REQUEST FOR PROPOSAL
Janitorial Services

City of Burien
Monday December 03, 2018

Mandatory Letter of Interest

Friday December 7, 2018

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SECTION A – GENERAL INFORMATION

I - PURPOSE OF REQUEST

The City of Burien Parks Recreation and Cultural Services (PaRCS) requests interested firms for Facility Maintenance and Janitorial Services to submit a response to this Request for Proposals.

All bidding Contractors must submit sealed proposals to furnish all necessary materials, labor and supervision to provide satisfactory custodial and janitorial services at the following facilities:

1. Burien Community Center – 14700 6th Ave SW, Burien, WA 98166
2. Moshier Art Center – 430 S 156th Street, Burien, WA 98148
3. Burien City Hall – 400 SW 152nd St., Burien, WA 98166

It is the City of Burien intent to contract with the most responsive and responsible bidder, for a one year contract commencing January 2019.

II - RFP SCHEDULE

The City of Burien will follow a schedule, intended to result in the selection of a maintenance firm to provide services commencing immediately upon contract execution, anticipated January 2, 2018. Contract duration shall be one year.

The Request for Proposal (RFP) will be available online Monday December 03, 2018 to interested contractors.

Email your firms' "Notice of Interest" no later than Friday December 07, 2018 to:

Diane Salter, Parks Project Manager at Dianes@burienwa.gov.

REQUEST FOR PROPOSAL TIMELINE	
Request for Proposal, Issue Date	Monday December 03, 2018
Mandatory Letter of Interest	Friday December 07, 2018
Mandatory Conference & Facilities Walk Through	Tuesday December 11, 2018 10:00 am
Final questions Due No Later	Thursday December 13, 2018 10:00 am
Bid Proposals Due	Tuesday December 18, 2018 10:00 am
Contract Commencement	Immediately upon contract execution

Mandatory Conference and Facilities Walk Through

A Mandatory Conference and Facilities Walk Through, scheduled for Tuesday December 11, 2018 at 10:00 am. Contractors shall meet at:

1. Burien Community Center, 14700 6th AVE SW in Burien, 98166.

All contractors will then be expected to travel to other locations as follows:

2. Moshier Art Center, 430 S 156th St, Burien, WA 98148.
3. Burien City Hall, 400 SW 152nd St, Suite 300, Burien, WA 98166.

Contractors who have not provided a "Letter of Interest" will not be allowed to participate in the pre-bid site walk, no exceptions.

Contractors: Each bidder will be allowed to ask questions and will be provided with property information. Bidders are encouraged for the sake of receiving adequate, appropriate responses during the site walk, to submit initial inquiries in writing prior to the tour. Questions will be shared with all bidders during the conference and tour. Questions that cannot be addressed during the walk through will be responded via email to all firms expressing a "Letter of Interest".

Questions received after Thursday December 13, 2018 10:00 am, will not be responded to.

Inquiries and Questions

Questions may be directed in an email to Diane Salter, PaRCS Project Manager at dianes@burienwa.gov. Please be sure to include in your "Letter of Interest", the firm name, contact name, email address and contact phone number. Responses to questions will be directed to the individual noted in the "Letter of Interest".

Oral communication will not be deemed as a valid response for the purpose of submitting a qualified or quantified proposal.

III INSTRUCTIONS TO CONTRACTORS

1. **RFP proposals shall be delivered no later than Tuesday December 18, 2018 at 10:00 am to the reception desk** in the lobby of:
   Burien Community Center
   14700 6th Ave SW
   Burien, WA 98166

   Proposals received after said time will not be considered a responsive or responsible bid, no exceptions.

2. **Five (5) copies of the RFP must be placed in a sealed envelope, clearly labeled "Proposal for Janitorial Services"**
3. **The following information must be included in all proposals:**
   a. A "Statement of Delineating Proven Experience and Expertise" in providing the services requested in this RFP.

b. Resumes for the individual(s) assigned to complete the required services.
c. Identification of the individual in charge of contractual arrangements or managing contracts (i.e., contract manager, supervisor).
d. Number of staff you project per location and needed to complete the scope of work.
e. Acknowledgement of Prevailing Wage: Hourly wages to be paid to laborers and workers under all public service contracts shall not be less than the prevailing rate of wage for an hour's work in the same trade or occupation and shall be in accordance with the provisions of RCW Chapter 39.12. In the context of this contract, this requirement is applicable to all Building Service Employees. [Ref. WAC 296-127-01308]. NOTE: This requirement is also applicable to all subcontractors.
f. Explanation of information, equipment and/or assistance required from the City.
g. Description of how work will be performed and how tasks will be tracked.
h. List of similar contracts within the last five (5) years, identifying the requested services, including the name, title, and phone number of an appropriate local contact.
i. Four (4) references for similar services.

4. **City of Burien's goal to award this contract to a single vendor.** It is possible however, that the City may instead choose to award the bid to two contractors, depending on the best business approach, proposals for individual sites, or that which best serves the City of Burien and its' residents. Frequencies susceptible to change as mutually agreed.
Therefore, proposer shall provide:
   a. Proposal per Facility: including State sales tax after totaling the cost of all services for each individual site. These individual site proposals should assume the City will award different facilities to separate contractors.
   b. Proposal for Total Cost for All Three Sites: including State sales tax after totaling the cost of all services for each facility. The TOTAL proposal for all sites assumes the City will award the entire contract to a single contractor.
   c. Proposal for Facility Task Bid Sheet for Each Site, including State sales tax after totaling the cost of all services for each individual facility at the bottom of each Facility Task Bid Sheet.
   d. Total Price for All Sites & Programs on the Facility Task Bid and Summary Sheet, including State sales tax after totaling the cost of all services for each facility at the bottom of each Price Proposal Sheet.
   e. Pricing for Discretionary Services as identified in Attachment 4, Sheet 10. All replacements, installation and services shall be per manufacture recommendation and in accordance to Washington State prevailing wage law.

IV SELECTION CRITERIA

1. Proposals will be evaluated to receive up to 100 points based on the criteria and calculated weight factors noted in the table below:

Selection Criteria

FACTOR	**SCORE** (1-10)	**WEIGHT** GIVEN	FACTOR	**SCORE** TOTAL
EXPERIENCE & CAPABILITIES: Demonstrable experience and expertise in providing the services described in the scope of work as judged by evaluating information submitted and list of completed contracts.	10	40%	X4	
COST OF SERVICE: Site service costs to perform requested levels of services	10	40%	X4	
REFERENCES: Value and quality of past performance.	10	10%	X1	
COMPLIANCE: Compliance with RFP process and conformance of information submitted with RFP requirements.	10	10%	X1	

2. Evaluation of the proposals and their cost effectiveness to the City will be made by an Evaluation Committee, approved by the Director of Parks and Recreation. The Committee will evaluate all information provided in the proposal documents to determine the compliance with and conformance to the requirements set forth in this RFP, and the responsible qualifications of the individual(s) or firm(s) submitting a proposal. The Evaluation Committee's review and final decisions for the RFP will be based primarily on the most qualified Contractor overall, and not simply on the monthly/annual services fees proposed. The City will carefully investigate each Contractor's background and experience in the operation of like facilities.
3. The City may utilize the services of appropriate experts to assist in the evaluation process.
4. Interview / Presentation
   City staff may invite one or more proposers to interview and make an oral presentation to the Evaluation Committee.

5. Contractor's Experience and Capability
   The evaluation and determination of a proposer's fulfillment of the following requirements will be made by the City, and its judgment will be final. Criteria to be used in the selection process will include, but may not be limited to, the following considerations:
   a. **Record and verification of proposer's experience** in providing custodial services to businesses and/or municipalities, and demonstrated quality and reliability standards having been met in the service provided. Services provided to facilities of similar size and scope of service are of particular interest to the City.
   b. **Proposer's capability and capacity** to perform the contract promptly, as specified in the RFP.
   c. **Proposer's quality of performance of previous City contracts and/or contracts** with other organizations and/or municipalities.
   d. **Proposer's previous and existing compliance with laws and ordinances** relating to contracts.
   e. **Financial status of the proposer.** The City may require whatever evidence is deemed necessary by the City relative to the proposer's financial stability.
   f. **Proposer's method of hiring a work force to** fulfill contract requirements.
   g. **Ability of the proposer to respond to facility emergencies** throughout the year.
   h. **False, incomplete or unresponsive statements** in connection with a proposal may be sufficient cause for its rejection.
   i. **Presentation and Interview.** Proficiency in representing the company and team qualifications and capabilities, timeliness and responses to questions posed.

6. Interview Process
   City staff may invite one or more proposers to interview and make an oral presentation to the Evaluation Committee.

   The City of Burien will notify the selected firm(s) for interviews as close to the intended timeframe noted above. Firms shall be arrange in advance and be prepared to present to a panel the following week.

   After introduction, firms will be allowed 20 minutes at the beginning of the scheduled period, to provide a presentation, as deemed beneficial to the Proposal. Time is of the essence, so please plan accordingly. The panel will then proceed with a list of timed questions for contractor response.

SECTION B – TERMS AND CONDITIONS

JANITORIAL STAFF CONDUCT

These facilities are a public Community Center, Art Center and City Hall. The Contractor's employees performing the custodial services will be working around City staff and the public on many occasions. Thus, while working in the City facilities it is important that the following expectations be maintained:

1. The Contractor's employees who will work in buildings or at Parks owned by the City of Burien shall be required to be cleared through a background check. Such checks will be the responsibility of the Contractor and performed within fifteen (15) days of contract execution.

2. It is the City's desire that Janitorial staff be dressed in a uniform with the company name and/or logo on the outer layer of clothing (i.e. shirt or jacket).
3. Janitorial staff shall work discretely around City staff and the public, not causing disturbances or interrupting during public meetings, classes, events, or staff working hours. Vacuums may not be used in areas/rooms where classes, meetings or events are taking place. Such work should be done in other areas, then returned to afterwards. After reasonable attempts, if there is still a late meeting, class or event, then that particular area may be skipped and taken care of during the next scheduled cleaning night.
4. Janitorial staff shall handle any necessary communications and actions with City staff and the public in a professional manner.
5. Public restrooms shall be serviced even during events and activities. A "Restroom Closed for Cleaning" sign (provided by the City) shall be placed in front of the restroom door while being cleaned as expeditiously as possible.
6. The City reserves the right to reject any or all proposals, as well as to waive minor irregularities in any proposal.
7. The City reserves the right to request clarification of information submitted and request additional information from the service provider.
8. The City reserves the right to modify the frequency and/or scope of services for each facility within the RFP up until two days prior to bid.
9. The City reserves the right to award any contract to the next most qualified contractor, if the selected contractor does not execute the contract within thirty (30) days after the contract was awarded.
10. The proposer's proposal shall include those prices necessary to cover the costs of all items required to perform the work as set forth in the RFP documents. No allowance of any kind whatsoever will be made to any proposal because of lack of such examination or knowledge. The submission of a proposal shall be conclusive evidence that the proposer has made such an examination.
11. The City requires evidence of worker's compensation and general liability insurance in minimum amounts as described in the standard contract attached hereto as Exhibit 1.
12. Submission of a quotation will signify the vendor's agreement that its quotation and the content are valid for 90 days following the submission deadline unless otherwise agreed to in writing by both parties. The quotation will become part of the contract that is negotiated between the City and the successful vendor.
13. Any proposal may be withdrawn up until the date and time set forth above for the RFP proposals due date and time. Any RFP not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
14. The contract resulting from acceptance of a proposal by the City shall be in substantially the same form as supplied by the City in the attached Exhibit 1 and shall conform to the specifications in this RFP. The City expects that the date of commencement for the contract will be executed immediately upon receipt and will be for a one-year term.
15. RCW 39.12.020 and WAC 296-127-023, prevailing wages are required on all public building service and janitorial maintenance contracts, including work performed by janitors, waxers, shampooers, and window cleaners.
16. If awarded a contract by the City, the contractor(s) and all subcontractors are required to obtain a Business License from the City of Burien, if they do not already have one. In

addition they will be responsible for filing an Intent to Pay Prevailing Wages prior to contract execution.

17. The City shall not be responsible for any cost reimbursement incurred by the firm in preparing, submitting or presenting its response to this RFP, licensing, insurance, or permits.
18. The City reserves the right to make, at any time during the Contract, such changes in the work as the City deems necessary for budgetary, operational, or other reasons. Such changes shall be made by reducing or eliminating portions of the scope of services for individual facility sites as submitted by the Contractor with its Proposal and by reducing the Contractor's compensation commensurately. The City shall give the Contractor 30 days' notice of any such changes in the work.

SECTION C - GENERAL SCOPE OF SERVICES

The City of Burien is pleased to offer an opportunity for an experienced facility maintenance firm/contractor to provide janitorial service at the following three (3) City facilities:

1. Burien Community Center, 14700 6th Ave SW, Burien 98166;
2. Moshier Art Center, 430 S 156th Street, Burien 98148; and
3. Burien City Hall, 400 SW 152nd Street, Suite 300, Burien 98166.

Supplies and Equipment: (all products installed per manufacture recommendations)

The City will provide the following cleaning products*

- glass cleaner; neutral cleaner for floors, counter, and table-tops;
- disinfectant for sinks, countertops, toilets, urinals, etc.;
- stainless steel polish for fountain and refrigerators;
- technical sanitizer for phones; odor eliminator for the floor drains; rubber gloves.

The City will provide the following supplies for the Vendor to refill dispensers*

- hand soap;
- toilet paper;
- roll paper towels;
- kitchen paper towels;
- toilet seat covers;
- sanitary bags;
- urinal floor mats.

** Contractor to provide other as needed.*

The Vendor shall provide and maintain in good working order all cleaning implements needed to fulfill the <u>Burien City Hall</u> scope of services, including but not limited to: janitor carts, vacuum cleaners, floor polisher, floor shampooer, brooms, mops, mop buckets, cleaning cloths, and dusters.

Communications: Contractor shall maintain a City Hall communication log and to convey equipment needs, questions, urgent concerns, challenges, or potential repairs for each building; Burien Community Center, Moshier Art Center, Burien City Hall, or any restrooms. For all urgent requests, contractor shall contact the Parks Maintenance Supervisor immediately.

The City of Burien will provide all cleaning implements needed to fulfill the <u>Burien Community Center</u> and <u>Moshier Art Center needs</u>. The Vendor shall maintain in good working order for all cleaning implements needed to fulfill the Burien Community Center and Moshier Art Center scope of services, including but not limited to: auto scrubber, janitor carts, vacuum cleaners, dust mops, brooms, wet mops, mop buckets, cleaning cloths, dusters, and keep custodial closets in neat and orderly.

There may be an occasion when an event requires adjustment in hours. Contractor to be provided a minimum of seventy-two (72) hour notice for such an instance.

BURIEN COMMUNITY CENTER – GENERAL SPECIFICATIONS

SCHEDULE: Burien Community Center is to be cleaned as follows:

Daily on Sunday, Monday, Wednesday, Friday and Saturday. Between the hours of 8:30pm, and be finished no later than 6:00am the following morning, with the exception of Saturday – cleaning must take place between the hours of 12:30am (Sunday) and be finished no later than 6:00am (Sunday).

1. **ADMINISTRATION AREAS**

   a) **WORK AREAS:** OFFICES (6), CUBICLES / WORK AREAS (8), OPEN COMMON WORK AREAS (carpeted), FRONT RECEPTION DESK (between back office area & entry)

Five (5) Days per week:

1. Empty all waste receptacles, dispose of waste appropriately, clean waste container, and replace liner.
2. Empty all recycle containers. (Note: no liner in recycle needed)
3. Empty paper shredder waste receptacle, and replace liner.
4. Spot clean all work surfaces for minor spillage or coffee rings as needed
5. Neatly arrange furniture. All furniture and wastebaskets are to be placed back in their appropriate places.
6. Vacuum carpet. Vacuum all carpeted areas. Portable objects (chairs, wastebaskets, etc.) are to be moved to provide for vacuuming (not to include roll mats or objects over 50 lbs.).
7. Dust horizontal surfaces including: benches, tables, desks, chairs, window ledges, top edges of cubicle panels, picture frames and low level shelving.
8. Spot clean walls, doors, fixtures, file Cabinets, base Boards. Marks, finger prints, smudges, etc. to be removed from walls, doors, handles, file cabinets (and similar furniture) base boards, light switches and outlet covers.
9. Empty recycling if recycling container is more than ½ full.

One (1) Time per Week:

1. Dust and clean accessible surfaces of desks, chairs, tables and other office furniture.
2. Detail vacuum under desks, tables, counters, corners and edges of carpeted areas.
3. Clean noticeable stains off windows with glass cleaner where applicable. Glass partitions, interior windows and doors to be clean and streak free.
4. Vacuum heating and air return vents.
5. Dust ledges and horizontal surfaces over 6 feet (for spider webs, etc).
6. Dust mini blinds where applicable.

2. **ADMINISTRATION:**

a) **EMPLOYEE RESTROOM, AND CLINIC ROOM (Linoleum)**

Three (3) Times per Week:

1. Empty all waste receptacles, dispose of waste appropriately, clean waste container, and replace liner.
2. Sweep & damp mop. Sweep and damp mop all resilient tile floors (rubber, vinyl, cork, and terrazzo) with neutral cleaner.
3. Dust horizontal surfaces including: benches, tables, desks, chairs, window ledges, top edges of cubicle panels, picture frames and low level shelving.
4. Check and refill all dispensers, paper towels, toilet tissue, seat covers and hand soap. Replace toilet paper if there is half a roll or less remaining. Leave partial roll in the stall for usage.
5. Clean and polish mirror and dispensers.
6. Clean counters, and wash basin.
7. Clean and sanitize toilet, and toilet seat.
8. Clean and polish chrome fixtures.
9. Clean walls, towel dispensers, and door frames.

b) **RECEPTION DESK/AREA** (Carpeted)

Five (5) Times per Week:

1. Empty all waste receptacles, dispose of waste appropriately, clean waste container, and replace liner.
2. Wipe down registration tabletops with neutral cleaner.
3. Vacuum main carpeted area.
4. Dust horizontal surfaces less than 6 feet.
5. Spot clean walls, doors, fixtures, file cabinets, base boards. Marks, finger prints, smudges, etc. to be removed from walls, doors, handles, file cabinets (and similar furniture) base boards, light switches and outlet covers.

One (1) Times per Week:

1. Dust horizontal surfaces above 6 feet (remove spider webs, etc).
2. Detail vacuum under furniture, desks, corners and edges of carpet.

c) **EMPLOYEE KITCHEN** (linoleum)

Three (3) Times per Week

1. Empty all waste receptacles, dispose of waste appropriately, clean waste container, and replace liner.
2. Dust mop and/or sweep floor.
3. Damp mop floor surface with neutral cleaner (1 time per week).
4. Wipe down counters, sink, and table top and cabinet doors.
5. Clean and polish chrome fixtures.
6. Dust and wipe down horizontal surfaces under and over 6 feet (for spider webs, etc.).
7. Check and refill all dispensers; paper towels, and hand soap.

d) **SMALL HALLWAY OUTSIDE CUSTODIAL CLOSET**

Five (5) Times per Week:

1. Vacuum main carpeted area.
2. Spot clean walls around light switches and door frames as needed.
3. Dust and wipe down low ledges and horizontal surfaces.

3. **COMMON AREAS**

a) **EXTERIOR MAIN ENTRANCE**

Three (3) Times per Week

1. Empty all waste receptacles on main plaza and at the bottom of the stairway, dispose of waste appropriately, clean waste container, and replace liner.
2. Remove litter, cigarette butts, and debris from stairways and main plaza.

b) **INTERIOR ENTRY WAY (tile floor)**

Five (5) Times per Week:

1. Empty all waste receptacles, dispose of waste appropriately, clean waste container, and replace liner.
2. Dust mop tile floor.
3. Damp mop floor surfaces with neutral cleaner.
4. Vacuum entry rugs.
5. Clean noticeable stains off windows with glass cleaner where applicable.
6. Spot clean walls, doors, fixtures, file cabinets, base boards. Marks, finger prints, smudges, etc. to be removed from walls, doors, handles, file cabinets (and similar furniture) base boards, light switches and outlet covers.

Once (1) Per Week:

1. Dust window sills, low ledges and all horizontal surfaces under 6 feet.
2. Dust and clean accessible surfaces of furniture.
3. Clean windows with glass cleaner where needed.
4. Vacuum heating and air return vents.
5. Dust ledges and horizontal surfaces over 6 feet (for spider webs, etc.).

c) **MAIN LOBBY** (Carpeted)

Five (5) Times per Week:

1. Empty all waste receptacles, dispose of waste appropriately, clean waste container, and replace liner.
2. Wipe down table tops and furniture with neutral cleaner.
3. Arrange furniture in a neat and orderly manner.
4. Vacuum main carpeted areas.
5. Dust and/or wipe down low ledges and horizontal surfaces under 6 feet.
6. Spot clean walls, doors, fixtures, file cabinets, base boards. Marks, finger prints, smudges, etc. to be removed from walls, doors, handles, file cabinets (and similar furniture) base boards, light switches and outlet covers.

Two (2) Times per Week:

1. Dust ledges and horizontal surfaces over 6 feet (spider webs, etc.).
2. Detail vacuum under furniture, desks, corners and edges of carpet.
3. Clean noticeable stains off windows with glass cleaner where applicable.

d) **PUBLIC RESTROOMS (Linoleum)**

Five (5) Times per Week:

1. Empty all waste receptacles, dispose of waste appropriately, clean waste container, and replace liner.
2. Empty and clean feminine napkin containers, dispose of waste, and replace liners.
3. Dust mop and/or sweep floor areas.
4. Damp mop floor surfaces with neutral cleaner.
5. Check and refill all dispensers; paper towels, toilet tissue, seat covers and hand soap.
6. Clean and polish mirrors and dispensers.
7. Clean counters, and sinks.
8. Clean & Disinfect. Clean and sanitized with disinfectant: toilets, toilet seats, urinals, tile walls surrounding.
9. Clean urinals, sinks, counters, soap & paper dispensers, and shower stall. All sinks, toilets, shower stalls and urinals shall be cleaned and free of rust, deposits, stains, soap scum, etc.
10. Clean and polish chrome fixtures.
11. Spot Clean Partitions, Doors & Walls. Toilet room partitions, doors, and walls shall be free of soap scum.
12. Remove fingerprints, dirt, smudges and graffiti.
13. Dust and/or wipe down low ledges and horizontal surfaces under 6 feet.
14. Replace toilet paper if there is half a roll or less remaining. Leave partial roll in the stall for usage.

One (1) Time per Week

1. Vacuum air vents.
2. Dust ledges and horizontal surfaces over 6 feet (spider webs, etc.).
3. Wipe down walls not done daily.

e) **PUBLIC KITCHEN (Linoleum)**

Two (2) Times per Week:

1. Empty all waste receptacles, dispose of waste appropriately, clean waste container, and replace liner.
2. Dust mop and/or sweep floor (Fridays & Sundays).
3. Damp mop floor surface with neutral cleaner (Fridays & Sundays).
4. Check and refill all dispensers; paper towels, and hand soap.
5. Clean counters, sinks, and dispensers.
6. Clean walls around sinks, towel dispenser, door frame, cupboard doors and appliance surfaces.
7. Clean and polish chrome fixtures.

7. Dust and/or wipe down low ledges and horizontal surfaces under 6 feet.

One (1) Time per Week:

1. Wipe down walls not done daily.
2. Vacuum air vents.
3. Dust ledges and horizontal surfaces over 6 feet (spider webs, etc.).

f) **FACILITY RENTAL ROOMS** (see facility maps)

Five (5) Times per Week:

1. Empty all waste receptacles, dispose of waste appropriately, clean waste container, and replace liner.
2. Dust mop floors in all seven (7) rooms.
3. Damp mop (ring out mop very well!) stains and dirty areas of floor surfaces with neutral cleaner.
   Note: It is the intention of this contract that the floors are clean and safe for public use.
4. Arrange furniture in a neat and orderly manner.
5. Vacuum entry rugs in rooms.
6. Clean noticeable stains off windows with glass cleaner where applicable.
7. Clean noticeable stains off mirrors with glass cleaner where applicable.
8. Spot clean walls, doors, fixtures, file cabinets, base boards. Marks, finger prints, smudges, etc. to be removed from walls, doors, handles, file cabinets (and similar furniture) base boards, light switches and outlet covers.
9. Wipe down tables and chairs.

One (1) Time per Week:

1. Clean entire floor areas of each room with the auto scrubber 1 time per week, according to schedule posted in the custodial closet. Observe caution when using auto scrubber. In instances where lifting or repairs are required to the floor surface, immediately alert the department.
2. Dust ledges, windowsills and horizontal surfaces under and over 6 feet (spider webs, etc.).
3. Dust blinds.
4. Wipe down walls.
5. Vacuum air vents.
6. Dust ledges and horizontal surfaces over 6 feet (spider webs, etc.).

g) **ADDITIONAL DUTIES AND RESPONSIBILITIES**

1. Maintain janitorial closets in a clean, accessible, and organized manner.
2. It is the responsibility of the janitorial firm to notify the City representative when cleaning and product supplies are low, before they run out.
3. Keep interior and exterior of auto scrubber clean, and store with lids open.
4. It will be the responsibility of the janitorial firm to operate and maintain the auto scrubber in proper condition. The City will provide sufficient training from the manufacturer's representative.
5. If the auto scrubber has been improperly used or maintained, the janitorial firm will be responsible for repairs.
6. Secure lights, alarm systems, and lock all interior and exterior doors, as directed.

7. Notify city representative of any facility, mechanical, plumbing, or security problems.

MOSHIER ART CENTER - GENERAL SPECIFICATIONS

Schedule: Moshier Art Center is to be cleaned as follows:

Daily; Three (3) Times per Week on Sundays, Tuesdays, and Thursdays.

Cleaning must take place after 10:00pm in the evenings, and be finished no later than 7:00am the following morning.

a) **OFFICE AREA**

Three (3) Times per Week:

1. Empty all waste receptacles, dispose of waste appropriately, clean waste container, and replace liners.
2. Dust mop floor.
3. Damp mop floor surfaces with neutral cleaner.
4. Dust and clean accessible surfaces of desks, chairs, tables and other office furniture. Arrange furniture in a neat and orderly manner.
5. Dust and/or wipe down window sills, low ledges and all horizontal surfaces under 6 feet.
6. Clean noticeable stains off windows with glass cleaner where applicable.
7. Spot clean walls around light switches, handles and door frames as needed.
8. Dust mini blinds.

First (1st) week of each month:

1. Dust off air vents.
2. Dust ledges and horizontal surfaces over 6 feet (spider webs, etc.).

b) **HALLWAY**

Three (3) Times per Week:

1. Empty all waste receptacles, dispose of waste appropriately, clean waste container, and replace liners.
2. Dust mop floors.
3. Damp mop floor surfaces with neutral cleaner.
4. Dust and/or wipe down windowsills, low ledges and all horizontal surfaces under 6 feet.
5. Spot clean walls and around light switches and door frames as needed.
6. Clean noticeable stains off windows and display case with glass cleaner where applicable.
7. Sweep rug at back east entrance, outside, free of dirt and debris.

First (1st) week of each month:

1. Dust ledges and all horizontal surfaces over 6 feet (spider webs, etc.).
2. Dust off air vents.

c) **HAND BUILDING ROOM**

Three (3) Times per Week:

1. Empty all waste receptacles, dispose of waste appropriately, clean waste container, and replace liners.
2. Dust mop floors.
3. Damp mop floor surfaces with neutral cleaner.
4. Dust and/or wipe down windowsills, low ledges and horizontal surfaces under 6 feet.
5. Clean noticeable stains off windows with glass cleaner where applicable.

Monthly (1st week of each month):

1. Dust ledges and all horizontal surfaces over 6 feet (spider webs, etc.).
2. Dust off air vents.

d) **STUDIO ARTIST ROOM**

Three (3) Times per Week:

1. Dust mop open and accessible floor areas only.
2. Damp mop open and accessible floor surfaces only, with neutral cleaner.

e) **THROWING ROOM**

Three (3) Times per Week:

1. Empty all waste receptacles, dispose of waste appropriately, clean waste container, and replace liners.
2. Check and refill all dispensers; paper towels, and hand soap.
3. Dust mop floors.
4. Damp mop floor surfaces with neutral cleaner.
5. Dust and/or wipe down window sills, low ledges and all horizontal surfaces under 6 feet.

First (1st) week of each month:

1. Dust ledges and all horizontal surfaces over 6 feet (spider webs, etc.).
2. Dust off air vents.

f) **MULTIPURPOSE ROOM**

Three (3) Times per Week:

1. Empty all waste receptacles, dispose of waste appropriately, clean waste container, and replace liners.
2. Dust mop floors.
3. Damp mop floor surfaces with neutral cleaner.
4. Dust and/or wipe down windowsills, low ledges and all horizontal surfaces under 6 feet.

First (1st) week of each month:

1. Dust ledges and all horizontal surfaces over 6 feet (spider webs, etc.).

2. Dust off air vents.

g) **GLAZE ROOM**

Three (3) Times per Week:

1. Empty all waste receptacles, dispose of waste appropriately, clean waste container, and replace liners.
2. Dust mop floors.
3. Damp mop floor surfaces with neutral cleaner.

First (1st) week of each month:

1. Dust ledges and all horizontal surfaces over 6 feet (spider webs, etc.).
2. Dust off air vents.

h) **KITCHEN**

Three (3) Times per Week:

1. Empty all waste receptacles, dispose of waste appropriately, clean waste container, and replace liners.
2. Dust mop floor.
3. Damp mop floor surfaces with neutral cleaner.
4. Check and refill all dispensers; paper towels, and hand soap.
5. Clean counter top, sinks, and all dispensers.
6. Clean and polish chrome fixtures.
7. Dust and/or wipe down low ledges and all horizontal surfaces under 6 feet.
8. Clean and sanitize kitchen area when needed after special events. (sinks, floors, counters)

First (1st) week of each month:

1. Dust ledges and all horizontal surfaces over 6 feet (spider webs, etc.).
2. Dust off air vents.

i) **RESTROOMS**

Three (3) Times per Week:

1. Empty waste receptacles, dispose of waste appropriately, clean waste container, and replace liners.
2. Dust mop floors.
3. Damp mop floor surfaces with neutral cleaner.
4. Check and refill all dispensers; paper towels, toilet tissue, seat covers and hand soap.
5. Empty and clean feminine napkin containers, dispose of waste, and replace liners.
6. Clean and polish mirrors.
7. Clean counters, washbasins and all dispensers.
8. Clean & Disinfect. Clean and sanitize with disinfectant: toilets, toilet seats, urinals, tile walls surrounding urinals, sinks, counters, soap & paper dispensers, and shower stall. All sinks, toilets, shower stalls and urinals shall be cleaned and free of rust, deposits, stains, soap scum, etc.

9. Dust and/or wipe down low ledges and all horizontal surfaces under 6 feet.
10. Clean and polish chrome fixtures.

First (1st) week of each month:

1. Dust ledges and all horizontal surfaces over 6 feet (spider webs, etc.).

j) **ADDITIONAL DAILY DUTIES**

1. Maintain custodial closet in a clean, accessible, and organized manner.
2. It is the responsibility of the janitorial firm to notify the city representative when cleaning and product supplies are low, before they run out.
3. Secure lights and lock all interior and exterior doors, as directed.
4. Notify city representative of any facility, mechanical, plumbing, or security problems.

BURIEN CITY HALL - GENERAL SPECIFICATIONS

Schedule: Burien City Hall shall be cleaned by vendor as follows:

Daily; Sunday through Thursday or Monday through Friday, except for any holiday recognized by the City.

Once established, schedule shall not alter. All of the "Services" shall be performed after the City's regular working hours, but in no event shall the "Services" occur between 8:00 a.m. to 5:00 p.m., Monday through Friday without prior approval.

a) **OFFICE AREAS, LOBBY, HALLWAYS, CONFERENCE ROOMS, STORAGE ROOMS & COPY ROOM**

Five (5) Days per week:

1. Empty all waste receptacles. All trash receptacles (approximately 65) emptied and relined with appropriately sized liner.
2. Spot clean glass. Glass partitions, interior windows and doors to be clean and streak free.
3. Vacuum carpet. Vacuum all carpeted areas. Portable objects (chairs, wastebaskets, etc.) are to be moved to provide for vacuuming (not to include roll mats or objects over 50 lbs.).
4. Sweep & damp mop. Sweep and damp mop all resilient tile floors (rubber, vinyl, cork, and terrazzo).
5. Arrange furniture. Neatly arrange furniture. All furniture and wastebaskets are to be placed back in their appropriate places.
6. Clean counter tops. Counter tops should be dusted, cleaned and disinfected with product appropriate to the counter surface.
7. Clean conference room tables, reception station and lobby work stations.
8. Permanent conference room tables (3) should be cleaned and disinfected with a product appropriate for the table finish.
9. Sanitize drinking fountain. Stainless steel fountain (interior and exterior) to be cleaned with stainless cleaner, and sanitized.
10. Empty recycling. Empty recycling if recycling container is more than ½ full.

11. Secure facility. Turn off all lights, except night lighting, lock and secure interior & exterior doors.

One (1) time per week:

1. Trash receptacles cleaned. Wastebaskets, trash and garbage cans shall be cleaned inside and out so that stains, smudges and debris are removed.
2. Sanitize phones. Damp wipe phones with disinfectant to remove all dirt, smudges and finger marks.
3. Dust horizontal surfaces. Dust benches, tables, desks, chairs, window ledges, top edges of cubicle panels, picture frames and low-level shelving.
4. Spot clean. Spot clean walls, doors, fixtures, file cabinets, base boards. Marks, finger prints, smudges, etc. to be removed from walls, doors, handles, file cabinets (and similar furniture) base boards, light switches and outlet covers.

One (1) time per month:

1. Vacuum with edging tool - all corners. Carpet edges and corners, including the base of permanently placed furniture or objects shall be lint and debris free.
2. High dusting. Dust light fixtures, ceiling vents, tops of doors and door frames.
3. Spot clean upholstered furniture. Upholstered furniture to be debris and lint free.

Two (2) times per year:

1. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

b) **STAFF LUNCH ROOM AND COFFEE STATION**

c) **Five (5) Days per week:**

1. Empty all trash receptacles. All trash receptacles emptied and relined with appropriately sized liner.
2. Empty recycling. If recycling box/container is more than ½ full.
3. Spot clean glass. Glass partitions, interior windows and doors to be clean and streak free.
4. Sweep & damp mop. Sweep and damp mop all resilient tile floors (rubber, vinyl, cork, and terrazzo).
5. Arrange furniture. Neatly arrange furniture. All furniture and wastebaskets are to be placed back in their appropriate places.
6. Clean & sanitize kitchen. Clean & sanitize sinks, countertops, appliance exteriors (stove, oven, microwaves, refrigerators, coffee makers, dishwasher, etc.), table tops and floors.
7. Refill dispensers. Check and refill soap and paper dispensers.

One (1) time per week:

1. Trash receptacles cleaned. Wastebaskets, trash and garbage cans shall be cleaned inside and out so that stains, smudges and debris removed.
2. Dust horizontal surfaces. Dust benches, tables, desks, chairs, window ledges, picture frames and low level shelving.

3. Spot clean. Spot clean walls, doors, fixtures, file cabinets, base boards. Marks, finger prints, smudges, etc. to be removed from walls, doors, handles, file cabinets (and similar furniture) base boards, light switches and outlet covers.

One (1) time per month:

1. High dusting. Dust light fixtures, ceiling vents, tops of doors and doorframes.

Two (2) times per year:

1. Clean overhead light fixtures. Remove debris (i.e. dead insects) from overhead light fixtures.

d) **RESTROOMS AND SHOWER FACILITY**

Five (5) Days per week:

1. Empty all waste receptacles. All trash receptacles emptied and relined with appropriately sized liner, including sanitary napkin receptacles.
2. Clean glass. Glass partitions, interior windows, mirrors and doors to be clean and streak free.
3. Sweep & damp mop. Sweep and damp mop all resilient tile floors including baseboards.
4. Refill dispensers. Check and refill all dispensers including paper towels, toilet tissue, seat covers and soap.
5. Clean & disinfect. Clean and sanitize with disinfectant: toilets, toilet seats, urinals, tile walls surrounding urinals, sinks, counters, soap & paper dispensers, and shower stall. All sinks, toilets, shower stalls and urinals shall be cleaned and free of rust, deposits, stains, soap scum, etc.
6. Clean/Polish fixtures. All plumbing under sinks and surrounding toilets and urinals are to be cleaned and polished.
7. Spot clean. Spot clean partitions, doors & walls. Toilet room partitions, doors front and back, and walls shall be free of soap scum, fingerprints, dirt, smudges and graffiti.
8. Check/Replace urinal mat. Check condition of urinal mat. Replace if needed.

One (1) time per week:

1. Trash receptacles cleaned. Wastebaskets, trash and garbage cans shall be cleaned inside and out so that stains, smudges and debris removed.
2. Scrub floors. Scrub tile floors and grout with an aggressive pad so that tile floor appears clean and dirt free.
3. Clean & disinfect. Clean and sanitize with disinfectant stall partitions, tile on walls, restroom walls and floors.
4. Prime drains. All floor drains are to be flushed with water and disinfectant, to clean out the traps and eliminate odors.

One (1) time per month:

1. High dusting. Dust light fixtures, ceiling fans, tops of doors and doorframes.

e) **ADDITIONAL DUTIES AND RESPONSIBILITIES**

1. Maintain janitorial closets. Maintain janitorial closets in a clean, accessible, and organized manner.
2. Notify if supplies are low. It is the responsibility of the janitorial firm to notify the city representative when cleaning and product supplies are low, before they run out.
3. Secure lights and alarm systems. Secure lights, alarm systems and lock all interior and exterior doors, as directed.
4. Miscellaneous notifications. Notify City representative of any facility, mechanical, plumbing, or security problems.

2019 HOLIDAYS

	Designation of Holiday	**Observed Holiday Dates**
New Year's Day	First day of January	January 1, 2019 (Monday)
Martin Luther King Jr Birthday	Third Monday in January	January 21, 2019 (Monday)
Presidents' Day	Third Monday in February	February 18, 2019 (Monday
Memorial Day	Last Monday of May	May 27, 2019 (Thursday)
Independence Day	July 4	July 4, 2019 (Thursday)
Labor Day	First Monday September	Sept. 2, 2019 (Monday)
Veterans' Day	November 11	November 11, 2019 (Monday)
Thanksgiving Day	Fourth Thursday November	November 28, 2019 (Thursday)
Day After Thanksgiving	Day After Thanksgiving	November 29, 2019 (Friday)
Christmas Eve	December 24	December 24, 2019 (Tuesday)
Christmas Day	December 25	December 25, 2019 (Wednesday)

SECTION D - PRICE PROPOSAL

1 - BILLING/RATE INFORMATION: The Contractor shall perform services and invoice based on the rates indicated below. Discretionary services must be pre-authorized and scheduled with the respective city representative, prior to performing the work. (Services to be invoiced directly to the respective departments (City of Burien, Parks Recreation & Cultural Services).

CORE SERVICES

- Burien Community Center — 5 days per week; Sun., Mon., Wed., Fri. & Sat.
- Moshier Art Center — 3 days per week; Sun., Tue., Thurs.
- Burien City Hall — 5 days per week; Mon-Fri. (or) Sun-Thurs.

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SECTION D – COST SUMMARY INFORMATION

To be submitted with proposal.

Burien

COST SUMMARY SHEET

Facility Task Bid Sheets 1-5

Name of Contractor: _____

CORE ACTIVITIES - Burien Community Center

	Work Description	TASK TOTAL INCLUDING WSST
A	Offices, Cubicals, Work Stations and Open Areas	$ -
B	Employee Restrooms and Clinic	$ -
C	Employee Kitchen	$ -
D	Small Hall Outside Custodial Closet	$ -
E	Exterior Main Entry	$ -
F	Interior Entry Way	$ -
G	Main Lobby	$ -
H	Public Restrooms	$ -
I	Public Kitchen	$ -
J	Reception Desk Area	$ -
K	Facility Rental Rooms (refer to facility map 1--7) Adhesive glue-down, laminate & rubber)	$ -
	Additional Duties and Responsibilities	

TOTAL BURIEN COMMUNITY CENTER, including WSST	$ -

Burien

COST SUMMARY SHEET
Facility Task Bid Sheets 6-7

Name of Contractor: _____

CORE ACTIVITIES - Moshier Art Center

	Work Description	TASK TOTAL INCLUDING WSST
L	Office Area	$ -
M	Hallway	$ -
N	Handbuilding Room	$ -
O	Studio Artist Room	$ -
P	Throwing Room	$ -
Q	Multipurpose Room	$ -
R	Glaze Room	$ -
S	Kitchen	$ -
T	Restrooms	$ -
	Additional Duties and Responsibilities	
	TOTAL BURIEN COMMUNITY CENTER, including WSST	$ -

Burien

COST SUMMARY SHEET
Facility Task Bid Sheets 8-9

Name of Contractor: _____

CORE ACTIVITIES - Burien City Hall

	Work Description	TASK TOTAL INCLUDING WSST
U	Office Areas, Loby, Hallways, Conference Rooms, Storage & Copy Room	$ -
V	Staff Lunch Room & Coffee Station	$ -
W	Restrooms & Shower Facility	$ -
	Additional Duties and Responsibilities	
	TOTAL BURIEN CITY HALL, including WSST	$ -

SECTION E – TO BE SUBMITTED WITH PROPOSAL

Each Contractor must respond to each of the following requests/questions in a clear and comprehensive manner. An incomplete or inaccurate response may prevent the Contractor from receiving further consideration for the services described in this RFP.

1. Contractor Profile:
   a) Provide the full name, main office address, and tax identification number of the entity that would ultimately enter into a contract with the City.
   b) Provide the name and address of the entity that would actually provide the services to the City, if different from above.
   c) Identify if your firm is an individual, partnership, or corporation and the state of incorporation.
   d) Provide an organizational chart.
   e) Provide the name(s), address(es), and telephone number(s) of the persons who are authorized to negotiate a contract with the City and also the contact person to whom notices regarding this RFP should be sent.
   f) Provide copies of all business registrations/business licenses, and contractor's license.
   g) Provide a list of current number of employees.

2. References/Experience/Past Projects:
   a) List five references, include names, titles, and telephone numbers of contact persons, which you have provided services to in the past two years.
   b) Provide a list of four additional projects or contracts that your firm currently services that is similar in scope to this RFP.
   c) Please tell us about your background and experience in facilities maintenance. Have you ever worked for a public entity?
   d) Describe your level of expertise in proper use of facility cleaning equipment and products, and on which type of surfaces.
   e) List any other relevant experience.

   The City will contact some or all of the listed references and may conduct a site visit of one or more of the projects or contracts listed.

3. List of Workers/Subcontractors:
   a) List all proposed staff by name, identifying the proposed contract manager. List each person's current role in your firm and their proposed role in relation to the work contemplated under this RFP.
   b) Describe each staff member's specific professional qualifications and years of applicable experience.
   c) List all subcontractors and the work to be subcontracted out to them, and their professional qualifications and years of applicable experience.
      REMINDER: All subcontractors are also subject to prevailing wage requirements.

4. Insurance Coverage:
   a) The Contractor must furnish evidence of insurance coverage in compliance with the insurance requirements of the City's standard contract for services as set forth in the attached Contract.
   b) Worker's compensation in accordance with Washington State law shall be secured for the Contractor and its employees, and for all subcontractors.
   c) A performance bond is **not** required for the work listed in this RFP.

5. Other information/questions:
   a) Has the Contractor ever been named as a defendant in any litigation brought by a client as a result of a contract? If so, describe the circumstances fully, and identify the court in which the litigation was filed and provide the case number.
   b) Describe the Contractor's on-call ability and emergency response procedures to deal with problems such as vandalism damage, biohazards, etc., 7 days a week throughout the year. Provide a list of hourly rates for all services and any minimum call-out hours.

SECTION F – PROPOSER'S CHECKLIST

This Proposer's Checklist is included as an aid to Contractors.

Review all sections of the Request for Proposal.

1. Submit a "Letter of Interest" by **Error! Reference source not found.**. This is not a mandatory requirement, but notification would be appreciated as it is a means for the City to track and plan for the Request for Proposals process. Email your interest to Diane Salter, Parks Project Manager at dianes@burienwa.gov

2. Attend the mandatory guided facility tour on **Tuesday December 11, 2018** starting at the Burien Community Center, Parks & Recreation Office located at 14700 6th AVE SW, Burien 98166. Call (206) 988-3706 to sign-up for the tour. Limited transportation will be provided by the City. Contractors not attending the tour will not be considered for the RFP bid process - no exceptions.

3. Prepare your proposal; making sure to provide all information requested in the Request for Bid.
   - ☐ a) **Task Summary Sheet(s)** (Refer to Section D)
   - ☐ b) **Contractor Profile** (Refer to Section E)
   - ☐ c) **References/Experience/Past Projects** (Refer to Section E)
   - ☐ d) **List of Subcontractors** (Refer to Section E)
   - ☐ e) **Insurance Coverage** (Refer to Section E)
   - ☐ f) **Other information/questions** (Refer to Section E)
   - ☐ g) **Facility Task Bid Sheet(s)** (Attachment 4)
   - ☐ h) **Proposer's Qualification Certificate** (Attachment 6)

4. Five (5) copies of the proposal are due to Burien Parks & Recreation, Attention Steve Roemer, 14700 6th AVE SW, Burien, Washington 98166 by **Error! Reference source not found.**. The five copies must be placed in a sealed envelope and clearly labeled in the lower left corner "Proposal for Janitorial Services".

If your firm is awarded a contract, the following documents must be returned:

a) One signed original contract and one signed counterpart contract.
b) General liability insurance with a minimum coverage of $1,000,000 per occurrence/$2,000,000 aggregate for personal injury and property damage, naming the City of Burien as an additional insured.
c) Worker's Compensation insurance in accordance with Washington State Law.
d) Washington State Patrol Background Checks on all employees and subcontractors performing work under the City of Burien Park janitorial services contract.
e) Obtain a City of Burien Business License.

CONTRACT FOR SERVICES

City of Burien and [Name of Contractor]

This Agreement is entered into by and between the City of Burien, Washington, a noncharter optional municipal code city hereinafter referred to as "the City", and _____, herein referred to as "the Contractor", whose principal office is located at _____.

WHEREAS, the City has determined the need to have certain services performed for its citizens but does not have the resources to perform such services, and

WHEREAS, the City desires to have the Contractor perform such services pursuant to certain terms and conditions,

NOW THEREFORE, IN CONSIDERATION OF the mutual benefits and conditions set forth below, the parties hereto agree as follows:

1. Scope and Schedule of Services to be Performed by Contractor. The Contractor shall perform those services described on Exhibit A attached hereto and incorporated herein by this reference as if fully set forth. In performing such services, the Contractor shall at all times comply with all federal, state, and local statutes, rules and ordinances applicable to the performance of such services and the handling of any funds used in connection therewith. The Contractor shall request and obtain prior written approval from the City prior to the initiation of any specific task not included in the scope of services. If the scope or schedule is to be modified in any way, prior written approval is also required.

2. Compensation and Method of Payment. Payments shall be made by the City to the Contractor based on month-end billings. The City shall pay the Contractor for services rendered within thirty days after receipt of an invoice in a form similar to Exhibit B attached hereto. The total amount to be paid shall not exceed $_____. If the Contractor's invoice, supporting documentation, and reports are not submitted within ninety (90) days after completion of the services, the City shall be relieved of all liability for payment to the Contractor of the amounts set forth in said invoice or any subsequent invoice; provided, however, the City may elect to pay any invoice that is not submitted in a timely manner. The Contractor shall complete and return Exhibit C, Form W-9 Request for Taxpayer Identification Number, to the City on or before the execution of this Agreement.

3. Duration of Agreement. This Agreement shall be in full force and effect for a period commencing and ending _____ unless sooner terminated under the provisions hereinafter specified.

4. Ownership and Use of Documents. All documents, drawings, specifications, computer files, photographs, calculations, models, maps, and other materials produced by the Contractor in connection with the services rendered under this Agreement shall become the property of the City at the City's request whether the project for which they are made is executed or not.

5. Independent Contractor. The Contractor is and shall be at all times during the term of this Agreement an independent contractor, and not an employee of the City. Any and all employees of the Contractor or other persons while engaged in the performance of any work or services required of the Contractor under this Agreement shall be considered to be employees of the Contractor only and not employees of the City. The Contractor and City agree to the following rights consistent with an independent contractor relationship:

A. Contractor has the sole right to control and direct the means, manner and method by which the services required by this Agreement will be performed.

B. Contractor will furnish all equipment and materials used to provide the services required by this Agreement.

C. The Contractor or Contractor's employees or contract personnel shall perform the services required by this Agreement; the City shall not hire or supervise any assistants to help Contractor.

D. Neither Contractor nor Contractor's employees or contract personnel shall receive any training from City in the skills necessary to perform the services required by this Agreement.

E. City shall not require Contractor or Contractor's employees or contract personnel to devote full time to performing the services required by this Agreement.

The Contractor acknowledges that it is responsible for the payment of all charges and taxes applicable to the services performed under this Agreement, and the Contractor agrees to comply with all applicable laws regarding the reporting of income, maintenance of insurance and records, and all other requirements and obligations imposed as a result of the Contractor's status as an independent contractor. If the City is assessed, liable or responsible in any manner for such charges or taxes, the Contractor agrees to hold the City harmless from such costs, including attorney's fees.

The Contractor shall provide at its sole expense all materials, office space, and other necessities to perform its duties under this Agreement, unless otherwise specified in writing.

The Contractor, at its expense, shall obtain and keep in force any and all necessary licenses and permits to perform the work provided for herein.

This Agreement shall be for the sole benefit of the parties hereto, and nothing contained herein shall create a contractual relationship with, or create a cause of action in favor of, a third party against either party hereto.

Contractor understands that neither Contractor nor Contractor's employees or contract personnel are eligible to participate in any employee pension, health, vacation pay, sick pay or other fringe benefit plan of the City. The City shall not obtain workers' compensation insurance on behalf of Contractor or Contractor's employees. City shall make no state or federal unemployment compensation payments on behalf of Contractor or Contractor's employees or contract personnel. Contractor will not be entitled to these benefits in connection with work performed under this Agreement. City shall not provide any insurance coverage of any kind for Contractor or Contractor's employees or contract personnel. Contractor agrees to maintain adequate insurance to cover any negligent acts committed by Contractor or Contractor's employees or agents while performing services under this Agreement.

6. Indemnification. 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 resulting from the acts, errors or omissions of the Contractor in 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, including the duty and cost to defend, 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.

7. Insurance.

A. Insurance Term.

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, its agents, representatives, or employees.

B. 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.

C. Minimum Scope of Insurance.

Contractor shall obtain insurance of the types and coverage 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.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Contractor's profession.

D. 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.
3. Professional Liability insurance shall be written with limits no less than $1,000,000 per claim and $1,000,000 policy aggregate limit.

E. Other Insurance Provision.

The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

F. Acceptability of Insurers.

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

G. 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.

H. Notice of Cancellation.

The Contractor shall provide the City with written notice of any policy cancellation within two (2) business days of their receipt of such notice.

I. Failure to Maintain Insurance.

Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.

J. City Full Availability of Contractor Limits.

If the Contractor maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Contractor.

8. Record Keeping and Reporting.

A. The Contractor shall maintain accounts and records, including personnel, property, financial and programmatic records which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed in the performance of this Agreement and other such records as may be deemed necessary by the City to ensure the performance of this Agreement.

B. These records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the office of the archivist in accordance with RCW Chapter 40.14 and by the City.

9. Reports - Printed Copies & Electronic Version: When reports are required to be submitted to the City pursuant to this agreement, Contractor will provide one (1) printed copy to the City and an electronic version. Said electronic version shall be submitted to the City in a computer format compatible with PC software programs in current use by the City (Microsoft Office, AutoCAD, Adobe Acrobat, ESRI ArcGIS, etc.).

10. Audits and Inspections. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review or audit by law during the performance of this Agreement. The Contractor shall permit the City, state and federal agencies, from time to time as the City deems necessary or as required by state, local, or federal law or regulation, to inspect and audit, at any and all reasonable times, all pertinent books and records of the Contractor and any other person or entity which has performed work in connection with or related to the Contractor's services under this Agreement to verify the accuracy of accounting records, and shall supply the City with, or shall permit the City to make, a copy of any books and records and any portion thereof pertaining to work under this Agreement, upon the City's request. The Contractor shall ensure that such inspection, audit and copying right of the City is a condition of any contract, agreement or other arrangement under which any

other person or entity is permitted to perform work in connection with or related to the Contractor's services under this Agreement.

11. Termination. This Agreement may at any time be terminated by either party giving the other party thirty (30) days written notice of the party's intent to terminate the Agreement . Failure to provide products on schedule may result in contract termination.

12. Discrimination Prohibited. The Contractor shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Contractor to be provided under this Agreement on the basis of race, creed, color, national origin, families with children, sex, sexual orientation, gender identity, marital status, age, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a disabled person.

13. Assignment and Subcontract. The Contractor may not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.

14. Conflict of Interest.

A. Governmental. No officer, employee or agent of the City who exercises any function or responsibilities in connection with the approval of, planning and carrying out of the program or services to which this Agreement pertains, nor any member of the immediate family of any such officer, employee or agent, shall have any personal financial interest, direct or indirect, in this Agreement, either in fact or in appearance, unless such interest is a remote interest as defined pursuant to RCW 42.23.040.

B. Contractor. The Contractor shall comply with all federal, state and City conflict of interest laws, statutes, regulations and policies as they shall apply to all parties and beneficiaries under this Agreement, as well as to officers, employees or agents of the City. The Contractor represents that the Contractor presently has no interest and shall not acquire any interest, direct or indirect, in fact or in appearance, which would conflict in any manner or degree with the performance of the Contractor's services and obligations hereunder. The Contractor also agrees that its violation of the conflict of interest provisions of this agreement shall constitute a material breach of this contract subjecting the contract to termination. The Contractor has a continuing obligation to search and report any actual or potential conflicts of interest during the course of performing work under this Agreement.

C. Contractor Employees. The Contractor further covenants that, with respect to its performance of this Agreement, no person having any interest, direct or indirect, in fact or in appearance, which would conflict in any manner or degree with the performance of the Contractor's services and obligations hereunder, shall be employed to perform or provide services under this Agreement. The Contractor further covenants that it will implement and enforce requirements that its employees, with respect to this Agreement or the activities assisted by or through this Agreement, (a) will not use their position for personal gain, (b) will not engage in activities that directly or indirectly, in fact or in appearance, conflict with in any manner or degree, the performance of the Contractor's services and obligations hereunder, (c) will not have or obtain, directly or indirectly, a pecuniary interest, either for himself or herself or for those with whom he or she may have business ties or immediate family ties, or (e) will not benefit directly or indirectly, in fact or in appearance, either for himself or those with whom he or she may have business ties, and (f) will not accept or engage in outside employment that would conflict directly or indirectly, in fact or in appearance, with his or her responsibilities under this Agreement.

15. Prohibited Use of Funds. None of the funds, material, property or services provided directly or indirectly in this Agreement shall be used in the performance of this Agreement for any partisan political activity or to further the election or defeat of any candidate for public office. None of the funds provided under this Agreement shall be used for publicity or propaganda purposes designed to support or defeat legislation pending before the Burien City council, the Washington State Legislature, the U.S. Congress, or any other legislative body.

16. Entire Agreement. This Agreement contains the entire Agreement between the parties hereto and no other Agreements, oral or otherwise, regarding the subject matter of this Agreement, shall be deemed to exist or bind any of the parties hereto. Either party may request changes in the agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

17. Notices. Administrative notices to the City of Burien shall be sent to the following address:

Name of Contract Manager

City of Burien

14700 6th Ave. SW

Burien, WA 98166

Telephone: (206) 248-55XX

Email:_____

Legal notices shall be sent to the following:

Burien City Clerk

400 SW 152nd St., Suite 300

Burien, Washington 98166

Notices to the Contractor shall be sent to the following address:

Name

Title

Address

Telephone number:

The point of contact for the Contractor or the person responsible for the contract services is:

Name:

Telephone Number:

Fax Number:

E-mail:

18. City of Burien Business License. Contractor agrees to obtain a City of Burien business license prior to performing any work pursuant to this Agreement.

19. State of Washington Requirements. Contractor agrees to register and obtain any State of Washington business licenses, Department of Revenue account and/or unified business identifier number as required by RCW 50.04.140 and 51.08.195 prior to performing any work pursuant to this Agreement.

20. Prevailing Wages.

20.1 The Contractor shall pay a prevailing rate of wage for work described in the Contract's scope of work and ensure compliance with state prevailing wage law. Consistent with state law, the wages that the Contractor pays its employees must be altered annually, after the first year of the Contract period, to recognize and follow the increase in applicable prevailing wage rates promulgated by the Department of Labor and Industries.

20.2 The Contractor shall file all necessary paperwork, including but not limited to the Statement of Intent to Pay Prevailing Wages with the Department of Labor and Industries. If required by the Department of Labor and Industries, the Contractor shall file on an annual basis, any necessary updates to the Statement to reflect increase in prevailing wage rates as may be promulgated by the Department of Labor and Industries.

20.3 The City shall make no payment to the Contractor until such Statement of Intent to Pay Prevailing Wages, and any necessary update(s) have been filed with the Department of Labor and Industries and a copy of such filing provided to the City.

20.4 At the end of the Contract period, once the work has been completed, Contractor shall file an Affidavit of Wages Paid with the Department of Labor and Industries, obtain approval of the Affidavit, and submit the approved Affidavit to the City before the City makes its last payment.

20.5 When requesting payment from the City for the increase in prevailing wages paid to its employees performing work on the Contract, the Contractor shall submit the following documentation to the City for review:

(a) Breakdown of wage rates of Contractor's employees performing work under the Contract in the first year of the contract and the wage rates in subsequent years of the Contract;

(b) Payroll records demonstrating payment of prevailing wage rates for employees whose wage rates increased and total hours of work performed under the contract for these wage rates;

(c) The difference, expressed in $, between total wages paid in the first year and the higher wages paid in a subsequent year due to increase in prevailing wage rates.

21. Applicable Law; Venue; Attorney's Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorney's fees and costs of suit.

DATED this _____ day of _____, _____

NAME OF CONTRACTOR	CITY OF BURIEN, WASHINGTON
By:_____	By: _____
Title:_____	Title:_____
Date:_____	Date:_____

EXHIBIT A

General Scope of Services

Scope of Services to be Provided by Contractor. The Contractor shall furnish services including, but not limited to, the following:

A. Custodial Services; To be performed as identified in the Request For Proposal and summarized in Cost Summary Sheets, Exhibits, Attachments and any Addenda.

B. Contractor and any subcontractors, on or before the date of commencement of work, shall file with the Department of Labor and Industries (L & I), a "Statement of Intent to Pay Prevailing Wages". Prior to execution of yearly amendments' by the City, Contractor shall file "Statement of Affidavit of Wages Paid" for previous year and a new "Statement of Intent to Pay Prevailing Wages" for the period covered in the amendment. All forms shall be attached to the Contractor signed Amendment for review and execution by the City of Burien.

C. Additional Discretionary Services; shall be requested and agreed to in writing (email acceptable), ***prior to*** services performed.

D. Additional Services not identified in the Request For Proposal must be agreed to and approved in advance, including an estimate for all scope, materials if applicable, services, and costs.

E. Invoice(s): refer to sample provided. A copy of the Certified Prevailing Wage Report(s) must be provided with each invoice.

Billing/Rate Information: The Contractor shall be reimbursed at the rates contracted.

EXHIBIT B
Billing Voucher

ALL INVOICES MUST BE ACCOMPANIED BY WASHINGTON STATE CERTIFIED PAYROLL REPORTS FOR THE PERIOD BILLED and SUBMITTED TO THE APPROPRIATE DEPARTMENT; PARKS OR CITY HALL.

SAMPLE INVOICE

To: **City of Burien**
14700 6th Ave SW Burien, Washington 98166
Phone: (206) 988-3700

LOCATION OF SERVICE(S): [ ] Burien Community Center [ ] Moshier Art Center
[ ] Burien City Hall [ ] Other _____

Contractor: _____ **Telephone:** _____

Mailing Address: _____

Reporting Period From: _____**TO** _____

Invoice Number: _____ **Amount requested this invoice: $**_____

Date of Invoice _____**, 20** ___ _____
Authorized signature

INVOICE SUMMARY:	**Contracted**	**Invoiced**	**Balance**
Total Core Services Contracted	**$**_____	**$**_____	**$**_____
Core Services previously requested	$_____	$_____	$_____
Core Services invoiced this request	**$**_____	**$**_____	**$**_____
Contract Balance remaining (Core Services)			**$**_____

DISCRETIONARY SERVICES

Discretionary services previously requested to date $_____

Discretionary services invoiced this request **$**_____

Note: If applicable, submit a separate voucher for each program which is funded by your City of Burien contract.

Form **W-9**

(City of Burien, WA

Substitute Form W-9)

Rev. March 2013

EXHIBIT C

Request for Taxpayer Identification Number and Certification

City of Burien, Washington

Completed form should be given to the City of Burien, WA
400 SW 152nd St., Ste 300
Burien, WA 98166

Please print or type

Name (as shown on your income tax return)

Business name, if different from above

Check the appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Exempt payee

Address (number, street, and apt. or suite no.)

City, state and ZIP code

SAMPLE ONLY

Phone # ( ) Fax # ( ) Email address:

Part I **Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The Tin provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3 of the IRS Form W-9 at http://www.irs.gov/pub/irs-pdf/fw9.pdf.

Social security number

☐☐☐-☐☐-☐☐☐☐

OR

Employer identification number

☐☐-☐☐☐☐☐☐☐

Part II **Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Services (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am an U.S. person or other U.S. person (defined below)

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply.

Authorized Signature ► **Date ►**

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Additional information on the Form W-9 is available at: http://www.irs.gov/pub/irs-pdf/fw9.pdf

The City of Burien, WA will also accept the IRS on-line fillable Form W-9 at http://www.irs.gov/pub/irs-pdf/fw9.pdf

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ATTACHMENT 1
BURIEN COMMUNITY CENTER LAYOUT

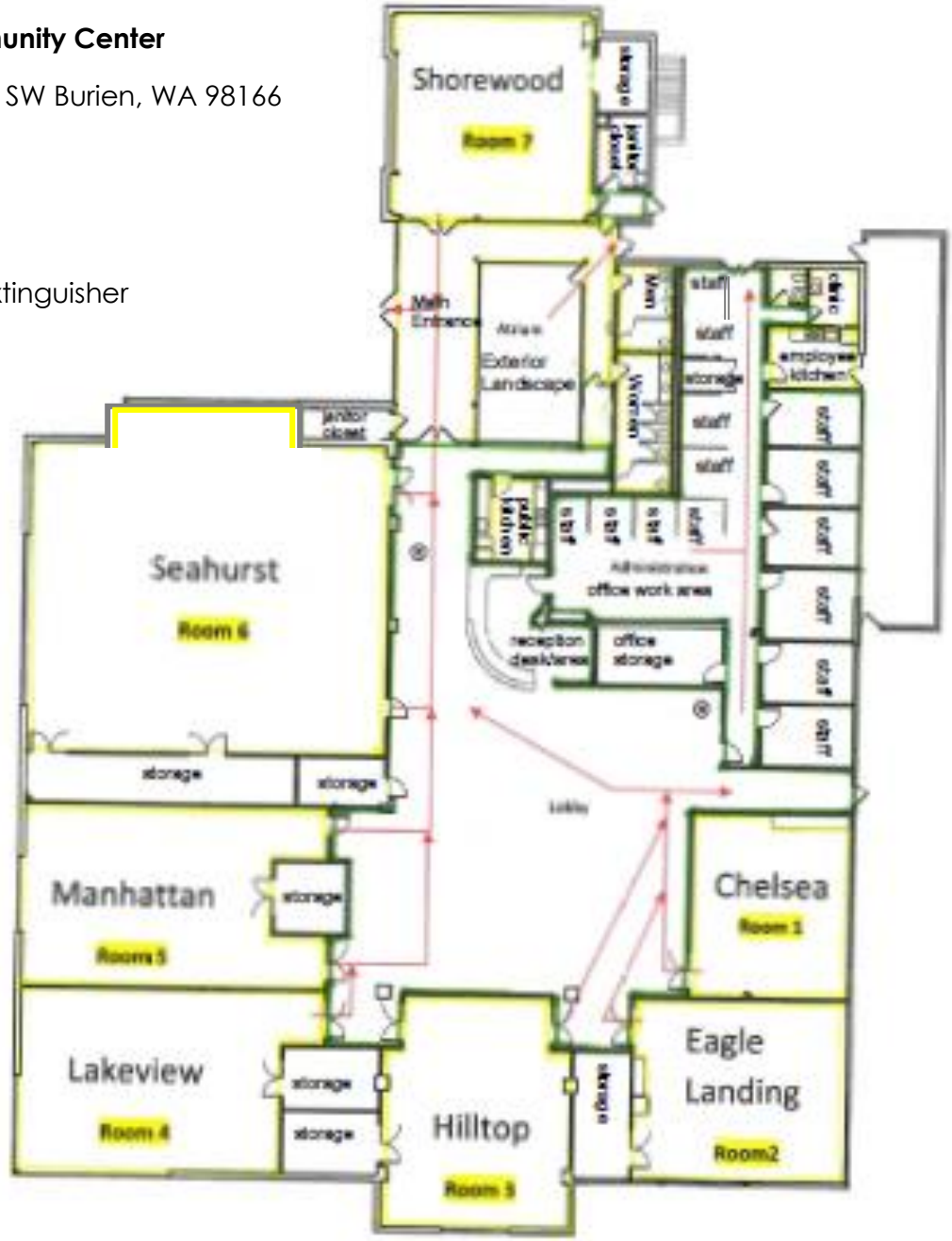
Burien Community Center

14700 6th Ave SW Burien, WA 98166

LEGEND

→ Exit

Ⓧ Fire Extinguisher



*** Rooms and Areas highlighted in Yellow are all hard surface flooring.

Rooms 1-5, and 7 are wood laminate, tile, or linoleum. Room 6 is a Karndean Adhesive laydown-flooring product, 1/8" thick

*** Rooms, Offices and Areas highlighted in Green are carpeted.

Note: The Atrium is an exterior landscaped garden area not within the scope of the RFP.

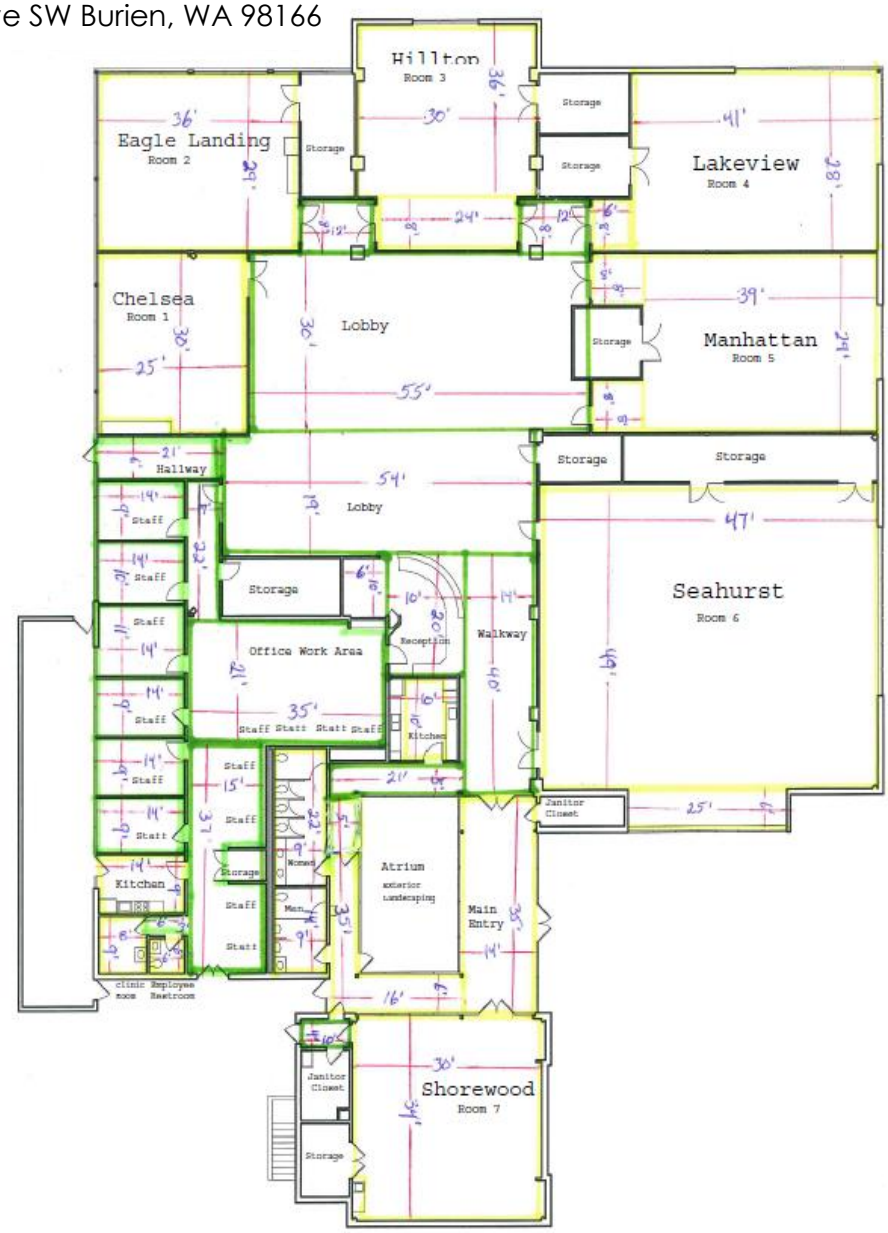
ATTACHMENT 1-2

BURIEN COMMUNITY CENTER MEASUREMENTS

Dimensions to be confirmed by contractor/s ***

Burien Community Center

14700 6th Ave SW Burien, WA 98166



*** Large areas are sectioned off in squares for measurement purposes only.

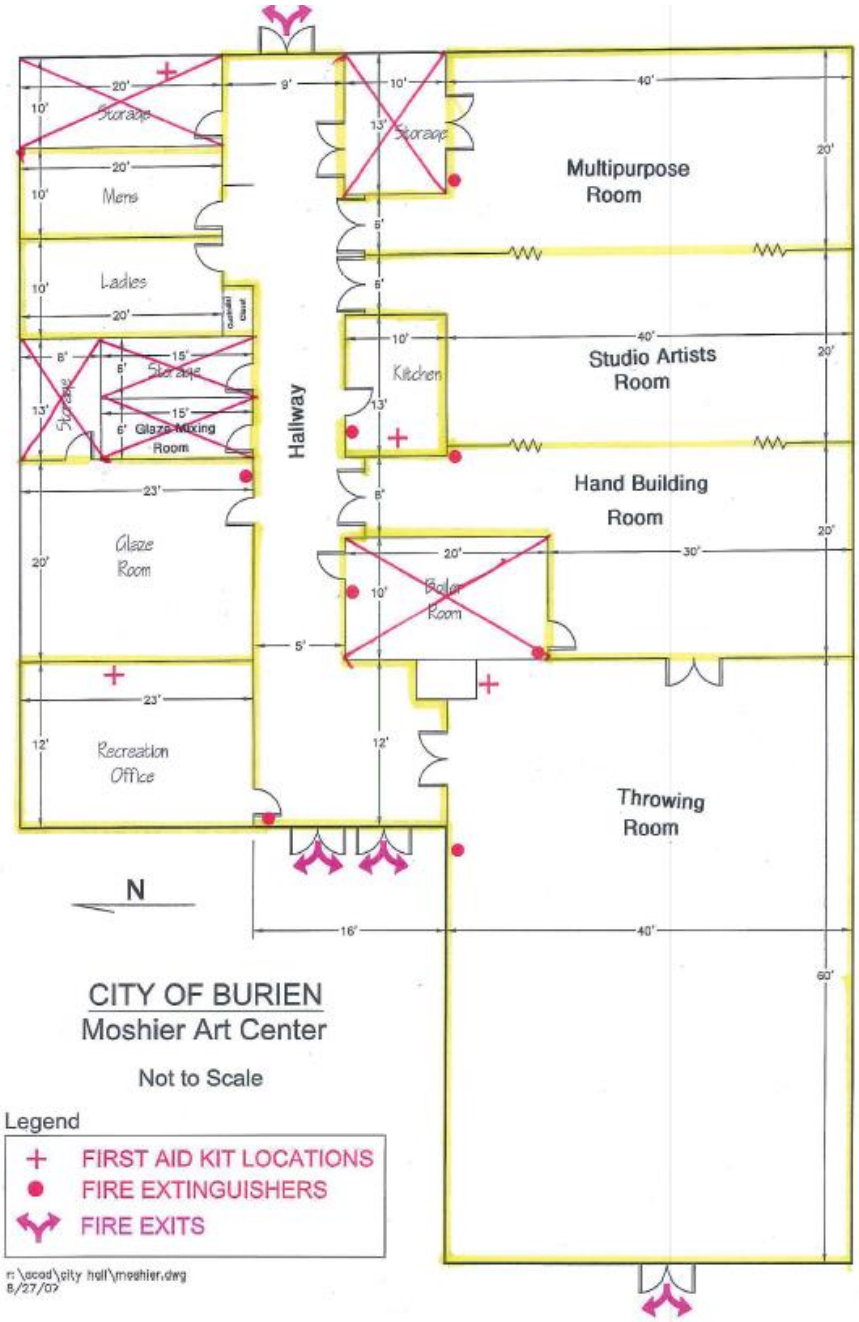
Areas and rooms not measured are NOT to be cleaned and therefore not listed within the RFP scope of services.

*** Areas and rooms highlighted in yellow are all hard surface flooring. Areas highlighted in green are carpeted. Refer to Attachment 1.

ATTACHMENT 2

MOSHIER ART CENTER

Dimensions to be confirmed by contractor/s ***



All floor surfaces in this facility are tile

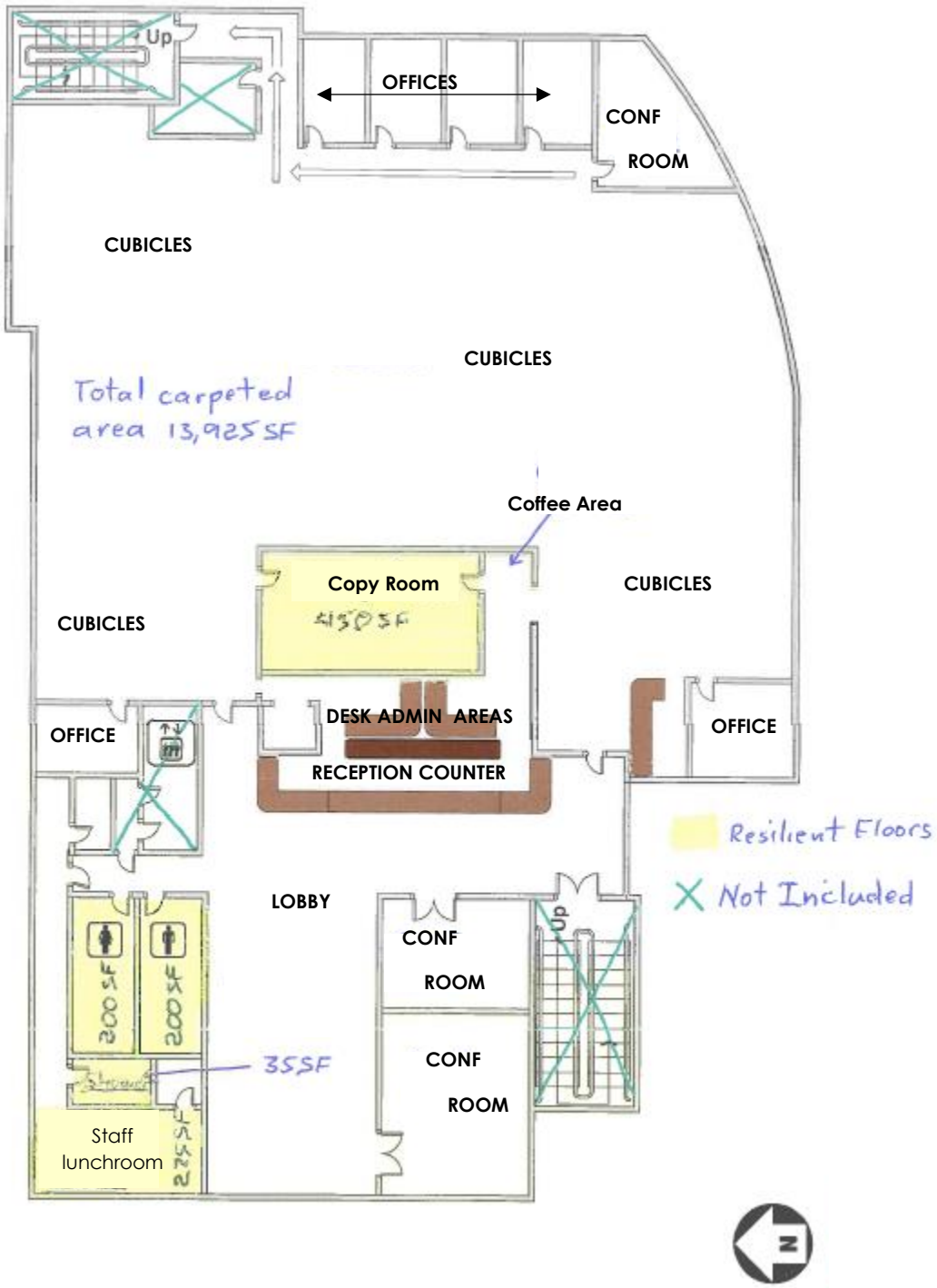
Rooms x'd in red are NOT serviced, and are not listed in the Custodial RFP

Rooms highlighted in yellow are serviced, and are listed in the Custodial RFP

ATTACHMENT 3

BURIEN CITY HALL

Dimensions to be confirmed by contractor/s ***



ATTACHMENT 4

FACILITY TAKS BID SHEETS

1. **Burien Community Center**
    - Offices, Cubicles/Work Stations, and Open Common Work Areas
    - Employee Restroom and Clinic Room
    - Employee Kitchen
    - Small Hallway Outside of Custodial Closet
    - Exterior Main Entrance
    - Interior Entry Way
    - Main Lobby
    - Public Restrooms
    - Public Kitchen
    - Reception Desk Area
    - Facility Rental Rooms (1-7, see facility maps)
    - Additional Duties and Responsibilities

2. **Moshier Art Center**
    - Office Area
    - Hallway
    - Handbuilding Room
    - Studio Artist Room
    - Throwing Room
    - Multipurpose Room
    - Glaze Room
    - Kitchen
    - Restrooms
    - Additional Duties and Responsibilities

3. **City of Burien, City Hall**
    - Office Areas, Lobby, Hallways, Conference Rooms, Storage Rooms & Copy Room
    - Staff Lunch Room & Coffee Station
    - Restrooms and Shower Facility
    - Additional Duties and Responsibilities

4. **Discretionary Services**

ATTACHMENT 4

Facility Task Bid Sheet 1

Facility: Burien Community Center

14700 6th Ave SW, Burien, WA 98166

Name of Contractor: _____

	Work Description	Estimated Annual Frequency	Cost Per Frequency	**TOTAL Extended Annual Cost**
A	***OFFICES (6), CUBICLES / WORK STATION(8), AND OPEN COMMON WORK AREAS (carpeted)***			
1	Empty all waste receptacles	260		$ -
2	Empty paper shredder waste receptacle	260		$ -
3	Spot clean all work surfaces	260		$ -
4	Neatly arrange furniture	260		$ -
5	Vacuum Carpet	260		$ -
6	Dust horizontal surfaces	260		$ -
7	Spot Clean Walls, Doors, Fixtures etc.	260		$ -
8	Empty Recycling	260		$ -
9	Dust and clean accessible surfaces	52		$ -
10	Detail vacuum under desks	52		$ -
11	Clean noticeable stains off windows	52		$ -
12	Vacuum heating and air return vents	52		$ -
13	Dust ledges and horizontal surfaces	52		$ -
14	Dust mini blinds where applicable	52		$ -
	SUBTOTAL, Burien Community Center			$ -
	WA State Sales Tax: 10%			$ -
	TOTAL, including WSST :			$ -

ATTACHMENT 4

Facility Task Bid Sheet 2

Facility: Burien Community Center

14700 6th Ave SW, Burien, WA 98166

Name of Contractor: _____

	Work Description	Estimated Annual Frequency	Cost Per Frequency	**TOTAL Extended Annual Cost**
B	***EMPLOYEE RESTROOM, AND CLINIC ROOM (Linoleum)***			
1	Empty all waste receptacles	156	$	$ -
2	Sweep & Damp Mop	156	$	$ -
3	Dust horizontal surfaces	156	$	$ -
4	Check and refill all dispensers	156	$	$ -
5	Clean and polish mirror and dispensers	156	$	$ -
6	Clean counters, and wash basin	156	$	$ -
7	Clean and sanitize toilet(s), and toilet seat(s)	156	$	$ -
8	Clean and polish chrome fixtures	156	$	$ -
9	Clean walls, towel dispensers, and door frames	156	$	$ -
C	***EMPLOYEE KITCHEN (linoleum)***			
1	Empty all waste receptacles	156	$	$ -
2	Dust mop and/or sweep floor	156	$	$ -
3	Damp mop floor surface	156	$	$ -
4	Wipe down counters	156	$	$ -
5	Clean and polish chrome fixtures	156	$	$ -
6	Dust and wipe down horizontal surfaces	156	$	$ -
7	Check and refill all dispensers	156	$	$ -
D	***SMALL HALLWAY OUTSIDE OF CUSTODIAL CLOSET***			
1	Vacuum main carpeted area	260	$	$ -
2	Spot clean walls	260	$	$ -
3	Dust and wipe down ledges and surfaces	260	$	$ -
E	***EXTERIOR MAIN ENTRANCE***			
1	Empty all waste receptacles	156	$	$ -
2	Remove litter, cigarette butts, and debris	156	$	$ -
	SUBTOTAL Burien Community Center		$	$ -
	WA State Sales Tax: 10%		$	$ -
	TOTAL, including WSST:		$	$ -

ATTACHMENT 4

Facility Task Bid Sheet 3

Facility: Burien Community Center

14700 6th Ave SW, Burien, WA 98166

Name of Contractor: _____

	Work Description	Estimated Annual Frequency	Cost Per Frequency	**TOTAL Extended Annual Cost**
F	***INTERIOR ENTRY WAY (Tile Floor)***			
1	Empty all waste receptacles	260	$	$ -
2	Dust mop tile floor	260	$	$ -
3	Damp mop floor surfaces	260	$	$ -
4	Vacuum entry rugs	260	$	$ -
5	Clean noticeable stains off windows	260	$	$ -
6	Spot Clean Walls, Doors, etc	260	$	$ -
7	Dust window sills	52	$	$ -
8	Dust and clean accessible surfaces of furniture	52	$	$ -
9	Clean windows with glass cleaner	52	$	$ -
10	Vacuum heating and air return vents	52	$	$ -
11	Dust ledges and horizontal surface	52	$	$ -
G	***MAIN LOBBY (Carpeted)***			
1	Empty all waste receptacles	260	$	$ -
2	Wipe down table tops and furniture	260	$	$ -
3	Arrange furniture	260	$	$ -
4	Vacuum main carpeted areas	260	$	$ -
5	Dust and/or wipe down ledges and surfaces < 6ft	260	$	$ -
6	Spot Clean Walls, Doors, etc.	260	$	$ -
7	Dust and/or wipe down ledges and surfaces > 6ft	104	$	$ -
8	Detail vacuum under furniture	104	$	$ -
9	Clean noticeable stains off windows	104	$	$ -

SUBTOTAL, Burien Community Center	$ -
WA State Sales Tax: 10%	$ -
TOTALS, including WSST:	$ -

ATTACHMENT 4

Facility Task Bid Sheet 4

Facility: Burien Community Center

14700 6th Ave SW, Burien, WA 98166

Name of Contractor: _____

	Work Description	Estimated Annual Frequency	Cost Per Frequency	**TOTAL Extended Annual Cost**
H	***PUBLIC RESTROOMS (Linoleum)***			
1	Empty all waste receptacles	260	$	$ -
2	Empty and clean feminine napkin containers	260	$	$ -
3	Dust mop and/or sweep floor areas	260	$	$ -
4	Damp mop floor surfaces	260	$	$ -
5	Check and refill all dispensers	260	$	$ -
6	Clean and polish mirrors and dispensers	260	$	$ -
7	Clean counters, and sinks	260	$	$ -
8	Clean & Disinfect	260	$	$ -
9	Clean and polish chrome fixtures	260	$	$ -
10	Spot Clean Partitions, Doors & Walls	260	$	$ -
11	Dust and/or wipe down ledges and surfaces < 6ft	260	$	$ -
12	Replace toilet paper	260	$	$ -
13	Vacuum air vents	52	$	$ -
14	Dust and/or wipe down ledges and surfaces > 6ft	52	$	$ -
15	Wipe down walls not done daily	52	$	$ -
I	***PUBLIC KITCHEN (Linoleum)***			
1	Empty all waste receptacles	104	$	$ -
2	Dust mop and/or sweep floor	104	$	$ -
3	Damp mop floor surface	104	$	$ -
4	Check and refill all dispensers	104	$	$ -
5	Clean counters, sinks, and dispensers	104	$	$ -
6	Clean walls around sinks, towel dispenser	104	$	$ -
7	Clean and polish chrome fixtures	104	$	$ -
8	Dust and/or wipe down ledges and surfaces < 6ft	104	$	$ -
9	Wipe down walls not done daily	52	$	$ -
10	Vacuum air vents	52	$	$ -
11	Dust and/or wipe down ledges and surfaces > 6ft	52	$	$ -

SUBTOTAL, Burien Community Center:	$ -
WA State Sales Tax: 10%	$ -
TOTAL, including WSST:	$ -

ATTACHMENT 4

Facility Task Bid Sheet 5

Facility: Burien Community Center

14700 6th Ave SW, Burien, WA 98166

Name of Contractor: _____

	Work Description	Estimated Annual Frequency	Cost Per Frequency	**TOTAL Extended** Annual Cost
J	***RECEPTION DESK/AREA (Carpeted)***			
1	Empty all waste receptacles	260	$	$ -
2	Wipe down registration table top	260	$	$ -
3	Vacuum main carpeted area	260	$	$ -
4	Dust and/or wipe down ledges and surfaces < 6ft	260	$	$ -
5	Spot Clean Walls, Doors, etc	260	$	$ -
6	Dust and/or wipe down ledges and surfaces > 6ft	52	$	$ -
7	Detail Vacuum under furniture	52	$	$ -
K	***FACILITY RENTAL ROOMS (1-7, see facility map) (adhesive glue-down, laminate & rubber)***			
1	Empty all waste receptacles	260	$	$ -
2	Dust mop and/or sweep floor	260	$	$ -
3	Damp mop floor surface	260	$	$ -
4	Neatly arrange furniture	260	$	$ -
5	Vacuum entry rugs	260	$	$ -
6	Clean noticeable stains off windows	260	$	$ -
7	Clean and polish mirrors and dispensers	260	$	$ -
8	Spot Clean Walls, Doors, etc.	260	$	$ -
9	Wipe down tables and chairs	260	$	$ -
10	Clean floors with Autoscrubber	52	$	$ -
11	Dust and/or wipe down ledges and surfaces > 6ft	52	$	$ -
12	Dust Vertical Blinds	52	$	$ -
13	Wipe down walls not done daily	52	$	$ -
14	Vacuum air vents	52	$	$ -
15	Dust and/or wipe down ledges and surfaces > 6ft	52	$	$ -
	ADDITIONAL DUTIES AND RESPONSIBILITIES			
1	Maintain janitorial closets			
2	Notify if supplies are low			
3	Keep Autoscrubber clean			
4	Autoscrubber repairs			
5	Secure lights & alarm systems			
6	Notify City representative			

SUBTOTAL, Burien Community Center:	**$ -**
WA State Sales Tax: 10%	**$ -**
TOTAL, including WSST:	$ -

ATTACHMENT 4
Facility Task Bid Sheet 6
Facility: Moshier Art Center
430 S 156th St, Burien, WA 98148

Name of Contractor: _____

	Work Description	Estimated Annual Frequency	Cost Per Frequency	**TOTAL Annual Cost**
L	***OFFICE AREA***			
1	Empty all waste receptacles	156	$	$ -
2	Dust Mop Floor	156	$	$ -
3	Damp Mop Floor Surfaces	156	$	$ -
4	Dust accessible surfaces	156	$	$ -
5	Dust horizontal surfaces < 6ft	156	$	$ -
6	Clean noticeable stains off windows	156	$	$ -
7	Spot Clean Walls, Doors, etc.	156	$	$ -
8	Dust mini blinds where applicable	156	$	$ -
9	Dust off air vents	12	$	$ -
10	Dust and/or wipe down ledges and surfaces > 6ft	12	$	$ -
M	***HALLWAY***			
1	Empty all waste receptacles	156	$	$ -
2	Dust Mop Floor	156	$	$ -
3	Damp Mop Floor Surfaces	156	$	$ -
4	Dust horizontal surfaces < 6ft	156	$	$ -
5	Spot Clean Walls, Doors, etc.	156	$	$ -
6	Clean noticeable stains off windows	156	$	$ -
7	Sweep rug at back east entrance	156	$	$ -
8	Dust and/or wipe down ledges and surfaces > 6ft	12	$	$ -
9	Dust off air vents	12	$	$ -
N	***HANDBUILDING ROOM***			
1	Empty all waste receptacles	156	$	$ -
2	Dust mop floor	156	$	$ -
3	Damp mop floor surface	156	$	$ -
4	Dust horizontal surfaces < 6ft	156	$	$ -
5	Clean noticeable stains off windows	156	$	$ -
O	***STUDIO ARTIST ROOM***			
1	Dust mop floor	156	$	$ -
2	Damp mop floor surface	156	$	$ -
P	***THROWING ROOM***			
1	Empty all waste receptacles	156	$	$ -
2	Check and refill all dispensers	156	$	$ -
3	Dust mop floor	156	$	$ -
4	Damp mop floor surface	156	$	$ -
5	Dust horizontal surfaces < 6ft	156	$	$ -
6	Dust and/or wipe down ledges and surfaces > 6ft	12	$	$ -
7	Dust off air vents	12	$	$ -
	SUBTOTAL, Mosier Art Center		$	$ -
	WA State Sales Tax: 10%		$	$ -
	TOTAL, Including WSST:		$	$ -

ATTACHMENT 4
Facility Task Bid Sheet 7
Facility: Moshier Art Center
430 S 156th St, Burien, WA 98148

Name of Contractor: _____

	Work Description	Estimated Annual Frequency	Cost Per Frequency	**TOTAL Annual Cost**
Q	***MULTIPURPOSE ROOM***			
1	Empty all waste receptacles	156	$	$ -
2	Dust mop tile floor	156	$	$ -
3	Damp mop floor surfaces	156	$	$ -
4	Dust horizontal surfaces < 6ft	156	$	$ -
5	Dust and/or wipe down ledges and surfaces > 6ft	12	$	$ -
6	Dust off air vents	12	$	$ -
R	***GLAZE ROOM***			
1	Empty all waste receptacles	156	$	$ -
2	Dust mop floor	156	$	$ -
3	Damp mop floor surface	156	$	$ -
4	Dust and/or wipe down ledges and surfaces > 6ft	12	$	$ -
5	Dust off air vents	12	$	$ -
S	***KITCHEN***			
1	Empty all waste receptacles	156	$	$ -
2	Dust Mop Floor	156	$	$ -
3	Damp Mop Floor Surfaces	156	$	$ -
4	Check and refill all dispensers	156	$	$ -
5	Clean counter top, sinks and all dispensers	156	$	$ -
6	Clean and polish chrome fixtures	156	$	$ -
7	Dust horizontal surfaces < 6ft	156	$	$ -
8	Clean and sanitize	156	$	$ -
9	Dust and/or wipe down ledges and surfaces > 6ft	12	$	$ -
10	Dust off air vents	12	$	$ -
T	***RESTROOMS***			
1	Empty all waste receptacles	156	$	$ -
2	Dust mop and/or sweep floor areas	156	$	$ -
3	Damp mop floor surfaces	156	$	$ -
4	Check and refill all dispensers	156	$	$ -
5	Empty and clean feminine napkin containers	156	$	$ -
6	Clean and polish mirrors and dispensers	156	$	$ -
7	Clean counters, and sinks	156	$	$ -
8	Clean & Sanitize toilets	156	$	$ -
9	Dust and/or wipe down ledges and surfaces < 6ft	156	$	$ -
10	Clean and polish chrome fixtures	156	$	$ -
11	Dust and/or wipe down ledges and surfaces > 6ft	12	$	$ -
	ADDITIONAL DUTIES AND RESPONSIBILITIES			
1	Maintain janitorial closets			
2	Notify if supplies are low			
3	Secure lights & alarm systems			
4	Notify City representative			
	SUBTOTAL, Mosier Art Center		$	$ -
	WA State Sales Tax: 10%		$	$ -
	TOTAL, Including WSST:		$	$ -

ATTACHMENT 4

Facility Task Bid Sheet 8

Facility: Burien City Hall

400 SW 152nd St, Suite 300, Burien, WA 98166

Name of Contractor: _____

	Work Description	Estimated Annual Frequency	Cost Per Frequency Labor	**TOTAL Annual Cost**
U	***OFFICE AREAS, LOBBY, HALLWAYS , CONFERENCE ROOMS, STORAGE ROOMS & COPY ROOM***			
1	Empty all waste receptacles	260	$	$ -
2	Spot Clean Glass	260	$	$ -
3	Vacuum Carpet	260	$	$ -
4	Sweep & Damp Mop	260	$	$ -
5	Arrange Furniture	260	$	$ -
6	Clean countertops	260	$	$ -
7	Clean Conference Rm Tables	260	$	$ -
8	Sanitize Drinking Fountain	260	$	$ -
9	Empty Recycling	260	$	$ -
10	Secure Facility	260	$	$ -
11	Trash Receptables Cleaned	52	$	$ -
12	Sanitize Phones	52	$	$ -
13	Dust horizontal surfaces	52	$	$ -
14	Spot Clean	52	$	$ -
15	Vacuum with Edging Tool	12	$	$ -
16	High Dusting	12	$	$ -
17	Spot Clean Furniture	12	$	$ -
18	Clean Overhead Light Fixtures	2	$	$ -
V	***STAFF LUNCH ROOM AND COFFEE STATION***			
1	Empty all waste receptacles	260	$	$ -
2	Spot Clean Glass	260	$	$ -
3	Sweep & Damp Mop	260	$	$ -
4	Arrange Furniture	260	$	$ -
5	Empty Recycling	260	$	$ -
6	Clean & Sanitize Kitchen	260	$	$ -
7	Refill Dispensers	260	$	$ -
8	Trash Receptables Cleaned	52	$	$ -
9	Dust horizontal surfaces	52	$	$ -
10	Spot Clean	52	$	$ -
11	High Dusting	12	$	$ -
12	Clean Overhead Light Fixtures	2	$	$ -
W	***RESTROOMS AND SHOWER FACILITY***			
1	Empty all waste receptacles	260	$	$ -
2	Clean Glass	260	$	$ -
3	Sweep & Damp Mop	260	$	$ -
4	Refill dispensers	260	$	$ -
5	Clean & Disinfect	260	$	$ -
6	Clean/Polish Fixture	260	$	$ -
7	Spot Clean	260	$	$ -
8	Check Urinal Mat	260	$	$ -
9	Trash Receptacles Cleaned	52	$	$ -
10	Scrub Floors	52	$	$ -
11	Clean & Disinfect	52	$	$ -
12	Prime Drains	52	$	$ -
13	High Dusting	12	$	$ -

ATTACHMENT 4
Facility Task Bid Sheet 9
Facility: Burien City Hall
400 SW 152nd St, Suite 300, Burien, WA 98166

Name of Contractor: _____

	Work Description	Estimated Annual Frequency	Cost Per Frequency	**TOTAL Annual Cost**
	ADDITIONAL DUTIES AND RESPONSIBILITIES			
1	Maintain janitorial closets			
2	Notify if supplies are low			
3	Secure lights & alarm systems			
4	Miscellaneous Notifications			
	SUBTOTAL, Burien City Hall			$ -
	WA State Sales Tax: 10%			$ -
	TOTAL, Including WSST:			$ -

ATTACHMENT 4
Facility Task Bid Sheet 10
DISCRETIONARY SERVICES

Name of Contractor: _____

DISCRETIONARY SERVICES

Include all costs; materials, equipment, and labor as may be required to perform the task.

	Work Description		TASK TOTAL INCLUDING WSST
WINDOW WASHING	**All glass windows; with brush and squeegee**		
Burien Community Center	Inside & Outside.	Per occurrence	$
Moshier Art Center	Inside & Outside	Per occurrence	$
Burien City Hall	Inside Only	Per occurrence	$
FLOORING	**Machine Scrub & Wax**		
Burien Community Center	Main Entrance tile floor & Public Restrooms linoleum floors.	Per occurrence	$
	Carpet Cleaning		
Burien Community Center	Administration Area, incl. front desk, employee offices, corridors and workspace / office areas.	Per occurrence	$
	Lobby (Common Area) carpet	Per occurrence	$
Burien City Hall	All carpeted surfaces.	Per occurrence	$
OTHER AVAILABLE SERVICES *	*Materials included, as needed.*		
Burien Community Center	Public Kitchen Refrigerator Cleaning (in/out)	Per occurrence	$
	Plumbing Clogs & Cleanup (restroom toilet)	Per occurrence	$
	Biohazard cleaning (time and material)	Per occurrence	$
		Per occurrence	
Burien City Hall *	Electrical (bulb replacement)	Per occurrence	$
	Kitchen Refrigerator Cleaning (in/out)	Per occurrence	$
	Plumbing Clogs & Cleanup (restroom toilet)	Per occurrence	$
	Waterless Urinal Filter Cartridge Replacement	Per occurrence	$
	Biohazard cleaning (time and material)	Per occurrence	$
PARK RESTROOM CLEANING	Sinks, Backsplash, Toile/Urinals, Mop Floors, Walls (6' and below), Fill Dispensers (travel & mileage included) **Not included in Park Tour. Contractor to visit restrooms. Contact PaRCS Maintenance Supervisor at (206) 988-3706 to schedule viewing and access to facilities.**	72 hour notice	
Lake Burien Community Park	1620 SW 149th St Burien, WA 98166	Per occurrence	$
Moshier Park	430 S 156th St Burien, WA 98148	Per occurrence	$
Seahurst Park	1600 SW Seahurst Park Rd Burien, WA 98166	Per occurrence	$
Chelsea Park	802 SW 137th St Burien, WA 98166	Per occurrence	$
Jacob Ambaum Park	12621 Ambaum Blvd SW Burien, WA 98146	Per occurrence	$

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ATTACHMENT 5

PROPOSER'S QUALIFICATION CERTIFICATE

To be submitted with proposal.

Proposer's Qualification Certificate Form to be completed and submitted with the contractor's proposal package.

The undersigned hereby certifies and submits the following qualifications:

1. **Name and Address:**

_____
_____
_____
_____

a) Current State of Washington Certification Nos. (*must remain valid through project duration)

Employment Security Dept. No.*_____ Expires: / / 20
(MM/DD/Y)

State Excise Tax Registration No.*_____ Expires: / /20
(MM/DD/Y)

2. **Number of years in business under present name**:_____(years).
List other business names used by Proposer during the past five (5) years, if different than in Item 1:

_____
_____

3. **City of Burien Business License No.** _____ (required prior to award of Contract)

4. **Particular types of work performed by your company**:

_____
_____
_____
_____

5. **List 3 public contracts of a similar nature** which have been performed by the Proposer within the last 5 years and the gross dollar amount of each project:

Contract Amount	Type	Owner, Contact Name & Phone Number	Year Complete	Bid Amount

6. **Gross amount of contracts now in hand** $ _____

7. **Gross amount of contracts not complete** $ _____

8. **Number of regular full-time employees** _____

9. **Has the Proposer, or any representative or partner thereof, failed to complete a Contract?**
☐ NO ☐ YES If yes, give details:

_____

_____

10. **Has the Proposer ever had any performance bonds called as a result of its Work?**
☐ NO ☐ YES If yes, please state:

Project Name	Contracting Party	Bond Amount
_____	_____	_____
_____	_____	_____

Has the Proposer ever been found guilty of any violation of State or Federal Employment Laws, or debarred from bidding on a contract?

☐ NO ☐ YES If yes, give details:

_____

_____

_____

11. **Has the Proposer ever filed for Chapter Eleven or other bankruptcy?**
☐ NO ☐ YES If yes, give details:

_____

_____

12. **Have any adverse legal judgments been rendered against the Proposer in the past five (5) years?**
☐ NO ☐ YES If yes, give details:

_____

_____

13. **Has the Proposer filed any claims with Washington State Workman's Compensation or other insurance company for accidents resulting in fatal injury or dismemberment to any of its employees in the past five (5) years?**
☐ NO ☐ YES If yes, please state:

Date	Type of Injury	Agency Receiving Claim
_____	_____	_____
_____	_____	_____

14. **Bank Reference(s):**

Name	Address	Account Type

I am the _____ (title of Proposer), have the authority to bind Proposer, am over the age of 18 and have personal knowledge of the facts set forth above (items 1-23).

Dated this _____ day of _____, 20___ at _____ (City), Washington.

By:_____
(Authorized Signature)

_____

(Printed Name)