



**CITY OF PACIFIC  
REQUEST FOR PROPOSALS  
FOR  
JANITORIAL SERVICES**

**Issued: April 30, 2018**

Proposals must be received at the address below by **2:00 p.m.** on  
May 25, 2018

City of Pacific  
Public Works Department  
100 3<sup>rd</sup> Avenue S.E.  
Pacific, WA 98047

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## ATTACHMENTS

Exhibit A: Service Contract

Exhibit B: Facility Detail Maps

**CITY OF PACIFIC**  
**REQUEST FOR PROPOSALS**  
**FOR**  
**JANITORIAL SERVICES**

**I. INTRODUCTION**

The City of Pacific is located approximately 27 miles southeast of Seattle along State Route 167 near the King / Pierce County line. The City is approximately 2.4 square miles in size with a population of approximately 7,000. The City provides a full range of municipal services with 43 full-time equivalent personnel in the following departments: police, parks and recreation, streets & utilities, planning & zoning, engineering and general administrative services.

The City of Pacific requests interested facility maintenance and janitorial firms to respond to this Request for Proposals (RFP) for janitorial services. All Contractors must submit sealed proposals to furnish all necessary labor and supervision to satisfactorily perform janitorial services at the following four (4) City facilities:

**II. DESCRIPTION OF SERVICES**

The City of Pacific is pleased to offer an opportunity for an experienced facility maintenance firm/contractor to provide janitorial services at the following two (2) City facilities:

1. Pacific City Hall, 100 3rd Avenue SE, Pacific 98047
2. Police Department, 133 3rd Avenue SE, Pacific 98047
3. Pacific Community Center, 305 Milwaukee Boulevard SE, Pacific 98047
4. Pacific Senior Center, 100 3rd Avenue SE, Pacific 98047

The City will be responsible for providing all cleaning equipment and supplies (mops, buckets, brooms, dust mops, rags, and associated cleaners), and products (toilet paper, paper towels, garbage bags, seat covers, soap, etc.) needed to fulfill the scope of services within the RFP

**PACIFIC CITY HALL - General Specifications**

Schedule: Pacific City Hall is to be cleaned two (2) nights per week on Wednesday, and Friday (Friday pm – Monday am). Cleaning must take place between the hours of 6:30pm, and be finished no later than 6:00am the following morning.

**OFFICES/ROOMS (7), CUBICLES (12), AND OPEN COMMON AREAS (carpeted)**

*Two (2) times per week:*

- Empty waste receptacles, dispose of waste appropriately, clean waste container, and replace liner.
- Spot clean work surfaces for minor spillage or coffee rings as needed
- Arrange furniture in a neat and orderly manner.
- Vacuum main carpeted areas.
- Dust low ledges and horizontal surfaces under 6 feet.
- Spot clean walls around light switches and door frames knobs, as needed.

*One (1) Time Per Week:*

- Dust and clean accessible surfaces of desks, chairs, tables and other office furniture.
- Detail vacuum under desks, tables, counters, corners and edges of carpeted areas.
- Clean noticeable stains off windows with glass cleaner where applicable.

*Once Per Month (1st week of month):*

- Vacuum heating and air unit vents (radiators and filters).
- Dust ledges and horizontal surfaces over 6 feet (for spider webs, etc).
- Dust mini blinds where applicable.
- Wipe down walls not done daily.

**EMPLOYEE RESTROOM (Linoleum)**

*Two (2) Times Per Week:*

- Empty waste receptacles, dispose of waste appropriately, clean waste container, and replace liner.
- Dust mop and/or sweep floor areas.
- Damp mop floor surfaces with neutral cleaner.
- Dust and wipe down low ledges and horizontal surfaces.
- Check and refill all dispensers; paper towels, toilet tissue, seat covers and hand soap.
- Clean and polish mirror and dispensers.
- Clean counters, and wash basin.
- Clean and sanitize toilet, and toilet seat.
- Clean and polish chrome fixtures.
- Clean walls, towel dispensers, and door frames

**EMPLOYEE KITCHEN (carpet)**

*Two (2) Times Per Week*

- Empty waste receptacles, dispose of waste appropriately, clean waste container, and replace liner.
- Vacuum main carpeted areas.
- Wipe down counters, sink, and table top and cabinet doors.
- Clean and polish chrome fixtures.
- Dust and wipe down horizontal surfaces under and over 6 feet (for spider webs, etc).
- Check and refill all dispensers; paper towels, and hand soap.

**MAIN LOBBY - PUBLIC AREAS (carpet)**

*Two (2) Times Per Week*

- Vacuum main carpeted areas.
- Empty waste receptacles on main plaza and at the bottom of the stairway, dispose of waste appropriately, clean waste container, and replace liner.
- Clean noticeable stains off windows with glass cleaner where applicable.
- Spot clean walls around light switches and door frames as needed.

*Once (1) Per Week:*

- Dust window sills, low ledges and all horizontal surfaces under 6 feet.
- Dust and clean accessible surfaces of furniture.

- Clean windows with glass cleaner where needed

*Once Per Month (1<sup>st</sup> week of the month):*

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

### **PUBLIC RESTROOMS (Painted Concrete)**

*Two (2) Times Per Week:*

- Empty waste receptacles, dispose of waste appropriately, clean waste container, and replace liner.
- Empty and clean feminine napkin containers, dispose of waste, and replace liners.
- Dust mop and/or sweep floor areas.
- Damp mop floor surfaces with neutral cleaner.
- Check and refill all dispensers; paper towels, toilet tissue, seat covers and hand soap.
- Clean and polish mirrors and dispensers.
- Clean sinks.
- Clean and sanitize toilets, toilet seats, and urinals.
- Clean and polish chrome fixtures.
- Clean walls around sinks, towel dispensers, urinals, partitions and door frames.
- Dust land/or wipe down low ledges and horizontal surfaces under 6 feet.

*Once Per Month (1<sup>st</sup> week of month)*

- Vacuum exhaust air fans.
- Dust ledges and horizontal surfaces over 6 feet (spider webs, etc).
- Wipe down walls not done daily.

### **COUNCIL CHAMBERS / COURT ROOM (carpet)**

*Two (2) Times Per Week:*

- Vacuum main carpeted areas.
- Empty waste receptacles on main plaza and at the bottom of the stairway, dispose of waste appropriately, clean waste container, and replace liner.
- Clean noticeable stains off windows with glass cleaner where applicable.
- Spot clean walls around light switches and door frames as needed.
- Arrange furniture in a neat and orderly manner.
- Wipe down tables and chairs.

*Once (1) Per Month*

- Dust ledges, window sills and horizontal surfaces under and over 6 feet (spider webs, etc).
- Dust vertical blinds.
- Wipe down walls not done daily.
- Vacuum air vents.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Maintain janitorial closets in a clean, accessible, and organized manner.
- It is the responsibility of the janitorial firm to notify the City representative when cleaning and product supplies are low, before they run out.

- Secure lights and lock all interior and exterior doors, as directed.
- Notify City representative of any facility, mechanical, plumbing, or security problems

## **POLICE DEPARTMENT - General Specifications**

Schedule: Police Department is to be cleaned one (1) night per week on Thursdays. Cleaning must take place between 6:30pm in the evening and 6:00am the following morning.

### **OFFICE AREAS (Carpet) 5 Spaces**

*One (1) Time Per Week:*

- Empty waste receptacles, dispose of waste appropriately, clean waste container, and replace liners.
- Dust and clean accessible surfaces of desks, chairs, tables and other office furniture. Arrange furniture in a neat and orderly manner.
- Vacuum main carpeted areas.
- Dust and/or wipe down window sills, low ledges and all horizontal surfaces under 6 feet.
- Clean noticeable stains off windows with glass cleaner where applicable.
- Spot clean walls around light switches, handles and door frames as needed.
- Dust mini blinds.
- Dust and spot clean walls.

*Monthly (1st week of each month):*

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

### **HALLWAY**

*One (1) Time Per Week:*

- Vacuum main carpeted areas.
- Dust and/or wipe down window sills, low ledges and all horizontal surfaces under 6 feet.
- Spot clean walls and around light switches and door frames as needed.
- Clean noticeable stains off windows and display case with glass cleaner where applicable.

*Monthly (1st week of each month):*

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

### **WORK ROOM and LOCKER ROOM (Hard Surface)**

*One (1) Time Per Week:*

- Empty waste receptacles, dispose of waste appropriately, clean waste container, and replace liners.
- Dust mop floor.
- Damp mop floor surfaces with neutral cleaner.
- Check and refill all dispensers; paper towels, and hand soap.
- Clean counter top, sinks, and all dispensers.
- Clean and polish chrome fixtures.
- Dust and/or wipe down low ledges and all horizontal surfaces under 6 feet.

- Clean and sanitize kitchen area when needed after special events. (sinks, floors, counters)

*Monthly (1st week of each month):*

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

## **RESTROOMS**

*One (1) Time Per Week:*

- Empty waste receptacles, dispose of waste appropriately, clean waste container, and replace liners.
- Dust mop floors.
- Damp mop floor surfaces with neutral cleaner.
- Check and refill all dispensers; paper towels, toilet tissue, seat covers and hand soap.
- Empty and clean feminine napkin containers, dispose of waste, and replace liners.
- Clean and polish mirrors.
- Clean counters, wash basins and all dispensers.
- Clean and sanitize toilets, toilet seats, urinals.
- Dust and/or wipe down low ledges and all horizontal surfaces under 6 feet.
- Clean and polish chrome fixtures.
- Clean walls around sinks, towel dispensers, urinals, partitions and door frames.

*Monthly (1st week of each month):*

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

## **ADDITIONAL DUTIES AND RESPONSIBILITIES**

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

## **COMMUNITY CENTER - General Specifications**

Schedule: Pacific Community Center is to be cleaned three (3) nights per week on Monday, Wednesday, and Friday. Cleaning must take place between the hours of 9:00pm, and be finished no later than 6:00am the following morning.

### **OFFICE AREAS (Carpet) 1 Space**

*One (1) Time Per Week:*

- Empty waste receptacles, dispose of waste appropriately, clean waste container, and replace liners.
- Dust and clean accessible surfaces of desks, chairs, tables and other office furniture. Arrange furniture in a neat and orderly manner.
- Vacuum main carpeted areas.
- Dust and/or wipe down window sills, low ledges and all horizontal surfaces under 6 feet.
- Clean noticeable stains off windows with glass cleaner where applicable.
- Spot clean walls around light switches, handles and door frames as needed.

- Dust mini blinds.
- Dust and spot clean walls.

*Monthly (1st week of each month):*

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

### **EAST ROOM (carpet)**

*Three (3) Times Per Week:*

- Vacuum main carpeted areas.
- Empty waste receptacles on main plaza and at the bottom of the stairway, dispose of waste appropriately, clean waste container, and replace liner.
- Clean noticeable stains off windows with glass cleaner where applicable.
- Spot clean walls around light switches and door frames as needed.
- Arrange furniture in a neat and orderly manner.
- Wipe down tables and chairs.

*Once (1) Per Month*

- Dust ledges, window sills and horizontal surfaces under and over 6 feet (spider webs, etc).
- Dust vertical blinds.
- Wipe down walls not done daily.
- Vacuum air vents.

### **HALLWAY**

*One (1) Time Per Week:*

- Vacuum main carpeted areas.
- Dust and/or wipe down window sills, low ledges and all horizontal surfaces under 6 feet.
- Spot clean walls and around light switches and door frames as needed.
- Clean noticeable stains off windows and display case with glass cleaner where applicable.

*Monthly (1st week of each month):*

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

### **GYM (Hard Surface)**

*Three (3) Times Per Week:*

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

*Monthly (1st week of each month):*

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



- Dust off air vents.

## **EAST ROOM AND COMMERCIAL KITCHENS (hard surfaced)**

### *Three (3) Times Per Week*

- Empty waste receptacles, dispose of waste appropriately, clean waste container, and replace liners.
- Dust mop floors.
- Damp mop floor surfaces with neutral cleaner.
- Wipe down appliance fronts.
- Wipe down counters, sink, and table top and cabinet doors.
- Clean and polish chrome fixtures.
- Dust and wipe down horizontal surfaces under and over 6 feet (for spider webs, etc).
- Check and refill all dispensers; paper towels, and hand soap.
- Clean and sanitize kitchen area when needed after special events. (sinks, floors, counters).

## **RESTROOMS**

### *Three (3) Time Per Week:*

- Empty waste receptacles, dispose of waste appropriately, clean waste container, and replace liners.
- Dust mop floors.
- Damp mop floor surfaces with neutral cleaner.
- Check and refill all dispensers; paper towels, toilet tissue, seat covers and hand soap.
- Empty and clean feminine napkin containers, dispose of waste, and replace liners.
- Clean and polish mirrors.
- Clean counters, wash basins and all dispensers.
- Clean and sanitize toilets, toilet seats, urinals.
- Dust and/or wipe down low ledges and all horizontal surfaces under 6 feet.
- Clean and polish chrome fixtures.
- Clean walls around sinks, towel dispensers, urinals, partitions and door frames.

### *Monthly (1st week of each month):*

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

## **SENIOR CENTER - General Specifications**

Schedule: Pacific Senior Center is to be cleaned three (3) nights per week on Monday, Wednesday, and Friday. Cleaning must take place between the hours of 9:00pm, and be finished no later than 6:00am the following morning.

## **OFFICE AREAS (Carpet) 2 Space**

### *One (1) Time Per Week:*

- Empty waste receptacles, dispose of waste appropriately, clean waste container, and replace liners.
- Dust and clean accessible surfaces of desks, chairs, tables and other office furniture. Arrange furniture in a neat and orderly manner.

- Vacuum main carpeted areas.
- Dust and/or wipe down window sills, low ledges and all horizontal surfaces under 6 feet.
- Clean noticeable stains off windows with glass cleaner where applicable.
- Spot clean walls around light switches, handles and door frames as needed.
- Dust mini blinds.
- Dust and spot clean walls.

*Monthly (1st week of each month):*

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

### **DINING ROOM (carpet)**

*Three (3) Times Per Week:*

- Vacuum main carpeted areas.
- Empty waste receptacles, dispose of waste appropriately, clean waste container, and replace liner.
- Clean noticeable stains off windows with glass cleaner where applicable.
- Spot clean walls around light switches and door frames as needed.
- Arrange furniture in a neat and orderly manner.
- Wipe down tables and chairs.

*Once (1) Per Month*

- Dust ledges, window sills and horizontal surfaces under and over 6 feet (spider webs, etc).
- Dust blinds.
- Wipe down walls not done daily.
- Vacuum air vents.

### **STORAGE ROOM (Hard Surface)**

*Three (3) Times Per Week:*

- Dust mop floor.
- Damp mop floor surfaces with neutral cleaner.
- Dust and/or wipe down low ledges and all horizontal surfaces under 6 feet.

*Monthly (1st week of each month):*

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

### **COMMERCIAL KITCHEN (hard surfaced)**

*Three (3) Times Per Week*

- Empty waste receptacles, dispose of waste appropriately, clean waste container, and replace liners.
- Dust mop floors.
- Damp mop floor surfaces with neutral cleaner.
- Wipe down counters, sink, and table top and cabinet doors.
- Clean and polish chrome fixtures.
- Dust and wipe down horizontal surfaces under and over 6 feet (for spider webs, etc).
- Check and refill all dispensers; paper towels, and hand soap.

**RESTROOMS**

*Three (3) Time Per Week:*

- Empty waste receptacles, dispose of waste appropriately, clean waste container, and replace liners.
- Dust mop floors.
- Damp mop floor surfaces with neutral cleaner.
- Check and refill all dispensers; paper towels, toilet tissue, seat covers and hand soap.
- Empty and clean feminine napkin containers, dispose of waste, and replace liners.
- Clean and polish mirrors.
- Clean counters, wash basins and all dispensers.
- Clean and sanitize toilets, toilet seats, urinals.
- Dust and/or wipe down low ledges and all horizontal surfaces under 6 feet.
- Clean and polish chrome fixtures.
- Clean walls around sinks, towel dispensers, urinals, partitions and door frames.

*Monthly (1st week of each month):*

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

**ADDITIONAL DUTIES AND RESPONSIBILITIES**

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

**ADDITIONAL DISCRETIONARY CLEANING SERVICES**

*Services shall be pre authorized and scheduled with the City.*

1) **TWICE PER YEAR** (May and November)

**Window Washing – All glass windows inside and out, with brush and squeegee.**

- |  |    |
|--|----|
| 1. Pacific City Hall - Inside and out        | \$ |
| 2. Police Department - Inside and out        | \$ |
| 3. Pacific Community Center - Inside and out | \$ |
| 4. Pacific Senior Center - Inside and out    | \$ |

2) **TWICE PER YEAR** (May and November)

**Carpet Cleaning – All carpeted areas**

- |  |    |
|--|----|
| 1. City Hall - Main lobby, offices, court, conference room | \$ |
| 2. PCC Employee offices and office areas                   | \$ |
| 3. Pacific Community Center – East Room                    | \$ |
| 4. Pacific Senior Center - Main Lobby and Offices,         | \$ |

3) Cost Summary

<b>Description</b>	<b>Pacific City Hall</b>	<b>Pacific Police Department</b>	<b>Pacific Community Center</b>	<b>Pacific Senior Center</b>
Core Cleaning	\$	\$	\$	\$
Discretionary	\$	\$	\$	\$
<b>Total Costs</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

### III. SUBMITTAL REQUIREMENTS.

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.

a) Contractor Profile:

- 1) Provide the full name, main office address, and tax identification number of the entity that would ultimately enter into a contract with the City.
- 2) Provide the name and address of the entity that would actually provide the services to the City, if different from above.
- 3) Identify if your firm is an individual, partnership, or corporation and the state of incorporation.
- 4) Provide an organizational chart.
- 5) 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.
- 6) Provide copies of all business registrations/business licenses, and contractor's license.
- 7) Provide a list of current number of employees.

b) References/Experience/Past Projects:

- 1) List five references, include names, titles, and telephone numbers of contact persons, which you have provided services to in the past two years.
- 2) Provide a list of four additional projects or contracts that your firm currently services that is similar in scope to this RFP.
- 3) Please tell us about your background and experience in facilities maintenance. Have you ever worked for a public entity?
- 4) Describe your level of expertise in proper use of facility cleaning equipment and products, and on which type of surfaces.
- 5) 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.

c) List of Workers:

- 1) 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.
- 2) Describe each staff member's specific professional qualifications and years of applicable experience.

d) Insurance Coverage:

- 1) 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 Exhibit A.
- 2) Worker's compensation in accordance with Washington State law shall be secured for the Contractor and its employees.
- 3) A performance bond is **not** required for the work listed in this RFP.

e) Other information/questions:

- 1) 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.

Describe the Contractor's on-call ability and emergency response procedures to deal with problems such as vandalism damage, etc, 7 days a week throughout the year. Provide a list of hourly rates for all services and any minimum call-out hours.

#### **IV. PROPOSERS CHECKLIST**

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

1. Review all sections of the Request for Proposal.
2. Submit a Notice of Intent to Apply by Thursday, May 17, 2018. 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.
3. Attend the mandatory guided tour on Thursday, May 17, 9:00 am till 11:00 am, starting at the Pacific City Hall, Public Works Office located at 100 3rd Avenue SE, Pacific 98047. Call (253) 929-1113 to sign-up for the tour. Limited transportation will be provided by the City. Contractors are encouraged to examine all the Pacific facilities by going on a self-guided tour of each site, using the maps, price proposal sheets and RFP as a guide. Contractors not attending the tour will not be considered for the janitorial contract bid process - no exceptions.
4. Prepare your proposal, making sure to provide all information requested in Section D of the Request for Bid.
  - a) Contractor Profile (Section III.a)
  - b) References/Experience/Past Projects (Section III.b)
  - c) List of Subcontractors (Section III.c)
  - d) Insurance Coverage (Section III.d)
  - e) Other information/questions (Section III.e)
  - f) Proposer's Qualification Certificate (Section V)
5. Five (5) copies of the proposal are due to Public Works Department, Attention Jim Morgan, 100 3rd Avenue SE, Pacific, Washington 98047 by 4:00 pm on Friday, April 27, 2018. The five copies must be placed in a sealed envelope and clearly labeled in the lower left corner "Proposal for Janitorial Services". Provide one electronic copy in PDF format.
6. **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 Pacific 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 Pacific Park janitorial services contract.
  - E. Obtain a City of Pacific Business License

- F. Submit five (5) hard copies and one (1) electronic copy with the two sample reports and contracted budget sheet by 2:00 PM, Friday, May 25, 2018 to:

City of Pacific - Department of Public Works

100 3rd Avenue SE

Pacific, WA 98047

Attn: Jim Morgan, Public Works Manager

The city will not accept faxed or email copies.

**V. PROPOSERS QUALIFICATION CERTIFICATE**

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:

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2. Current State of Washington Certification Nos. (items 2-6)\* (\*must remain valid through project duration)

Employment Security Dept. No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

State Excise Tax Registration No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

3. 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:

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4. City of Pacific Business License No. \_\_\_\_\_ (required prior to award of Contract)

5. Particular types of work performed by your company:

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6. 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

7. Gross amount of contracts now in hand \$ \_\_\_\_\_
8. Gross amount of contracts not complete \$ \_\_\_\_\_
9. Number of regular full-time employees \_\_\_\_\_
10. Has the Proposer, or any representative or partner thereof, failed to complete a Contract? \_\_\_\_\_  
\_\_\_\_\_
11. Has the Proposer ever filed for Chapter Eleven or other bankruptcy? \_\_\_\_\_
12. Has the Proposer ever had any performance bonds called as a result of its Work? \_\_\_\_\_
13. Have any adverse legal judgments been rendered against the Proposer in the past five (5) years? \_\_\_\_\_
14. 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. \_\_\_\_\_
15. Bank Reference(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***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**



**VI. EVALUATION AND SELECTION CRITERIA.**

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

	<b>Factor</b>	<b>Weight Given</b>
1	<b>Responsiveness</b> of the proposal to the purpose and scope of services.	30%
2	<b>Experience:</b> Ability and history of successfully completing contracts of this type, meeting projected timelines, experience in custodial and building maintenance services.	30%
3	<b>Budget:</b> Clearness and reasonableness of proposal in specifying costs, and total cost.	20%
4	<b>References/key personnel:</b> Strength of references and key personnel.	20%
	<b>Total Criteria Weight</b>	<b>100%</b>

- B. Evaluation of the proposals and their cost effectiveness to the City will be made by an Evaluation Committee approved by the City Administrator and the Public Works Manager. 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.

- C. The City may utilize the services of appropriate experts to assist in the evaluation process.

D. Interview/Presentation

The City will invite one or more proposers to interview and make an oral presentation to the Evaluation Committee.

E. 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:

- 1) 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.
- 2) Proposer’s capability and capacity to perform the contract promptly, as specified in the RFP.
- 3) Proposer’s quality of performance of previous City contracts

and/or contracts with other organizations and/or municipalities.

- 4) Proposer's previous and existing compliance with laws and ordinances relating to contracts.
- 5) Financial status of the proposer. The City may require whatever evidence is deemed necessary by the City relative to the proposer's financial stability.
- 6) Proposer's method of hiring a work force to fulfill contract requirements.
- 7) Ability of the proposer to respond to facility emergencies throughout the year.
- 8) False, incomplete or unresponsive statements in connection with a proposal may be sufficient cause for its rejection.

**Attachment A**  
Standard Services Contract

**CONTRACT  
CITY OF PACIFIC  
JANITORIAL SERVICES  
CONTRACT NO. CC1801**

THIS AGREEMENT made and entered into this \_\_\_\_\_, by and between the City of Pacific, a municipality incorporated and existing under the laws of the State of Washington, by its City Council and Mayor, hereinafter called the "City," and \_\_\_\_\_, hereinafter called the "Contractor."

WITNESSETH:

- 1. Services.** With the exception of the equipment and materials supplied by the City, Contractor shall furnish at its own cost and expense all labor, tools, materials and equipment required to complete the required tasks in a good workmanlike manner, and to the satisfaction of the City, known as **JANITORIAL SERVICES**.
- 2. Term.** The Contractor shall commence work within twenty eight (28) days after the City issues a written Notice to Proceed and this agreement shall end June 30, 2020. This contract can be extended by mutual agreement of the parties.
- 3. Payment.**

  - 3.1 Payment amount and procedures.** The City shall pay the Contractor for all work and services covered by this Contract in an amount that shall not exceed \_\_\_\_\_) per month, including applicable sales tax. The payment amount shall exclude approved change orders, in accordance with the quantity and unit prices shown on the attached bid proposal. The Contractor shall submit monthly invoices for work and services performed in a previous calendar month in a format acceptable to the City.
  - 3.2 Inadequate or Unauthorized Work.** If during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Contractor shall correct or modify the required work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such work until it meets the requirements of the Contract. If the Contractor is unable, for any reason, to satisfactorily complete any portion of the work, the City may complete the work by contract or otherwise, and the Contractor shall be liable to the City for any additional costs incurred by the City. "Additional costs" means all reasonable costs incurred by the City, beyond the stated contract price. The City further reserves the right to deduct the cost to complete the work, including any additional costs, from any amounts due or to become due to the Contractor.
- 4. Prevailing Wage.** The Contractor shall comply with and pay prevailing wages as required by Chapter 39.12 RCW, as it may be amended in the future. Prevailing rate shall be paid on public works and building service maintenance contracts, funded in part or in whole with Federal funds. Federal wage laws and regulations shall be applicable. No worker, laborer or mechanic employed in the performance of any part of this Contract shall be paid less than the prevailing rate of wage as determined by the Industrial Statistician of the Department of Labor and Industries for the State of Washington.

Prior to making any payment under this Contract, the Contractor must submit to the City an approved copy of the "Statement of Intent to Pay Prevailing Wages" from the Department of

Labor and Industries. It is the Contractor's responsibility to obtain and file the Statement. The Contractor shall be responsible for all filing fees. Notice from Contractor and all subcontractors of intent to pay prevailing wages and prevailing wage rates for the Project must be posted for the benefit of the workers. Each invoice shall include a signed statement that prevailing wages have been paid by the Contractor and all subcontractors. Following the final acceptance of services rendered, Contractor shall submit a "Minimum Wage Affidavit."

In case any dispute arises as to what are the prevailing rates of wages for work of a similar nature and such dispute cannot be adjusted by the parties of interest, including labor and management representatives, the matter shall be referred for arbitration to the Director of the Department of Labor and Industries of the State and his/her decision therein shall be final and conclusive and binding on all parties involved in the dispute as provided for by RCW 39.12.060, as it may be amended in the future.

**5. Indemnification and Hold Harmless.** The Contractor shall protect, defend, indemnify and hold harmless the City, its officers, officials, employees, agents and volunteers from any and all claims, risks, injuries, damages, losses, suits, judgments, and attorney's fees or other expenses of any kind arising out of or in any way connected with the performance of this Contract, except for injuries and damages caused by the sole negligence of the City. The City's inspection or acceptance of any of the work shall not be grounds to avoid any of these covenants of indemnification.

Should a court of competent jurisdiction determine that this Contract 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, agents and volunteers, the Contractor's liability under this section shall be only to the extent of the Contractor's negligence.

It is further specifically and expressly understood that the indemnification provided under this section 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 Contract.

**6. Compliance with Laws.** The Contractor shall comply with all federal, state and local laws and regulations applicable to the work done under this Contract. Any violation of the provisions of these applicable laws and regulations shall be considered a violation of a material provision of this Contract and shall be grounds for cancellation, termination or suspension of the Contract by the City, in whole or in part, and may result in ineligibility for further work for the City.

**7. Job Safety.** Contractor shall take all necessary precaution for the safety of employees on the work site and shall comply with all applicable provisions of federal, state and local regulations, ordinances and codes. Contractor shall properly maintain, at all times, as required by the conditions and progress of the work, all necessary safeguards for the protection of workers and the public and shall post danger signs warning against known and unusual hazards.

**8. Claims.** The Contractor shall give written notice to the City of all claims other than change orders within thirty (30) days of the occurrence of events giving rise to the claim, but in no event later than the time of approval by the City for final payment. Any claim for damages, additional

payment for any reason, or extension of time shall be conclusively deemed to have been waived by Contractor unless a timely written claim is made in strict accordance with the applicable provisions of this Contract. At a minimum, a Contractor's written claim must include the information required in Section 11.3 regarding protests.

FAILURE TO PROVIDE A COMPLETE, WRITTEN NOTIFICATION OF CLAIM IN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM.

The Contractor must, in any event, file any claim or bring any suit arising from or connected to this Contract within 120 calendar days from the date the work is completed. Contractor, upon making application for the final payment, shall be deemed to have waived its right to claim for any other damages for which application has not been made, unless such claim for final payment includes notice of additional claim and fully describes such claim.

**9. Insurance.** The Contractor shall procure and maintain for the duration of the Contract, 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, employees or subcontractors.

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

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide the Aggregate per Project Endorsement ISO form CG 25 03 11 85. There shall be no endorsement or modification of the Commercial Liability insurance for liability arising from explosion, collapse or underground property damage. The City shall be named by endorsement as an insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO additional endorsement CG 20 10 01 and CG 20 37 10 01 or substitute endorsements providing equivalent coverage.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

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

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and a \$2,000,000 products-completed operation aggregate limit.

3. Employer's Liability insurance each accident \$1,000,000, Employer's Liability Disease each employee \$1,000,000, and Employer's Liability Disease – Policy Limit \$1,000,000.

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

1. The Contractor's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be in excess of the Contractor's insurance and shall not contribute with it.

2. The Contractor's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

3. The City will not waive its right to subrogation against the Contractor. The Contractor's insurance shall be endorsed acknowledging that the City will not waive its right to subrogation. The Contractor's insurance shall be endorsed to waive the right of subrogation against the City, or any self-insurance, or insurance pool coverage maintained by the City.

4. If any coverage is made on a "claims made" basis, then a minimum of a three (3) year extended reporting period shall be included with the claims made policy and proof of this extended reporting period provided to the City.

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

E. 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 Automobile Liability and Commercial General Liability insurance of the Contractor before commencement of the work.

F. Subcontractors. The Contractor shall not be allowed to subcontract any work without express written consent of the City. All coverage for subcontractors shall be subject to all of the same insurance requirements as stated herein for the Contractor.

The Contractor's insurance shall contain a clause stating that the coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insured liability. The Contractor's insurance shall be primary insurance with respect to the City, and the City shall be given thirty (30) days' prior written notice of any cancellation, suspension or material change in coverage.

G. Pollution Liability Insurance. Unless waived, Pollution Liability Insurance shall be not less than \$1,000,000 per occurrence, \$2,000,000 per project aggregate. This insurance shall be primary over any and all insurance the agency may have in place. Additionally, the CONTRACTOR is responsible for ensuring that any sub-contractor provide adequate insurance coverage for the activities arising out of subcontracts.

## **10. Termination**

A. Termination. This Agreement may be terminated without cause by either party on 60 days written notice during the term of the contract.

B. Rights Upon Termination. Upon termination for any reason, all finished or unfinished reports or documents of the Contractor relating to this Contract shall be submitted to the City, and the Contractor shall be entitled to just and equitable compensation for any

satisfactory work performed prior to the date of termination, not to exceed the total compensation in Section 3 of this Agreement (together with any approved Change Orders). Contractor shall not be entitled to any reallocation of cost, profit or overhead. Contractor shall not in any event be entitled to anticipated profit on work not performed because of such termination. Upon termination, the City may take over the work and prosecute the same to completion, by contract or otherwise.

**11. Attorney's Fees and Costs.** If any legal proceeding is brought for the enforcement of this Contract, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Contract, each party shall bear its own cost and fees, including but not limited to attorney's fees.

**12. General Administration.** The Public Works Manager of the City shall have primary responsibility for the City under this Contract to oversee and approve all work performed as well as all financial invoices.

**13. Subletting or Assigning of Contracts.** Neither the City nor the Contractor shall assign, transfer, or encumber any rights, duties or interests accruing from this Contract without the prior written consent of the other. If subcontract work is needed, prior to approval by the City, the Contractor must verify that their first tier subcontractors meet the bidder responsibility criteria as written in Chapter 39.04.350 RCW.

**14. Relationship of Parties.** The parties intend that an independent contractor - client relationship will be created by this Contract. As Contractor is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or subcontractor of Contractor shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance and unemployment insurance, are available from the City to the Contractor or his employees, agents, representatives or subcontractors. Contractor will be solely and entirely responsible for his acts and for the acts of Contractor's agents, employees, representatives and subcontractors during the performance of this Contract. The City may, during the term of this Contract, engage other independent contractors to perform the same or similar work that Contractor performs hereunder.

**15. Nonwaiver of Breach.** The failure of the City to insist upon strict performance of any of the terms and rights contained in this Contract, or to exercise any option contained in this Contract in one or more instances, shall not be construed to be a waiver or relinquishment of those terms and rights and such terms and rights shall remain in full force and effect.

**16. Written Notice.** All communications regarding this Contract shall be sent to the Parties at the addresses listed below in the Contact information, unless otherwise notified. Any written notice shall become effective on delivery, but in any event on the date three (3) calendar days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Contract.

**17. Discrimination.** The Contractor agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide



occupational qualification.

**18. Severability.** The provisions of this Contract are declared to be severable. If any provision in this Agreement is for any reason held by a court of competent jurisdiction to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other provision.

**19. Public Disclosure.** Contractor understands that his bid response documents and any contract documents may be subject to release under the Public Records Act Chapter 42.56 RCW and the City may be required to be disclosed upon a request. Contractor acknowledges that he has advised to mark any records believed to be trade secrets or confidential in nature as “confidential.” If records marked as “confidential” are found to be responsive to the request for records, the City as a courtesy to the Contractor, may elect to give notice to Contractor of the request so as to allow Contractor to seek a protective order from a Court. Contractor acknowledges and agrees that any records deemed responsive to a public records request may be released at the sole discretion and without notice by the City.

**20. Resolution of Disputes and Governing Law.**

A. In the event differences between the parties should arise over the terms and conditions or the performance of this Agreement, the parties shall use their best efforts to resolve those differences on an informal basis. If those differences cannot be resolved informally, the matter shall be referred for mediation to a mediator mutually selected by the parties. If mediation is not successful, either of the parties may institute legal action for specific performance of this Agreement or for damages.

B. Venue of any action shall be in King County Superior Court, King County, Washington. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. Each party shall bear the costs of their own attorney fees and costs.

IN WITNESS WHEREOF the parties hereto have caused these presents to be duly executed.

**CITY OF PACIFIC:**

**CONTRACTOR:**

\_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

MAYOR, Leanne Guier

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Taxpayer ID #: \_\_\_\_\_

**CITY CONTACT:**

Print Name: James J. Morgan

Phone: 253-929-1113

[jmorgan@ci.pacific.wa.us](mailto:jmorgan@ci.pacific.wa.us)

**CONTRACTOR CONTACT:**

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone : \_\_\_\_\_

Fax: \_\_\_\_\_

Contractor License #: \_\_\_\_\_

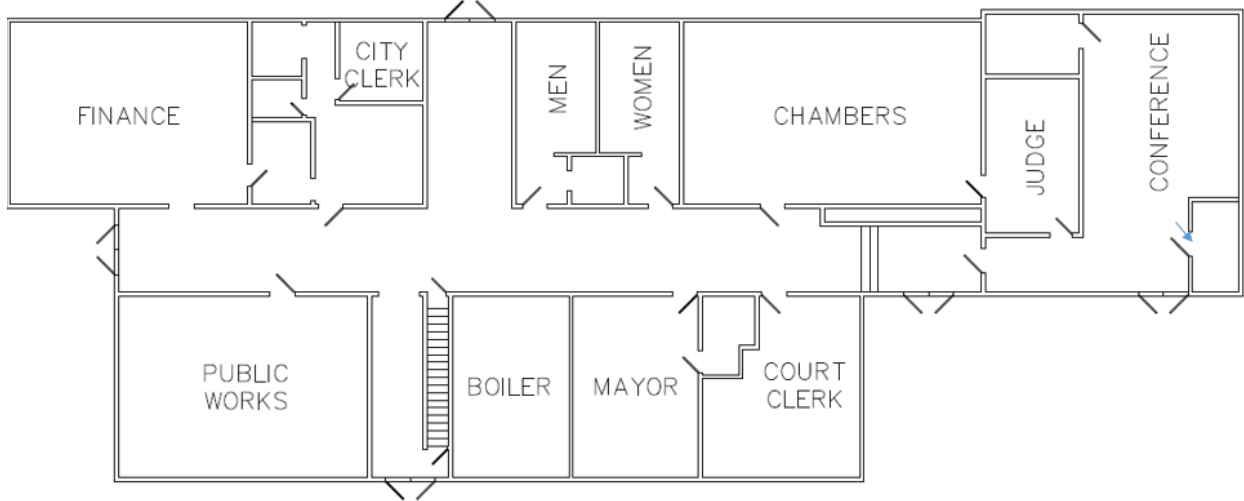
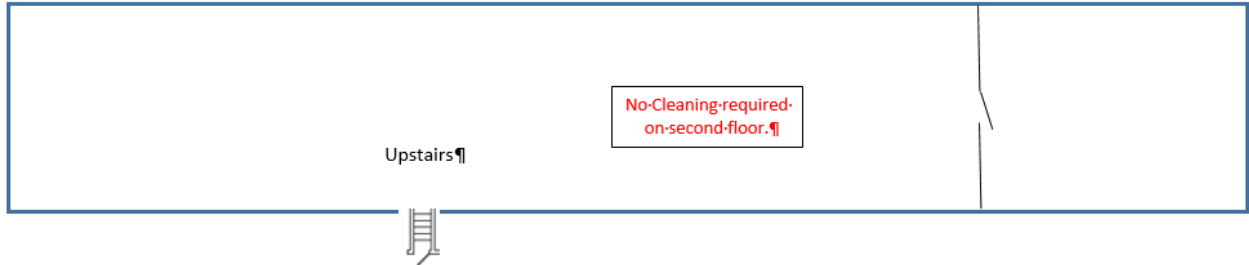
(if this is a new contractor or if Contractor has never conducted work with the City, a W-9 form must be attached to this agreement)

# Attachment B Facility Detail Maps

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City Hall ¶  
100 3<sup>rd</sup> Ave SE ¶



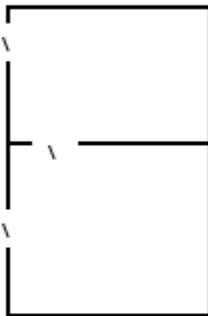
Police Department  
133 3<sup>rd</sup> SE



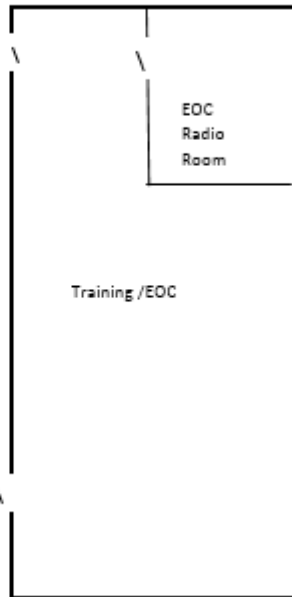
1<sup>st</sup> Floor

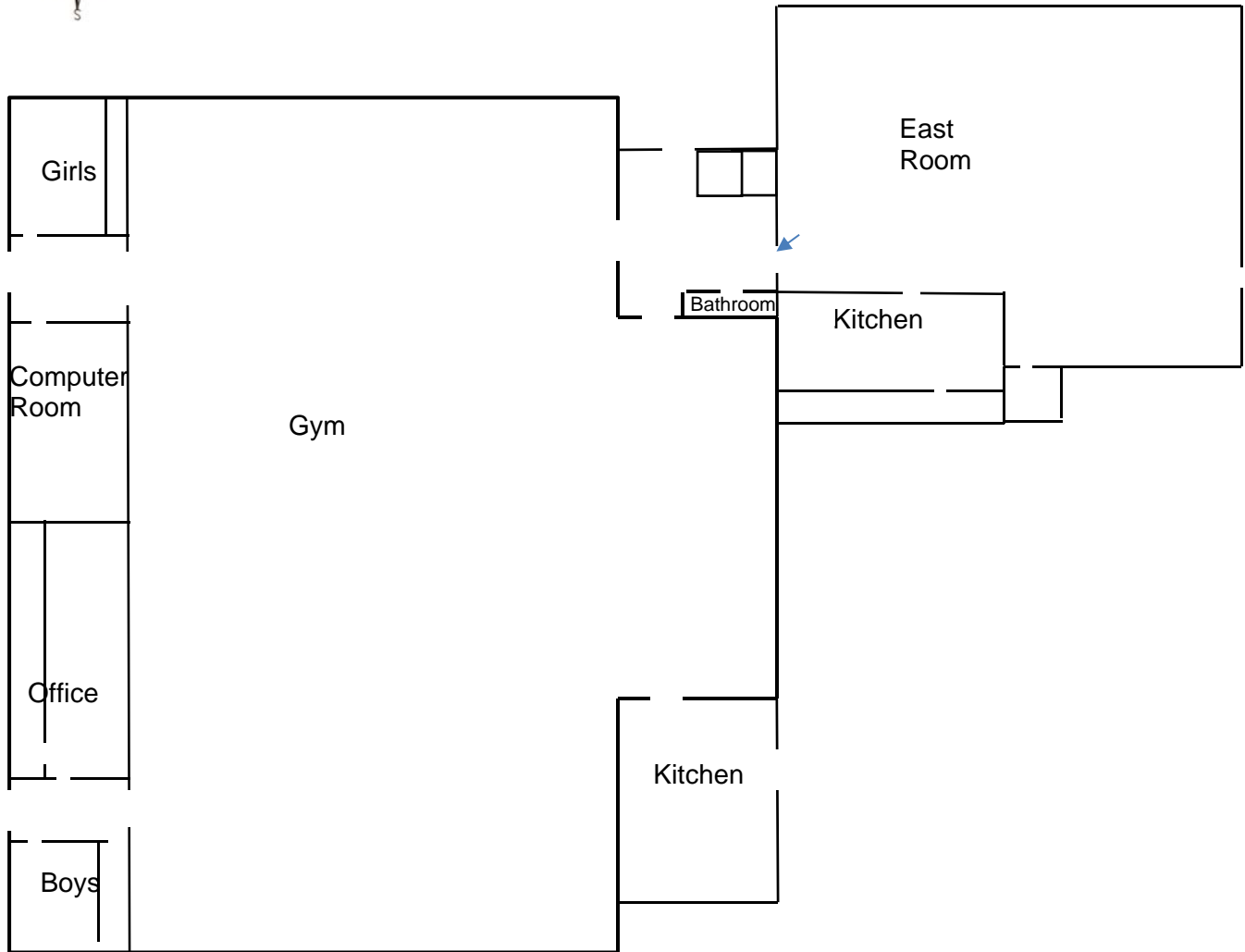


Detective Trailer  
In back of Station



2<sup>nd</sup> Floor







# Senior Center 100 B 3<sup>rd</sup> Ave SE

