this agreement for services to an employment contract. No agent, employee or representative of the Contractor shall be deemed to be an agent, employee or representative of the City for any purpose. Contractor shall be solely responsible for all acts of its agents, employees, representatives and subcontractors during the performance of this agreement.
- E. Non-Discrimination:** During the performance of this Agreement, CONTRACTOR shall not discriminate on the basis of race, age, color, sex, religion, national origin, sexual orientation, creed, marital status, political affiliation, or the presence of any sensory, mental or physical handicap. This provision shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, selection for training, and the provision of services under this Agreement.
- F. Evaluation:** Evaluation of Proposals shall be by a City team, and shall be based on customer service and responsiveness to specifications, proven ability, experience, reliability and references in addition to organizational overview and flexibility of working hours.
- G. Right to Award:** The City of Arlington reserves the right to make contract award by Schedule to multiple Contractors, or on an all or none basis, whichever is in the best interest of the City.
- H. Right to Reject:** The City of Arlington reserves the right to reject any or all Proposals or accept any presented which meet or exceed these specifications, and which would be in the best interest of the City. The City is not bound to accept the low Proposal.
- I. Best Modern Practices:**
All work shall be performed and completed in accordance with the best modern practices. No detail necessary for safe and regular completion of the work shall be omitted, although specific mention thereof may not be made in these specifications. Best modern practices include use of “green” products to the greatest extent possible.
- J. Additional Work:** Any additional work found necessary by the Proposer that is not specified in this Proposal specification shall be listed on a separate sheet entitled "Additional Materials/Labor Required".
- K. Method of Payment:** Contractor is to submit properly completed invoice(s) to the City of Arlington, Accounts Payable, 238 N. Olympic Avenue, Arlington, WA 98223. To insure prompt

payment each invoice shall cite description of service, period covered by the bill, and include a return remittance address. The City of Arlington pays invoices twice per month following City Council meetings held on the first and third Monday of each month.

L. No Insurance provided by City: It is understood the City does not maintain liability insurance for CONTRACTOR and/or its officers, employees, agents, instructors, and/or Subcontractors.

M. Insurance: (Sample Attached)

All Contractors shall have a valid and current business license issued by the City of Arlington covering this type of work. Contractor shall be held responsible for any damages caused by their employees due to their actions and/or negligence.

The Contractor shall obtain and maintain in full force and effect during the term of the contract, commercial general liability coverage with insurance carriers admitted to do business in the State of Washington. The insurance companies must carry a Best's Rating of A-VII or better. The policies will be written on an occurrence basis subject to the following minimum limits of liability:

Commercial General Liability:

Combined Single Limit:	<u>\$1,000,000</u>	Per Occurrence
	<u>\$2,000,000</u>	Annual Aggregate

The City of Arlington, its agents, elected and appointed officials, and employees are to be listed as additional insured's under the policies.

The Contractor will provide a Certificate of Insurance to the City as evidence of coverage. The certificate will provide 30 days notice of cancellation, and under the cancellation section the wording "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" will be crossed out. A copy of the additional insured endorsement attached to the policy will be included with the certificate.

The Contractor shall also maintain workers compensation coverage through the State of Washington.

If at any time during the life of the contract or any extension, the Contractor fails to maintain the required insurance in full force and effect, all work under the contract shall be discontinued immediately. Any failure to maintain the required insurance may be sufficient cause for the City to terminate the contract.

The Certificate of insurance shall be filed with City of Arlington Facilities and Purchasing Coordinator prior to commencing work for this Contract and shall remain in force throughout the life of the agreement.

N. Hold Harmless: The Contractor shall protect, defend, indemnify, and hold the City of Arlington, its officers, commissions, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character resulting from the error, omission or negligent

act of the Contractor, its agents, employees or representatives, in the performance of the Contractor's duties under any agreement resulting from award of this proposal. Contractor specifically promises to indemnify the City against claims or a suit brought under Title 51 RCW by its employees or subcontractors and waives any immunity that the Contractor may have under that title with respect to, but only to, the City. Contractor further agrees to fully indemnify City from and against any and all costs of defending any such claim or demand to the end that the City is held harmless there from. This paragraph shall not apply to damages or claims resulting from the sole negligence of the City.

O. Services Bought from Different Supplier:

Should the Contractor be unable to or refuse to supply service, on any given day, against this predetermined work schedule to which the Contractor has agreed and the City is forced to do the work with materials and/or services bought from a different Contractor, the difference in the Proposal price of the services and that paid the new Contractor, in order to do the work, shall be charged to and paid for by the contracted vendor holding the Proposal award for these services.

Contractor shall not, however, be responsible for delays in service due to:

1. Unavoidable mechanical breakdowns
2. Strikes
3. Inability to secure component materials
4. Acts of Nature
5. Fire

provided, however the City of Arlington Facilities and Purchasing Coordinator is notified in writing by the contracted vendor of such pending or actual delay. In the event of any delay, the date of service completion shall be extended for a period equal to the time lost due to the reason for the delay.

P. Term: The term of the Contract shall be for a period of one year from its effective date. The contract shall automatically renew each year for one (1) additional year thereafter, up to a maximum of five (5) years from the effective date, upon the same terms and conditions, except as may be modified by written agreement to this contract. The City shall have the option to terminate any schedule of this contract due to budget cuts.

Q. Termination – Cause:

The City reserves the right to terminate this contract at any time, upon written notice, in the event that the services of the Contractor are deemed by the City to be unsatisfactory, or upon failure to perform any of the terms and conditions contained in this agreement. Failure of the successful Contractor to adequately clean the facility, in the judgment of the Facilities and Purchasing Coordinator, is cause for immediate termination of contract. In addition to the foregoing right of termination, the City may terminate this contract, with or without cause, upon thirty (30) days written notice to Contractor.

- R. Price Increases:** The rates shown on proposal shall be consistently applied and remain firm throughout the first twelve months of the contract. In the event that the contract term is extended, the Contractor's employees' wages shall be altered annually to recognize and follow the most recently promulgated increases in prevailing wages. Pursuant to WAC 296-127-023, the City shall be responsible for the cost of increases in employee wages to achieve prevailing wages. Surcharges for fuel, hazardous material disposal, or similar will not be allowed.

WAC 296-127-023 Building service maintenance. *The "public building service maintenance contracts" referred to in RCW 39.12.020 shall mean janitorial service contracts and cover only work performed by janitors, waxers, shampooers, and window cleaners.*

For all building service maintenance contracts, the prevailing wage rates which are in effect on the date when the bids are required to be submitted to the contract awarding public agency are the minimum prevailing wage rates which must be paid for the first year of such contracts and thereafter. However, any building service maintenance contract of more than one year duration, must include wage increase language recognizing the potential for future variance in applicable prevailing wage(s) and specifying that the wages which a Contractor shall pay its employees must be altered annually to recognize and follow the most recently promulgated increases in prevailing wages each year after the first year of the contract period. The cost of the increases in the wages due employees shall be borne by the contract awarding agency.

- S. Existing Conditions:** Before submitting a Proposal, the Contractor is required to examine the specifications and contract documents and fully inform themselves of the existing conditions, limitations and contract provisions.
- T. Regulations and Codes:** The Contractor in the performance of this agreement shall comply with all applicable federal, state or local laws and ordinances, including but not limited to provisions of chapter 39.12 RCW and other prevailing wage laws, business licensing (including but not limited to a Washington State contractor's license and a City of Arlington business license), tax regulations. To the extent applicable, all equipment, materials and service shall comply with Washington State regulations, federal regulations, OSHA and WISHA requirements, to include EPA standards and City safety codes.

IV. SCOPE OF WORK

A. Facilities to be served.

Public Facilities

	Square feet	Address
City Hall	7,700	238 N. Olympic Avenue
Police Station/ City Hall Annex	17,600	110 E. Third Street
Library	5,220	135 N. Washington Avenue
Cemetery Office	450	20310-67 th . Avenue N.E.
Fire Administration	2,160	6231-188 th . Street N.E.
Community Room	2,200	18513-59 th . Avenue N.E.

35,330 Square Feet

Public Works Facilities

Utilities Office	3,190	154 W. Cox Avenue
Water Dept Office/Lab	960	816 N. West Avenue
Shop Office	1426	816 N. West Avenue
Meter Shop Rest Room	48	816 N. West Avenue
Waste Water Office/Lab	2114	108 W. Haller Avenue
City Shop	576	6205-188 th . Place N.E.
City Shop Annex	3,832	611-188 th . Place N.E.

12,146 Square Feet

Grand Total: 47,476 Square Feet

The highest standards of cleanliness shall be maintained. It is the intent of these specifications that City facilities present a consistently clean condition at the end of each building servicing. The services outlined in these specifications are to be considered as minimum requirements but in no instance are they to limit the level of cleanliness.

B. Holidays: City facilities, except for the police station and fire stations are closed and no cleaning will need to take place on the major holidays that are observed by the City of Arlington. A list of holidays observed by the City of Arlington follows:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day

- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day Following Thanksgiving
- Christmas Day

C. Prevailing Wage:

The Contractor will comply with all provisions of Chapter 39.12 RCW - Prevailing Wages on Public Work and WAC 296-127-023 - Building Service Maintenance. Prevailing wages will be determined by the type of work being performed. The Employer must pay the rate that applies to the type of work being done. A current listing of Washington State Prevailing Wage rates for Building Service Employees is included at the end of this document. If you need further clarification, you can contact L & I directly at #360-902-5335 or toll free at 866-219-7321.

What about Owner/Operators?

An owner/operator does not need to pay themselves prevailing wages; HOWEVER, they do still need to pay their employees prevailing wages and file Intents and Affidavits with the Department of Labor and Industries, specifying that they are Owner/Operator.

1. RCW 39.12.010 - The Prevailing Rate of Wage. Contact the Department of Labor and Industries, to confirm current prevailing wage rate for applicable workers on this particular public work project.
2. RCW 39.12.040 - Statement of Intent to Pay Prevailing Wages and an Affidavit of Wages Paid. Before an awarding agency may pay any sum due on account, it must receive a statement of Intent to Pay Prevailing Wages approved by the Department of Labor and Industries. Following final acceptance of a public work project, and before any final money is disbursed, each Contractor and sub-Contractor must submit to the awarding agency an Affidavit of Wages Paid, certified by the Department of Labor and Industries.
3. RCW 39.12.070 - Fees Authorized for Approval Certification and Arbitrations. Any fees charged by the Department of Labor and Industries for approvals or fees to cover costs of arbitration conducted shall be the responsibility of the Contractor.

D. Supplies, Materials, Equipment and Utilities:

Furnished by the City:

1. Electrical power at existing outlets for the Contractor to operate such equipment as necessary in the conduct of his work.
2. Water as necessary.

3. Materials and supplies such as:
 - a. hand soap
 - b. paper towels
 - c. toilet paper
 - d. toilet seat covers
 - e. wastebasket & garbage liners

The City will work with the vendor to provide storage for supplies and equipment in City buildings. Closets and the stored equipment shall be kept clean and in an orderly manner by the Contractor. The City will replenish paper supplies in storage areas as needed. The City will not be responsible in any way for damage to the Contractor's stored supplies, materials, replacement parts, or equipment but will exercise due care in working around those items to prevent any damage.

Furnished by the Contractor:

1. The Contractor shall supply all necessary tools, equipment, and waxes, strippers, cleaners, brooms, mops, buckets, buffers and all other tools and supplies not stated in the work request as being supplied by the Customer. Equipment must be professional/commercial grade and materials shall be first quality, shall give good service and shall give results satisfactory to the Customer. Contractor will supply all MSDS sheets for all supplies maintained in the building. Only approved environmentally safe biodegradable cleaning supplies will be used. All cleaning supplies and/or chemicals must be pre-approved by the Facilities and Purchasing Coordinator.
2. Slip Resistance: The Contractor shall verify that all floor finishes, seals, spray buff solutions and other such chemicals applied to non-carpeted floors provide adequate protection against slippery floors. Any observed instances of slippery or slick floors shall be corrected immediately upon discovery.
3. Indoor air quality protection is a concern for City facilities. Contractor owned vacuum cleaners used in City facilities must be HEPA certified by the manufacturer or meet filtration ratings at HEPA standards, and therefore must be rated to retain all particles to 0.3 microns in size at efficiency rating of 99% or higher. HEPA-rated exhaust filtration and HEPA disposable vacuum bags are required.

- E. City Inspection of Services:** All services, which include services performed, materials furnished or utilized in the performance of service, and workmanship in the performance of services, shall be subject to inspection by the City, at all times during the term of the contract. All inspections by the City shall be made in such a manner as not to unduly delay the work by Contractor.

City management shall be the sole judge of quality and required frequency of services provided. If the level of cleaning is considered to be unacceptable by City management at any time, the Facilities and Purchasing Coordinator will notify the Contractor, its authorized representatives, or agents and the Contractor shall increase staff, or take whatever measures are necessary to provide

an acceptable level of cleanliness.

F. Increase or Decrease in Services: During the term of this contract, the City shall have the option to increase or decrease the amount of services provided under this contract. The contract rate for such increase or decrease shall be adjusted upon mutual agreement of the parties. In the event that the parties cannot agree upon a rate for said increase or decrease in service, either party upon thirty (30) days written notice may terminate the contract.

G. Changes: Any proposed change in this contract shall be submitted to the City of Arlington Facilities and Purchasing Coordinator for his/her prior approval and then he/she will make the change by a contract modification. Any oral statement or representation changing any of these terms or conditions is specifically unauthorized and is not valid.

H. Employee Supervision:

1. The City will not provide any supervision to Contractor's employees. Contractor must have sufficient staffing to oversee all staff, to include training, supervision, and the resolution of issues or problems that may arise.
2. Contractor shall provide an adequate number of employees to maintain cleaning in accordance with the specifications herein and shall schedule work so that it does not disrupt the functions and normal day-to-day operations of City facilities.
3. Contractor will be held accountable for damages, theft, or any other breach of security caused by its employees and shall be held directly responsible for errors and omissions of his/her employees and other persons performing janitorial work under the Contractor's control at City facilities. The Contractor shall be responsible for repair of any damage to City property and restoration of any facility damage beyond normal wear and tear, caused by the Contractor's janitorial activities. Repair and restoration shall be to the satisfaction of the City. Any repair or restoration of these damages shall be performed at no cost to the City.

I. Employee Safety and Standards:

1. Contractor shall select individuals to perform janitorial services for City facilities in conformance with accepted janitorial practices and standards. Custodial staff working in these facilities shall have relevant experience.
2. All employees shall be legally authorized to work in the United States.
3. Contractor shall complete criminal background checks consisting of NCIC (National Crime Information Center) check and fingerprinting through the Arlington Police Department for each employee assigned to this service contract. Results shall be made available to the Facilities and Purchasing Coordinator upon request and retained on file by the Contractor in accordance with privacy laws. Throughout the life of the contract, City of Arlington reserves the right to require the Contractor to have background checks updated or completed again.

There will be no exceptions and no substitutions of personnel without prior background clearance checks.

4. The Contractor shall ensure that its staff is drug free. NO alcohol or drug use shall be permitted on City property. Smoking is not allowed in or within twenty-five feet of City buildings. Staff employed by the Contractor shall not work in any City building while under the influence of any non-prescribed drugs and may only work while using prescribed medications if consistent with the usage restrictions of the medication(s).
5. Upon request by the City, Contractor will remove from City facilities premises any employee who, in the sole opinion of the City, has participated in any improper conduct.
6. Contractor shall submit a current list of names, and assignments of all employees who will perform work under this contract. Changes in the employment list shall be reported to the Facilities and Purchasing Coordinator no less than twenty-four (24) hours before the changes become effective. Said list and changes shall be submitted to the Facilities and Purchasing Coordinator at 238 N. Olympic Avenue, Arlington, WA 98223.
7. Contractor shall provide appropriate training to employees prior to the beginning of service under this contract to ensure competent performance of work during scheduled hours. When submitting names of employees, Contractor shall provide documentation of the type and amount of training received by each employee. All employees must understand correct use of all materials and equipment used to clean, including what to do if problems occur (i.e. proper use of MSDS Sheets).
8. The Contractor must certify that all employees and representatives are trained to recognize and understand the Universal Safety Symbols.
9. Employees and representatives of the Contract must be fluent in English. If fluency is in a language other than English, then the Contractor shall:
 - A. Provide all MSDS sheets in both languages.
 - B. All containers must be labeled in both languages.
 - C. Custodial instructions and schedules shall be posted in both languages.
 - D. Provide a number for a Contractor supervisor that City staff can contact when contractor is performing services at any City facility.

J. Facilities Security:

1. A major violation of the contract specifications, terms and conditions dealing with building security or confidentiality may result in immediate termination of this contract.
2. Examples of a major violation include but may not be limited to failure to follow established security protocol for each facility, leaving a door or doors unlocked with the building unattended, failure to turn on, or off as appropriate, the security system, breach of confidentiality regarding agency files, personal records, or any other agency information not intended for public disclosure, theft of personal or City property, and the drinking of alcoholic beverages, use of drugs, or being inebriated or under the influence while in

performance of contractual requirements.

3. The Contractor shall not engage in and shall prohibit the moving and reading of papers on desks, the opening of desk drawers and cabinets, the using of telephones and office equipment provided for official business.
4. The Contractor's employees shall be instructed in the security of City buildings. The Contractor is responsible for the security of the facility during the performance of all contract services and shall ensure that facility access restrictions remain in place and functional (do not prop automatically locked doors open) during cleaning operations. Contractor's employees shall leave only designated lights on and shall check windows and doors for security upon completion of custodial work. All doors are to be properly closed upon Contractor's departure from facility.
5. Keys and access codes to City facilities issued to the Contractor may not be reproduced or given to another person. The Facilities and Purchasing Coordinator must issue additional keys. The Contractor will be responsible to obtain any keys that may have been provided to employees who terminate employment with his/her firm. Keys or access codes must be safeguarded and accounted for. Contractor is responsible for lost keys and compromised access codes. In the event of contract termination or upon completion of the contract, all monies due the Contractor shall be withheld until the Contractor has surrendered all keys issued by the City. If the Contractor is unable to produce any of the keys issued, the Contractor shall assume full financial responsibility for changing the affected locks and providing necessary keys for the new locks.

V. TECHNICAL SPECIFICATIONS

- 1) **MAINTENANCE HOURS.** City facilities are available as follows (see part 3 below for days the service is expected):
 - a) **City Hall** is available for cleaning after 6:00 p.m. on Mondays through Sunday. Service could be performed at any time on Saturday or Sunday except that if the building is being used it may be difficult to complete the work without delays. The building is available for cleaning during any City scheduled holiday (noted above).
 - b) **Police Station/City Hall Annex** between 6:30 am and 5 pm Monday through Friday
 - c) **Library** Monday through Thursday 9 pm to 7 am and 2 pm to 8 am Friday and Saturday. Sundays 2pm to 6:30 am on Monday.
 - d) **City Shop and Shop Annex** after 6 pm and before 6 am.
 - e) **Cemetery Office** after 6 pm and before 6 am.
 - f) **Fire Administration** after 6 pm and before 7 am.
 - g) **Community Room** after 10 pm and before 7 am.
 - h) **All Public Works Offices** between 6 pm Friday and 6 am Monday.
- 2) **AREAS TO BE CLEANED**
 - a) **City Hall:** All interior spaces except for the basement.

- b) **Police Station/City Hall Annex:** All office areas except locked rooms, the evidence room and the sally port.
- c) **Library:** All areas.
- d) **City Shop:** Restrooms and lunchroom.
- e) **City Shop Annex:** All areas.
- f) **Cemetery Office:** Office, waiting room, hallway, closet and bathroom.
- g) **Fire Administration:** All offices, common areas, hallways, restrooms, kitchen and sleeping quarters. (Entire building with exception of truck bays).
- h) **Utilities Office:** All areas.
- i) **Water Office/Lab:** All areas.
- j) **Shop Office:** All areas.
- k) **Meter Shop Restroom:** All.
- l) **Waste Water Office/Lab:** All areas except mechanical and data rooms. Lab is to be swept and wet mopped only.

3) CLEANING/SERVICING FREQUENCY

	Mon	Tues	Wed	Thurs	Friday	Sat/Sun
City Hall					X *	
Police Station/ City Hall Annex					X**	
Library	X	X	X	X	X	X (Sun)
City Shop Annex					X*	
Cemetery Office		X				
Fire Administration					X*	
Community Room	X			X		
All Public Works Offices					X*	

* Any time from 5 pm Friday through 6 am Monday.

** Friday 6:30 am to 5 pm.

4) CLEANING SCOPE OF WORK – PERFORMANCE REQUIREMENTS

SCHEDULE I – All buildings – except restrooms

Each Cleaning

1. Empty waste receptacles. Replace plastic liners as needed – any liner with food on it shall be replaced. Check paper shredders and empty as necessary.
2. Empty all recycling containers; recycle contents (deposit in exterior recycle dumpsters provided to City).
3. Pick up debris from immediate exterior of entrances to buildings.
4. Damp clean lunchroom tables and counters using sanitizer. Wipe down chairs if needed. Remove stains.
5. Sanitize and polish all drinking fountains.
6. Clean interior and exterior glass on all building entrances.
7. Spot clean interior glass in partitions and doors.

8. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, stainless steel corner protectors and railings.
9. Walls: remove spots, stains and marks to hand height. (70")
10. Vacuum carpeted areas moving chairs and garbage cans (anything light and easy to move) including under desks and put back items moved. All visible dirt, dust and soil to be removed.
11. Spot clean carpet areas to remove spilled or soiled spots.
12. Dust, sweep or mop all hard flooring. Damp mop kitchen floor (using a cleaning agent).
13. Clean and sanitize all sinks.
14. Stairs: sweep/damp mop/vacuum (as appropriate). For non-concrete, finished steps, remove visible marks.

RESTROOM AREAS

NOTE: CLEANING TOOLS USED IN RESTROOMS SHALL NOT BE UTILIZED IN GENERAL OFFICE AND OTHER AREAS (i.e., rags, mops, sponges, gloves, etc.)

1. Using a germicidal cleaner, clean and sanitize all restroom fixtures including, but not limited to, toilet seats, toilet bowls, urinals and sinks.
2. Damp wipe and polish all glass and mirrors.
3. Clean and sanitize all flush rings, drain and overflow outlets.
4. Clean and polish all chrome fittings.
5. Damp wipe all counters, doors, etc. using a germicidal cleaner.
6. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.
7. Remove spots, stains and splashes from wall area adjacent to hand basins.
8. Damp mop all floors using a germicidal cleaner.
9. Pay particular attention to stains under urinals when cleaning the grout and tile.
10. Refill all dispensers from City stock.
11. Empty all containers and disposals and insert liners as required.
12. Empty and sanitize interior of sanitary containers.
13. Wash and sanitize exterior of all dispensers and containers (weekly).
14. Spot clean all walls, doors and partitions (monthly).

MONTHLY – Minimum of once per month (unless otherwise noted) All buildings

1. Dust and clean customer service countertops unless covered with papers, all furniture including chairs, tables, filing cabinets, bookcases, shelves, window sills, door frames, picture and artwork frames, molding and counters.
2. Clean and remove marks from metalwork anywhere in building, including, but not limited to, nameplates, trim and handles.
3. Dust the tops of all office partitions.
4. Vacuum under chair carpet protectors and clean, as needed (visible dirt or stains).
5. Using a tank vacuum or pack, vacuum all edges and corners (twice a year).
6. Vacuum edge of all carpets at the wall (twice a year except that observable dirt or debris shall be looked for and removed immediately). Carpet areas against the walls but under office cubicle furniture shall be vacuumed once a year. It is the intent of this

- performance standard to make sure all carpet not vacuumed during routine cleaning, and if accessible, is vacuumed a minimum of once a year.
7. Damp clean base moldings (once a year).
 8. Remove black marks and scuffs from floors.
 9. Machine scrub all restroom floors using a detergent (three times a year-Jan., May, Oct.).
 10. Remove dust and cobwebs from ceiling areas.
 11. Clean, in the appropriate manner (vacuum or wash), all window blinds (once a year).
 12. Dust or vacuum and spot clean all supply and return air grilles and diffusers, high or low, to remove all visible dust and dirt and fingerprints.
 13. All hard floors in areas designated to be cleaned, whether concrete, linoleum or terrazzo, shall be cleaned and waxed quarterly.

VI. GENERAL OBLIGATIONS

The following general obligations are in effect for each employee working on City facilities Janitorial Service Contract(s) and shall be enforced at all times while on City Property:

1. Contractor shall supply every employee with photo identification badge which shall be worn at all times while in City Facilities. This badge shall clearly show the name of the business as well as the employee's first and last name in addition to a recent photo of the employee.
2. All employees will remain in the designated work area during work shift, with the exception of using the restroom or for designated breaks. At those times employees may be in designated restroom/break areas but are not allowed to roam the City property.
3. The Contractor and its employees shall not use the City's telephone or equipment, or eat or remove food and beverages from City refrigerators, cabinets, or lockers.
4. City facilities are "off limits" to all unauthorized personnel. There will be no unauthorized visits by friends, family, or other people during work shift hours. Authorization must be in writing and come from the Facilities and Purchasing Coordinator.
5. Contractor shall insure that the janitor's closets are kept clean and orderly. Vacuum, mop buckets, etc. shall be returned to closets when not in use. Contractor's employees shall use only designated closets and areas for storage of equipment and supplies.
6. For all operations where furniture and equipment must be moved, no chairs, wastepaper baskets or other similar items shall be stacked on desks, tables or window sills. Upon completion of work, all furniture and equipment must be returned to its original position.
7. When finished cleaning, all items that were moved for cleaning must be returned to their approximate original positions and, if the item was restrained, refastened or prevented from moving.
8. Baseboards, walls, furniture and equipment shall in no way be splashed, disfigured or damaged during cleaning operations.

9. The Contractor shall practice energy conservation by keeping windows and exterior doors closed (do not prop open). Water from sinks is not allowed to run continuously.
10. Contractor's employees shall not operate or adjust the settings of any of the heating, ventilating, or air conditioning systems in any of the facilities without written authorization of the City.
11. Contractor's employees shall report any damaged or broken plumbing, glass or windows, light fixtures, furniture, lavatory fixtures, toilet stoppages, any security violations, vandalism, hazardous conditions, problems with heating and ventilating equipment, or any other condition to be considered unsafe, that may require attention for repairs, adjustment, replacement or correction to the Facilities and Purchasing Coordinator or designee within 24 hours of detection or observation.

Attachment I

COST PROPOSAL & SIGNATURE SHEET

Contractors must have a valid Washington State Business License at the time of Proposal submittal as required by State law.

Proposal of: _____

Address: _____

Date: _____

TO: The City of Arlington
("The Owner")

Proposer offers to provide the following janitorial services per the specifications contained herein:

DESCRIPTION

The City of Arlington is requesting Quote Proposals to hire a janitorial firm to clean City facilities. Located as noted under section IV (A), page 7, per the specifications of this contract request for proposals. Materials used for cleaning must meet the approval of the Facilities and Purchasing Coordinator.

The successful firm shall furnish all labor, materials, and cleaning equipment.

Quote Proposal shall be based on cleaning frequency established under section V of this proposal.

The square footage of City facilities as noted in the table under Section IV (A) page 7 of this proposal.

ITEM NO.	QTY	UNIT		PRICE
1.	1	Each	Monthly charge for thorough cleaning of <u>Public Facilities</u> per the schedules listed - Technical Specifications - to include all labor, taxes, cleaning equipment and supervision (prevailing wage).	\$_____
1.	1	Each	Monthly charge for thorough cleaning of <u>Utilities Facilities</u> per the schedules listed - Technical Specifications - to include all labor, taxes, cleaning equipment and supervision (prevailing wage).	\$_____

Payment terms will be net 30 days from receipt of completed paperwork/invoice.

This proposal shall remain valid for at least ninety (90) days from the latest published RFP closing date. The City of Arlington intends to award this contract within 30 to 90 days, pending approval of the City.

_____ Has received, reviewed, and agrees to
Addendum (addenda's) _____, _____ and _____.

The Proposer is hereby advised that by signing this signature sheet he/she is deemed to have acknowledged all requirements contained herein.

The terms and conditions of this proposal are agreed to on this _____ day of the year 2011.

BY:

Sign Name/Title

Print Name/Title

Phone Number

Fax Number

PROPOSAL MUST BE SIGNED →

Attachment II

CONTRACTOR QUALIFICATION STATEMENT

Contractor must complete all portions of this statement before Proposal will be considered. The following statements as to experience, equipment and general qualifications of the Contractor as submitted in conjunction with the proposal, as part thereof and truthfulness and accuracy of information is guaranteed by the Proposer and included in Proposal evaluation.

- I. Name and address of principal business office, which Contract will be administered from:

Telephone: _____

- II. Number of years Contractor has been engaged in custodial services business: _____

- III. The Proposer as a Contractor has never failed to satisfactorily perform a contract awarded to him except as follows: (Name of any and all exceptions and reasons thereof)

IV. Contractor must have at least three (3) years experience as a Contractor in this field of work and have satisfactorily completed three (3) projects of this nature in the last three (3) years:

1. Location and for who performed:

Phone _____ Contact Person _____

2. Location and for who performed:

Phone _____ Contact Person _____

3. Location and for who performed:

Phone _____ Contact Person _____

Attachment III

City of Arlington

NON-COLLUSION CERTIFICATE

STATE OF _____ }
COUNTY OF _____ } SS.

The undersigned, being duly sworn, deposes and says that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the City of Arlington for consideration in the award of a contract on the improvement described as follows;

(Name of Project)

(Name of Firm)

By: _____
(Authorized Signature)

Title: _____

Sworn to me this _____ day of _____, 2011

(Signed)

(Printed)
Notary Public in and for Washington
My commission expires: _____

Corporate Seal:

NOTE: _____ THIS FORM MUST BE USED – NO SUBSTITUTE IS ACCEPTABLE.

Attachment IV

CITY OF ARLINGTON SAMPLE CONTRACT

THIS AGREEMENT is entered into this _____ day of _____, 2011, by and between the City of Arlington, Washington, hereinafter called "the City," 238 N. Olympic Avenue, Arlington, WA 98223, and _____, hereinafter called the "Contractor", <address>.

1. **Purpose of Agreement:** The purpose of this Agreement is to provide Janitorial Services for the City of Arlington Facilities.
2. **Scope of Services:** Contractor shall provide Janitorial Services, as more particularly stated under the attached "Scope of Work" in the Request for Quote Proposals, the terms of which are incorporated herein by this reference.
3. **Price:**
Pricing for services to be performed under this agreement to be as follows:

Janitorial Services:

DESCRIPTION	PRICE
Monthly charge for thorough cleaning of <u>Public Facilities</u> per the schedules listed - Technical Specifications - to include all labor, taxes, cleaning equipment and supervision.	\$ _____

DESCRIPTION	PRICE
Monthly charge for thorough cleaning of <u>Public Works Facilities</u> per the schedules listed - Technical Specifications - to include all labor, taxes, cleaning equipment and supervision.	\$ _____

4. **Term:** This Agreement shall become effective on its execution by both the successful Contractor and the City and shall terminate on _____. The City may, at its sole option, extend this contract for one-year periods, not to exceed five (5) years total.
5. **Extent of Agreement.** This Agreement, along with the Request for Quote Proposals and the Contractor's response constitute the entire agreement between the parties, and supersedes any prior negotiation, agreement or understandings.

IN WITNESS WHEREOF the parties have executed this Agreement the day and year first above written.

CITY OF ARLINGTON

(NAME OF CONTRACTOR)

By: _____
Margaret Larson, Mayor

By: _____

Its: _____

ATTEST:

Kristin Banfield

City Clerk

ACORD™ CERTIFICATE OF LIABILITY INSURANCE		INSURED COPY	DATE (MM/DD/YYYY) 01/01/2002
PRODUCER INSURANCE AGENT ADDRESS CITY STATE ZIP CODE		Serial # B1027 THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
		INSURERS AFFORDING COVERAGE	
INSURED NAMED INSURED ADDRESS CITY STATE ZIP CODE		INSURER A: INSURANCE COMPANY INSURER B: INSURER C: INSURER D: INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC	ABC 123	1/01/02	1/01/03	EACH OCCURRENCE \$ 1000000
	FIRE DAMAGE (Any one fire) \$ 1000000				
	MED EXP (Any one person) \$ 5000				
	PERSONAL & ADV INJURY \$ 1000000				
					GENERAL AGGREGATE \$ 2000000
					PRODUCTS - COMP/OP AGG \$ 2000000
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS	ABC 123	1/1/02	1/1/03	COMBINED SINGLE LIMIT (Ea accident) \$ 1000000
	BODILY INJURY (Per person) \$				
	BODILY INJURY (per accident) \$				
	PROPERTY DAMAGE (per accident) \$				
	GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY - EA ACCIDENT \$
					OTHER THAN EA ACC \$
					AUTO ONLY: AGG \$
	EXCESS LIABILITY ☐ OCCUR ☐ CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$
					AGGREGATE \$
					\$
					\$
					\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	ABC 123	1/01/02	1/01/03	WC STATU-TORY LIMITS OTH-ER
	E.L. EACH ACCIDENT \$ 1000000				
	E.L. DISEASE - EA EMPLOYEE \$ 1000000				
	E.L. DISEASE - POLICY LIMIT \$				
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

CITY OF [] ITS AGENTS, EMPLOYEES AND ELECTED OR APPOINTED OFFICIALS ARE NAMED AS ADDITIONAL INSURED.

CERTIFICATE HOLDER ☒ ADDITIONAL INSURED INSURER LETTER: A	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL endeavor TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY UPON ANY AND FOR THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE OF INDEPENDENT INSURANCE AGENCY <i>George Washington</i>
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POLICY NUMBER: ABC 123

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED—OWNERS, LESSEES OR
CONTRACTORS (FORM B)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization: CITY OF YAKIMA, ITS AGENTS, EMPLOYEES, AND
ELECTED OR APPOINTED OFFICIALS

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.

Agent Signature

Date

County	Trade	Job Classification	Wage	Holiday	Overtime
Snohomish	Building Service Employees	Janitor	\$8.73		1
Snohomish	Building Service Employees	Shampooer	\$9.23		1
Snohomish	Building Service Employees	Waxer	\$9.23		1
Snohomish	Building Service Employees	Window Cleaner	\$13.48		1

Notes