

**CITY OF FEDERAL WAY
REQUEST FOR QUOTE
JANITORIAL SERVICES**

I. PURPOSE OF REQUEST.

The City of Federal Way ("City") is requesting quotes for the purpose of Janitorial Service work. The City's needs are outlined in the following Request for Quotes ("RFQ").

II. TIME SCHEDULE.

The City will follow the following timetable, which should result in a selection of a contractor by December 13, 2019.

Issue RFP	11/15/19
Informational meeting at City Hall	11/20/19 @ 10:00 AM; Twin Lakes Room - 1 st Floor
Deadline for Submittal of Quotes	12/06/19 @ 2:00 PM
Notify Contractor Chosen	12/13/19

III. INSTRUCTIONS TO PROPOSERS.

A. All quotes shall be sent to:

City of Federal Way
Attn: Dana AlMBERG - Finance Department
33325 8th Avenue South
Federal Way, WA 98003-6325
Office (253) 835-2526
E-mail: Dana.Almberg@cityoffederalway.com

RFQ packets will be available on the City website: <https://www.cityoffederalway.com/> in the bid section under "Inside City Hall" heading.

Questions and appointments to tour each facility should be directed to Jason Gerwen at (253) 835-6962.

B. All quotes must be received by 2:00 p.m., December 6, 2019 using the attached **Quote Sheet**. Quotes may be delivered or e-mailed to Dana.Almberg@cityoffederalway.com

PLEASE CLEARLY WRITE ON THE LOWER LEFT HAND CORNER OF THE SEALED ENVELOPE, OR IF YOU E-MAIL SHOW ON THE SUBJECT LINE "RFQ JANITORIAL SERVICES."

C. Quotes should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both sides of paper sheets for any submittals to the City is desirable whenever practicable.

D. The Parks Manager or representative will notify the contractor selected by December 13, 2019.

E. **All quotes must include the following information:**

- The names of individuals from those firms who will be working on the project and their areas of responsibility.
- Specific experience of individuals relative to the proposed project.
- List of equipment to be used on the job site.
- References, to include similar type sites presently maintained.

IV. **SELECTION CRITERIA.** Each quote will be independently evaluated on factors 1 through 3.

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the written proposal to the purpose and scope of service.	25%
2. Price.	50%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	25%

Total Criteria Weight 100%

V. **TERMS AND CONDITIONS.**

- A. The City reserves the right to reject any and all quotes, and to waive minor irregularities in any quote.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any contractor.
- C. The City reserves the right to award the contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the quote.
- D. Any quote may be withdrawn up until the date and time set above for opening of the quotes. Any quote 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 quotes have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a quote by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFQ. A copy of the contract is available for review. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, and which is not approved by the City Attorney's office.
- F. The City shall not be responsible for any costs incurred by the contractor in preparing, submitting or presenting its response to the quote sheet.

VI. **DEFINITIONS**

Owners; Park, Recreation & Cultural Services; City and/or City of Federal Way and their authorized representatives shall be understood to mean one and the same.

Contract Administrator shall be the City of Federal Way Parks Maintenance Divisions duly authorized representative.

Approved means approved by the owner.

Approved equal or equivalent, as hereinafter used, shall mean a material or method equal to or better than the required materials or methods.

Specifications shall mean these specifications and all addenda thereto.

VII. **SCOPE OF SERVICES** (See attached associated floor plans and/or maps for more specific details of facilities)

For: City Hall, Park/PW Dept. Facility and Police Storage

DAILY GENERAL SERVICES:

ACTIVE/COMMON AREAS

- Kitchens, Lunchrooms, Coffee bars - clean tables, chairs, counters, sinks and exterior of refrigerators, microwaves, etc. and arrange furniture.
- Council Chambers and Conference rooms - clean tables, chairs, dais and podium. Clean white boards and marker trays without disturbing current messages.

RESTROOMS – SHOWERS – BOOKING & HOLDING CELLS

- Clean and sanitize counters, sinks, fixtures, dispensers, toilets, urinals and showers. Sanitize walls around sinks, partitions, urinals. Refill dispensers; soap, paper, hand sanitizer & deodorizer.

SPOT CLEANING

- Clean or sanitize entry glass, door handles, around doors, light switches, tables and counters.

TRASH & RECYCLING * (see details in notes below)

- *Option 1* - Empty all garbage, compostable and recycle containers daily in all Active Areas. All individual office space related containers; emptied once weekly. Replace liners only as needed. Remove litter from around all exterior entries and empty all garbage and ash containers daily.
- *Option 2* – Empty all garbage, compostable and recycle containers daily in all Active Areas. City Hall staff will dump their own office space garbage and recycle into appropriate 64 or 96 gallon wheeled totes located at up to 10 interior locations. Janitorial staff will check and rotate these totes in and out to a designated exterior location at City Hall only, for commercial pickup.

SECURITY

- All doors to remain locked after business hours. Secure all locks, lights and set alarms prior to leaving buildings. Immediately notify Contract Administrator of any mechanical, plumbing, security problems, unusual odors or health hazards.

MONTHLY SERVICES:

DETAIL SANITIZE

- Restroom, showers, holding cells and kitchen walls, spot clean hallway walls and public phones. Wipe down cabinets, doors and community trash receptacles.

DETAIL VACUUM

- Corners, edges, under work surfaces, upholstered chairs and furniture.

Bi-ANNUAL SERVICES:

DUSTING

- High and low edges, vents, and window blinds.

FLOOR SERVICES:

VACUUM

- All carpeted areas, exterior mats and sweep exterior entries. (see City Hall detail specific floor plans for daily and weekly areas, also Council Chambers to be vacuumed fully 2 times per week or more as needed)

FLOORS

- Daily Sweep and spot clean all hard surface & rubber floors per manufacture recommendations.
- Monthly deep clean all hard surface & rubber floors per manufacture recommendations.

NOTES:

- * *Large garbage containers are to be lined with solid color liners and clear liners for recycling and compostable containers. Empty individual office space recycling containers when ½ full. All emptied materials will be deposited into corresponding designated exterior collection containers. Compostable items must be deposited directly into an exterior cart without a liner. Soiled liners then discarded as garbage.*
- *City will provide paper and plastic products to include: dispenser items and trash liners.*
- *Contractor to furnish: cleaning supplies and disinfectants to properly sanitize public facilities according to manufacture recommendations. Sanitation is to provide broad-spectrum control to include but not limited to: Salmonella, Viral germs, etc.*

For: Sacajawea Park, Saghalie Park, Lakota Park and Town Square Park

DAILY GENERAL SERVICES:

RESTROOMS

- Clean and sanitize counters, sinks, fixtures, dispensers, toilets, urinals and showers. Sanitize walls around sinks, partitions, urinals. Refill dispensers; soap, paper, hand sanitizer & deodorizer.

TRASH & RECYCLING

- Empty all garbage containers daily. Replace liners only as needed. Remove litter from around all exterior entries.

SECURITY

- All doors to remain locked after business hours (if cleaning occurs 1st thing in am, leave restrooms unlocked). Secure all locks, lights and set alarms prior to leaving buildings. Immediately notify Contract Administrator of any mechanical, plumbing, security problems, unusual odors or health hazards.

VIII. SPECIFICATIONS

- A. City Hall – see attached floor plan.
- B. Park/PW Dept. Facility
- C. Police Storage – see attached specifications, equipment list and minimum standards.

MAPS

- D. Sacajawea Park
- E. Saghalie Park
- F. Lakota Park
- G. Town Square Park

IX. INSURANCE

The Contractor agrees to carry insurance for liability which may arise from or in connection with the performance of the services or work by the Contractor, their agents, representatives, employees or subcontractors for the duration of the Agreement and thereafter with respect to any event occurring prior to such expiration or termination as follows:

Minimum Limits. The Contractor agrees to carry as a minimum, the following insurance, in such forms and with such carriers who have a rating that is satisfactory to the City:

- a. Commercial general liability insurance covering liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury, bodily injury, death, property damage, products liability, advertising injury, and liability assumed under an insured contract with limits no less than \$1,000,000 for each occurrence and \$2,000,000 general aggregate.
- b. Workers' compensation and employer's liability insurance in amounts sufficient pursuant to the laws of the State of Washington;
- c. Automobile liability insurance covering all owned, non-owned, hired and leased vehicles with a minimum combined single limits in the minimum amounts required to drive under Washington State law per accident for bodily injury, including personal injury or death, and property damage.

X. **COMPENSATION**

- A. Please present detailed information on the contractor's proposed quote for the specifications proposed and for any variation for non-routine services, inclusive of Washington state sales tax and any other applicable governmental charges. Please provide specifics as to definitions of routine versus non-routines tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
- B. Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.



Quote Sheet

33325 8th Ave S. 98063-9718

Company name: _____ Signature: _____

Address _____ City/State: _____ Zip: _____

Phone: _____ Fax number: _____ E-mail _____

PROJECT: Janitorial Services

LOCATIONS:

City Hall	33325 8 th Ave South
Police Storage office	600 South 333rd
Park/PW Dept. Facility	31130 28th Ave South

QUOTES: Please submit the following quotes based upon *prevailing wages and materials*. The City reserves the right to select different combinations of services and or split the different type services and sites between more than one company.

City Hall (5 day service/wk)

- Daily General Services (with option 1 trash) Monthly _____ Annual _____
- Daily General Services (with option 2 trash) Monthly _____ Annual _____
- Monthly Services Monthly _____ Annual _____
- Bi-Annual Services Per visit _____ Annual _____
- Floor Services Monthly _____ Annual _____

Police Storage office (1 day service/wk)

- Full Services 1 day per week Monthly _____ Annual _____

Park/PW Dept. office (5 day service/wk)

- Full Services 5 days per week Monthly _____ Annual _____

Hourly Rate for additional services if authorized by City \$ _____

COMMENTS:

All quotes must be received no later than 2:00 PM December 6, 2019.

Questions may be referred to Jason H. Gerwen at (253) 835-6962

Please return quotes to: Dana Almberg at 33325 8th Ave S. Federal Way, WA, 98003-6325

Office (253)835-2526 Fax (253)835-2509 or E-mail: Dana.Almberg@cityoffederalway.com



Quote Sheet

33325 8th Ave S. 98063-9718

Company name: _____ Signature: _____

Address _____ City/State: _____ Zip: _____

Phone: _____ Fax number: _____ E-mail _____

PROJECT: Janitorial Services

LOCATIONS:

Sacajawea Park	1401 S Dash Point Road
Saghalie Park	33914 19th Ave SW
Lakota Park	31334 SW Dash Point Road
Town Square Park	31600 Pete von Reichbauer Way S

QUOTES: Please submit the following quotes based upon prevailing wages and materials. The City reserves the right to select different combinations of services and or split the different type services and sites between more than one company.

Two day per week service is required at these sites, which would be weekend days (Saturday/Sunday).

Holidays include: New Year's Day (1st Day of each year); MLK Day (3rd Monday in January); Presidents Day (3rd Monday in February); Memorial Day (Last Monday of May); Independence Day (4th day of July); Labor Day (1st Monday of September); Veteran's Day (11th Day of November); Thanksgiving Day (4th Thursday of November); Day after Thanksgiving (4th Friday of November); Christmas Day (25th of December).

Sacajawea Park (2 day service/weekends & holidays)

- Daily Services Monthly _____ Annual _____

Saghalie Park (2 day service/weekends & holidays)

- Daily Services Monthly _____ Annual _____

Lakota Park (7 day service including holidays)

- Daily Services Monthly _____ Annual _____

Town Square Park (7 day service including holidays)

- Daily Services Monthly _____ Annual _____

Hourly Rate for additional services if authorized by City \$ _____

COMMENTS:

All quotes must be received no later than 2:00 PM December 6, 2019.

Questions may be referred to Jason H. Gerwen at (253) 835-6962

Please return quotes to: Dana Almberg at 33325 8th Ave S. Federal Way, WA, 98003-6325

Office (253)835-2526

Fax (253)835-2509 or E-mail: Dana.Almberg@cityoffederalway.com