

**CITY OF FEDERAL WAY  
REQUEST FOR PROPOSAL**

**I. PURPOSE OF REQUEST.**

The City of Federal Way (“City”) is requesting proposals for the purpose of PAEC Janitorial Service. The City’s needs are outlined in the following Request for Proposal (“RFP”).

**II. TIME SCHEDULE.**

The City will follow the following timetable, which should result in a selection of a firm by November 21, 2017.

Issue RFP	January 5, 2018
Informational Meeting	January 11, 2018 1pm
Deadline for Submittal of Proposals	January 19, 2018@ noon
Notify Firm Chosen	January 26, 2018
Contract Begins	February 1, 2018

**III. INSTRUCTIONS TO PROPOSERS.**

A. All proposals should be sent to:

Robyn Buck, Finance  
City of Federal Way  
33325 8<sup>th</sup> Ave S  
Federal Way, WA 98003-6325  
(253) 835- 2527

Questions should be directed to Angie Kamel, Operations Manager at (253) 835-7014

- B. All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: “RFP - PAEC Janitorial Service”
- C. All proposals must be received by January 19, 2018 at noon on the provided **quote sheet**; at which time they will be opened. Three (3) copies of the proposal must be presented if hand delivered or mailed. Email quotes will be accepted if sent to robyn.buck@cityoffederalway.com. No faxed or telephone proposals will be accepted.
- D. Proposals 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.

E. The Operations Manager or representative will notify the firm selected by January 26, 2018.

F. All proposals 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.
- A proposed outline of tasks, products and project schedule, including the number of hours required to complete each task or product.
- A proposed budget based on the above outline of tasks, products and schedules.
- References.

**IV. SELECTION CRITERIA.**

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the written proposal to the purpose and scope of service.	20%
2. Price.	50%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	30%
<u>Total Criteria Weight</u>	100%

Each proposal will be independently evaluated on factors one through three.

V. **TERMS AND CONDITIONS.**

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- C. The City reserves the right to award any 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 proposal.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal 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.
- E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. A copy of the contract is available for review and shall include requirements to comply with ADA, Civil Rights Act, and EEO requirements. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney's office.
- F. The Recipient, 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 ensure 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 the grounds of race, color, national origin, or sex in consideration for an award.
- G. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

## VI. SCOPE OF SERVICES.

### TWICE PER WEEK SERVICE:

9 offices: dispose of trash & recycling and replace liners, wipe down tabletops and door handles, vacuum as needed, spot clean windows as needed.

4 multi-stall public restrooms (30 stalls total): wipe doors, handles, and knobs. Sweep & mop floors. Clean and disinfect toilets and urinals. Wipe down counter tops & sinks. Clean mirrors. Restock soap and paper products. Dispose of trash.

1 single stall public restroom: wipe doors, handles, and knobs. Sweep & mop floors. Clean and disinfect toilet. Wipe down counter tops & sinks. Clean mirrors. Restock soap and paper products. Dispose of trash.

5 back-of-house single stall restrooms/dressing rooms: wipe doors, handles, and knobs. Sweep & mop floors. Clean and disinfect toilets. Clean and disinfect showers as needed. Wipe down counter tops & sinks. Clean mirrors. Restock soap and paper products. Dispose of trash.

Greenroom/Kitchenette-wipe down tables, chairs, counters, sink, window sills, exterior of refrigerator, and door handles; dispose of trash & recycling, vacuum, spot clean windows as needed.

Outdoor: Dispose of exterior trash & recycling from 10 receptacles throughout the campus, replace liners as needed.

2 Entryways-spot clean glass, vacuum, wipe door handles and sills.

Lobby: spot clean windows at ground level, wipe sills.

Elevator: Wipe down door, buttons, rails, surfaces. Vacuum.

### WEEKLY SERVICE:

Lobby & Event Spaces-vacuum

Back-of-house hallways-sweep & mop

### MONTHLY SERVICE:

Auditorium Audience Space (Does not include stage or production spaces)-Sweep & mop, or vacuum audience spaces. Wipe sills, ledges, and handles.

Loading Dock- sweep debris and tidy trash area

### EVENT SERVICE & "LIMITED SERVICE" (as needed-to be billed hourly):

4 multi-stall public restrooms (30 stalls total): wipe doors, handles, and knobs. Sweep & mop floors. Clean and disinfect toilets and urinals. Wipe down counter tops & sinks. Clean mirrors. Restock soap and paper products. Dispose of trash.

1 single stall public restroom: wipe doors, handles, and knobs. Sweep & mop floors. Clean and disinfect toilet. Wipe down counter tops & sinks. Clean mirrors. Restock soap and paper products. Dispose of trash.

5 back-of-house single stall restrooms/dressing rooms: wipe doors, handles, and knobs. Sweep & mop floors. Clean and disinfect toilets. Clean and disinfect showers as needed. Wipe down counter tops & sinks. Clean mirrors. Restock soap and paper products. Dispose of trash.

Greenroom/Kitchenette-wipe down tables, chairs, counters, window sills, exterior

of refrigerator, and door handles; dispose of trash & recycling, vacuum, spot clean windows as needed.

Lobby & Event Spaces-vacuum and dispose of trash & recycling.

Kitchen-wipe down surfaces as needed & dispose of trash, recycling, and compost after caterer has concluded primary clean-up. Mop as needed.

#### BI ANNUAL SERVICE:

High and low edges, vents, and window blinds.

#### Optional Services (twice annually):

All exterior & interior lobby windows (requires lifts)

Carpet deep clean

#### SECURITY

All exterior doors to remain locked & shut. Prox cards and keys will be provided. Secure all locks, lights, and set alarms prior to leaving building. Immediately notify Operations Manager of any mechanical, plumbing, unusual orders, health hazards, or security problems.

#### Notes:

- “Limited Service” is defined as support during events with on-site presence only required when a call is made by PAEC staff with an emergent issue to the assigned worker. A 30 minute response time is expected. “Limited Service” period usually lasts between 2 and 4 hours at a time, an average of 3 times a month, and typically fall on evenings & weekends. Exact dates and timeframes will be communicated at least one month in advance, when possible.
- Flexibility is required as events vary from week to week. Schedule of events will be reviewed in the third week of the month prior to service to set the schedule. Some events will require late-night work and some unanticipated events are to be expected from time to time.
- Timing for regular coverage to be arranged.
- PAEC furnishes paper products, soaps, and liners. Contractor provides necessary cleaning supplies and disinfectants to properly sanitize public facilities according to manufacturer’s recommendations.

**VII. COMPENSATION.**

- A. Please present detailed information on the firm's proposed fee schedule 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-routine 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.

**VIII. PUBLICATION.**

Name of Publication:

Dates:

City of Federal Way Website

January 5, 2018 to January 9, 2018



**Federal Way Performing Arts and Event Center  
31510 Pete von Reichbauer Way S.  
Federal Way, WA 98003-5457**

**QUOTE SHEET**

**Company name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City/State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**PROJECT:** PAEC Janitorial Service

**LOCATION:** 31510 Pete von Reichbauer Way 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 of service between more than one company.

Twice per week/weekly/monthly services (Standard)	Monthly	_____
Event Service	Hourly	_____
Limited Service (call in service)	Hourly	_____
	Each	_____
Optional Service: Carpet Deep Clean	time	_____
	Each	_____
Optional Service: Full Window Clean (lift required)	time	_____
Hourly rate for additional authorized services	Hourly	_____

**All quotes must be received no later than noon, January 19, 2018.** Questions may be referred to Angie Kamel at 253-835-7014 or by email at [angie.kamel@fwpaec.org](mailto:angie.kamel@fwpaec.org). Please return quotes to Robyn Buck at City Hall-33325 8<sup>th</sup> Ave S, Federal Way, WA 98003-6325 or by email [robyn.buck@cityoffederalway.com](mailto:robyn.buck@cityoffederalway.com). No faxed or telephone proposals will be accepted.