

# City of Kelso

## Janitorial Services Contract

### Request for Proposals



**Due: September 10, 2019 – 10:00 am**  
**2nd Fl. City Hall**  
**203 S. Pacific Ave. Kelso, WA 98626**

The City of Kelso is requesting proposals for a janitorial services contract for the City's buildings for an initial period of three years from October 1, 2019 to September 30, 2022, with the option for two one-year renewal periods.

All proposals must be submitted on the regular form furnished with the specifications in a sealed envelope clearly marked with the name of the bidder, the name of the RFP, and the date and time of the bid opening.

The City of Kelso in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on grounds of race, color, national origin, or sex in consideration for an award.

The City of Kelso reserves the right to reject any or all bids, waive informalities or irregularities and to accept any bid for the project, which appears to serve the best interest of the City.

#### Pre-Bid Site Visit

In order to fully understand the City's needs, Prospective Bidders are strongly encouraged to attend the following site visit. The submission of a bid shall constitute an acknowledgement upon which the City may rely that the bidder has thoroughly examined and is familiar with the Contract Provisions, including addenda, work site identified in such documents, and all applicable statutes, regulations, ordinances, and resolutions dealing with or related to the work and services to be provided herein. The failure or neglect of a bidder to examine such documents, work site(s), statutes, regulations, ordinances, or resolutions shall in no way relieve the bidder from any contract obligations. No claim for additional compensation will be allowed based upon lack of knowledge or due diligence.

**Date/Time:** Thursday, August 29, 2019 at 9:00 am  
**Location:** Kelso City Hall  
203 S. Pacific Ave. (2<sup>nd</sup> Floor)  
Kelso, WA 98626

**Contact:** Jason Gorans (360) 957-6872 or jgorans@kelso.gov

The site visit will include the Kelso City Hall, Train Depot, Operations Shop, and Library. The site visit is anticipated to take less than two hours.

### Bidder Responsibility

Responsible bidders, as defined in RCW 39.04.010 and 39.04.350, must meet the following criteria:

- Be a registered contractor, tradesperson or business
- Have a current Unified Business Identifier (UBI) number
- Have industrial insurance/workers' comp coverage
- Have an Employment Security Department (ESD) account
- Have a state excise tax registration number
- Not be disqualified from bidding under RCW 39.06.010 or 39.12.065(3)
- Not have any apprenticeship violations, if applicable
- Certify through a sworn statement that they are not a willful violator of labor laws in reference to RCW 49.48.082 within the past three years.
- Have received, or be exempt from, training provided by the Department of Labor and Industries or by a provider whose curriculum has been approved by L&I, on the requirements related to public works and prevailing wages. (See ESSHB 1673.)

This project is a Public Work as defined in RCW 39.04.010. The Awarded Contractor shall comply with all state laws relating to employment and wages. The hourly wages to be paid laborers, workers, or mechanics shall not be less than the prevailing rates for an hour's work in the same trade or occupation in Cowlitz County. The State of Washington prevailing wage rates applicable for this public works project may be found at the following website address of the Department of Labor and Industries, and is made part of this contract:

<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>

The applicable effective date for prevailing wages for this project is the bid submittal date. A copy of the applicable prevailing wage rates are also available for viewing at City Hall. Upon request, the City will mail a hard copy of the applicable prevailing wages for this project.

The cost of filing Prevailing Wage forms with the State Department of Labor and Industries shall be borne by the bidder and at no additional cost to the City.

No payment will be made on this contract until the contractor and each and every subcontractor has submitted a 'Statement of Intent to Pay Prevailing Wages' that has been approved by the Department of Labor and Industries. No final payment or release of any retainage will be made until the contractor and each and every subcontractor has submitted an 'Affidavit of Wages Paid' following L&I filing requirements, and that has been approved by the Department of Labor and Industries.

Contractor is responsible for filing forms pursuant to L&I requirements. Intents and affidavits for prevailing wages paid must be submitted annually for all work completed within the previous twelve month period of the contract.

The City shall adjust the prevailing wages (hourly wage rates and fringe benefits) annually as per WAC 296-127-023. In order to calculate the change in prevailing wages due to the Awarded Contractor, the Awarded Contractor shall provide to the City a breakdown of the fully loaded labor rates for each classification of labor including hourly wage rates, fringe benefits, overhead and profit. The City shall not pay for any price escalation for overhead, profit, equipment, material, or any other costs except for changes in the prevailing wages (hourly wage rates and fringe benefits).

### **Service Company Qualifications**

The following requirements shall be provided in the prospectus and considered as the minimum standards for a service company to be considered as qualified to provide services under this contract, and shall be a prerequisite to any award.

1. A period of five (5) years' experience in the performance of commercial janitorial services as specified shall be considered a minimum.
2. Services that are to be provided shall be performed by qualified and trained service personnel that are directly employed by the service company.

### **Locations and Services List**

The following equipment and locations shall be included:

#### **Public Library (351 Three Rivers Mall Drive)**

- Building – 11,627 sq. ft.
- Carpet – 11,000 sq. ft.

#### **Train Depot (501 S. 1st Ave)**

- Building – 6,740 sq. ft.
- Carpet – 780 sq. ft.

#### **Operations (2300 Parrott Way)**

- Building – 2,000 sq. ft.
- Carpet – 1,290 sq. ft.

#### **City Hall (203 S. Pacific Ave)**

- Building - 26,423 sq. ft.
- Carpet – 20,000 sq. ft.

### ***Specific Requests/Expectations:***

**DAILY (Each weekday, except for the Train Depot which also includes weekend service)**

- Clean entryway glass doors; inside and out
- Clean the window glass to the Police Department reception office
- Empty all waste receptacles and remove all cardboard
- Clean and disinfect restrooms, shower and kitchen areas; including all fixtures, mirrors, sinks, and floors
- Clean and sanitize water fountains
- Refill paper products and soap dispensers as needed including dispensers in shower room
- Clean the counter tops in reception areas, break rooms, City Hall entry, and council chambers
- Clean all table tops in conference, kitchen, lunch and break rooms
- Clean all work area desk tops
- Spot sweep, vacuum, and mop as needed
- Spot damp mop as needed
- Spot clean carpets as needed
- Spot clean work surfaces
- Sanitize all stair rails, door handles, bars and plates, including restroom stalls
- Secure **all** buildings upon departure

#### **WEEKLY (all locations)**

- Dust all surfaces
- Damp mop
- Sweep exterior entry, remove cigarette butts and clean ashtrays in smoking area
- Sweep stairways, floors, and entryways
- Vacuum all carpet areas including throw rugs, offices, exercise equipment area, elevator and edging; including cubicles
- Sweep shop floor and wipe down all handrails at PW Operations
- Clean out and wipe down refrigerators and microwaves

#### **MONTHLY (all locations)**

- Clean outside fixtures bulbs & globes; under 8' tall
- Dust wainscotings and chair rail in all rooms
- High dusting for cobweb control (excludes Operations equipment bays and City Hall atrium)
- Dust walls
- Spot clean interior windows
- Clean door trim, light switches, walls, woodwork, file cabinets and shelving
- Clean and sanitize telephones
- Vacuum cloth covered chairs/couches
- Wipe lockers and vending machines
- Wax all maroleum/vinyl floors according to specifications (Johnson Wax product as recommended by manufacturer)

#### **EVERY THREE (3) MONTHS (all locations)**

- Clean interior windows

#### **EVERY SIX (6) MONTHS (all locations)**

- Oil woodwork

- Clean light diffusers and fixtures
- Dust blinds and window coverings and sills

#### **YEARLY (all locations)**

- Shampoo all carpets
- Strip and wax all floors according to manufacturer recommendation

Supplies provided by the City of Kelso:

- Light bulbs
- Paper towels
- Toilet tissue
- Hand soap
- Shower soap
- Restroom deodorant spray
- Trash bags

Contractor shall provide equipment and all other supplies necessary to complete job assignments. All equipment and supplies shall meet OSHA requirements for the safety and protection of employees of the contractor as well as City staff.

#### **Additional Terms and Conditions**

- This service shall not be subcontracted.
- All workers shall have passed a background check prior to working on-site.
- Services shall be provided before or after business hours for each location.

#### **Evaluation of Proposals and Award**

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

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

- A. Total Price/Fee Structure:.....30 Points
  - a. As provided in the proposal documents
- B. Qualifications and Past Performance .....40 Points
  - a. As gathered from the proposal documents and references
- C. Approach to Providing Services .....30 Points
  - a. As gathered from proposal documents

**Award:** The City reserves the right to award the contract to the Bidder deemed to offer the best overall proposal. The City is therefore not bound to accept any proposal solely on the basis of the lowest price. The City further reserves the right to cancel this RFP and to reject any and all proposals, waive any and all informalities and or irregularities.

# Proposal Form

30 pts.

## Janitorial Services Monthly/Annual/Total Costs

**Bidder Name:** \_\_\_\_\_

### Year 1 Provide Detail Per Location

	Monthly Charge		Annual Charge
<b>Public Library:</b>		x 12	\$
<b>Train Depot:</b>		x 12	\$
<b>Operations:</b>		x 12	\$
<b>City Hall:</b>		x 12	\$
<b>Subtotal Year 1:</b>			\$

### Years 2-3 Summary Subtotal All Locations

	Monthly Charge		Annual Charge
<b>Year 2:</b>		x 12	\$
<b>Year 3:</b>		x 12	\$
<b>Subtotal Years 2-3:</b>			\$

### Total Proposal

Three Year Total:	\$
8.1% WSST	\$
<b>Total Proposal:</b>	\$

### Cost Per Additional Carpet Cleaning Beyond Annual Service

	Charge
<b>Public Library:</b>	\$
<b>Train Depot:</b>	\$
<b>Operations:</b>	\$
<b>City Hall (Police Dept):</b>	\$
<b>City Hall (Council Chambers)</b>	\$
<b>City Hall (Finance Department)</b>	\$
<b>City Hall (2<sup>nd</sup> Floor)</b>	\$

### Addenda Receipt Acknowledgement

Receipt of the following Addenda to the Drawings and/or Specifications is hereby acknowledged.

ADDENDUM #'s	DATES OF RECEIPT	SIGNED ACKNOWLEDGMENT

**Failure to acknowledge receipt of addenda may be considered an irregularity in the proposal.**

### Non-Collusion Declaration

**I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United States that the following statements are true and correct:**

1. That the undersigned person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.
2. **That by signing the signature page of this proposal, I am deemed to have signed and have agreed to the provisions of this declaration.**

\_\_\_\_\_  
Name of Bidder (Company)

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Physical WA State Mailing Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
City State and Zip

\_\_\_\_\_  
ESD Account No.

\_\_\_\_\_  
Washington Registration Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Name of Bidder's Representative

\_\_\_\_\_  
UBI No.

\_\_\_\_\_  
Signature of Bidder's Representative

\_\_\_\_\_  
Date

## Qualifications and Past Performance

40 pts.

Name of Business: \_\_\_\_\_

Number of years in business under present name: \_\_\_\_\_

Number of regular full-time employees: \_\_\_\_\_

Ratio of field supervisors to workers: \_\_\_\_\_

Has the bidder, or any representative thereof:

Failed to complete a contract? ..... ☐ Yes ☐ No

Been found guilty of any violation of State or Federal Employment Laws? ..... ☐ Yes ☐ No

Ever filed for Chapter Eleven or other bankruptcy? ..... ☐ Yes ☐ No

Have had any adverse legal judgments rendered in past five years? ..... ☐ Yes ☐ No

Filed any claims with Washington State Workman's Compensation? ..... ☐ Yes ☐ No

Had a prior contract terminated early? ..... ☐ Yes ☐ No

Provide details on any question answered "yes" above:

List a minimum of three public contracts of a similar nature which have been performed by the bidder within the last five years and the gross dollar amount of each project:

Business Name, Contact Name and Phone Number	Contract Type	Contract Amount	Dates of Performance



## Approach to Providing Services

30 pts.

Bidders must provide a detailed plan indicating how they intend to service each location being bid on relevant to the detailed specifications, that explains:

**Transition** – Describe the plan for overtaking service(s) from current Contractor to your company. *If Bidder is current Contractor, so indicate and provide a transition plan from current contract to the anticipated new contract.*

**Implementation** – Describe how you plan to provide the service(s) without disrupting the current service level(s). *If Bidder is current Contractor, and provide an implementation plan from current contract to the anticipated new contract.*

**Contingency** – Describe your plan to still provide the service(s) due to any unforeseen circumstance (i.e. staff no show, equipment failure, etc.).

**Staffing** – Number, titles, and responsibility of staff needed to provide service, with estimated man-hours needed to perform the service

**Quality Assurance** - How will you verify that your staff adequately performs work for the delivery of the services described under this RFP? Also describe your process for responding to and resolving customer complaints.



## Certification of Compliance with Wage Payment Statutes

Effective July 23, 2017, before award of a public works contract, the bidder under consideration for award of a public works project must submit to the public agency a sworn statement that they have not willfully violated wage payment laws within the past three years in order to be considered a responsible bidder. (See [RCW 39.04.350](#) as modified by [SSB 5301](#), Laws of 2017, ch. 258.)

The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date (9/10/19), the bidder is not a “willful” violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

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Bidder’s Business Name

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Signature of Authorized Official\*

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Printed Name

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Title

---

Date

---

City

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State

*Check One:*

Sole Proprietorship ☐ Partnership ☐ Joint Venture ☐ Corporation\* ☐

State of Incorporation, or if not a corporation, State where business entity was formed:

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If a co-partnership, give firm name under which business is transacted:

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*\* If a corporation, proposal must be executed in the corporate name by the president or vice-president (or any other corporate officer accompanied by evidence of authority to sign). If a co-partnership, proposal must be executed by a partner.*

# Sample Contract