**City of Federal Way**

**REQUEST FOR PROPOSAL**

**Parking Lot Cleaning Services**

I. **PURPOSE OF REQUEST**.

The City of Federal Way ("City") is requesting proposals for the purpose of parking lot cleaning services.

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 by October 24, 2017.

Issue RFP 10/05/17

Information meeting (hand out maps, talk details) 10/09/17 @1:00 PM City Hall, Hylebos Rm.

Deadline for submittal of Proposals 10/19/17 @ 2:00 PM

Notify Contractor Chosen 10/24/17

III. **INSTRUCTIONS TO PROPOSERS**.

A. All proposals shall be sent to:

Robyn Buck, Accounting Technician II

City of Federal Way, 33325 8th Avenue South, Federal Way, WA 98003-6325

Office (253) 835-2527 E-mail: [Robyn.Buck@cityoffederalway.com](mailto:Robyn.Buck@cityoffederalway.com)

B. All proposals must be received by 2:00 pm, October 19, 2017 using the attached **Proposal Sheet.** Proposals may be delivered to above address or e-mailed to: [Robyn.Buck@cityoffederalway.com](mailto:Robyn.Buck@cityoffederalway.com) Questions may be directed to Steve Ikerd; Park Deputy Director at (253) 835-6911

C. 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.

D. The Park Deputy Director or representative will notify the contractor selected by October 24, 2017.

E. **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.
* References, to include similar type projects that would demonstrate ability to pour complicated vertical structures.

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

Factor Weight Given

1. Responsiveness of the written proposal to the purpose and scope of service. 25%

Including the required type & method of cleaning.

2. Price. 50%

3. Ability and history of successfully completing contracts of this type, meeting 25%

projected deadlines and experience in similar work. Total Criteria Weight 100%

V. **TERMS AND CONDITIONS**.

A. The City reserves the right to reject any and all proposals, 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 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 quote 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. 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 City shall not be responsible for any costs incurred by the contractor in preparing, submitting or presenting its response to the quote sheet.

VI. **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.

1. 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.

# VII. SCOPE OF SERVICES

1. The following specifications are intended to cover the cleaning and sweeping operations of the various surface parking lots, entrances and plaza areas of the City’s Public Parking Facilities with routine frequency schedules as listed in Table 1 below.
2. **Complete cleaning:**

Each complete cleaning shall include; blowing, sweeping, vacuum, pick up, and removal by whatever means necessary of all trash, debris, dirt, mud, and any other foreign material (except snow and ice) from the paved portions of each parking lot, entrance and plaza. The standard for said complete cleaning shall be no visible evidence of said trash, debris, dirt, mud, or other foreign materials in corners, associated curbs and the respective portions of the lot upon completion of each cleaning. All materials removed shall be disposed of at an approved disposal site.

The Parks & Facilities Manager, Deputy Park Director, or other designated representative shall be the final authority on whether standards have been met.

# VIII. SPECIFICATIONS

1. The Contractor will furnish all labor, tools, specialized equipment, materials, and disposal of waste material generated by the work, unless other arrangements have been made with the Contract Administrator or appointed designee.
2. All fieldwork shall be performed under the supervision of a qualified employee. Laborers will be skilled working with equipment and cleaning products.

1. The Contractor will ensure that employees comply with all applicable City of Federal Way and Washington State regulations and practices with respect to work performed on City sites.
2. The Contractor’s personnel will conduct themselves on site in a professional manner at all times.
3. The Contract Administrator or appointed designee will inspect work performed by the Contractor. In the event of work performance deficiencies, the Contract Administrator will notify the Contractor. Notification may be verbal or written. The City may choose to: **Require the Contractor to rectify the deficiency within 48 hours, or hold payment**.
4. Report any damage, or potential hazard, involving City property immediately to the City of Federal Way Parks Department, (253) 835-2700. After hours emergencies should be reported to the Police/Fire Communications Center - 911.
5. Hazardous conditions shall be immediately remedied or secured to prevent further damage and/or protect public from injury. It is the Contractor’s responsibility to provide close supervision of operations and management of the site.
6. Incidents, altercations, or accident involving the public shall be reported to the Contract Administrator within 24 hours. The Contract Administrator, at his or her discretion, may require a written report from the Contractor describing the incident or accident.
7. Contractor will coordinate with the Parks Dept. when all work is to be performed. Routine work to be performed at times when few to no vehicles are in the parking lot. Blow around vehicles prior to clean.
8. All technicians, operators and Supervisors who will be on secured properties must be in a Company identifiable uniform and must be able to pass a background check.
9. Managers and support personnel shall be available 24/7
10. All company vehicles must have signage identifying the Company.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Table 1: Parking lot cleaning frequency schedule** | | | | | |  |  |  |  |  |  |  |
| Location | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| City Hall (include PD area) | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 1 |
| City Hall extra north lot | 1 |  |  | 1 |  |  | 1 |  |  | 1 | 1 | 1 |
| BPA trail lot (S 324th St) | 1 |  |  | 1 |  |  | 1 |  |  | 1 | 1 | 1 |
| Celebration Park | 1 |  |  | 1 |  |  | 1 |  |  | 1 | 1 | 1 |
| Dumas Bay Sanctuary Park | 1 |  |  | 1 |  |  | 1 |  |  | 1 | 1 | 1 |
| French Lake Park | 1 |  |  | 1 |  |  | 1 |  |  | 1 | 1 | 1 |
| Lakota Park | 1 |  |  | 1 |  |  | 1 |  |  | 1 | 1 | 1 |
| Palisades Park | 1 |  |  | 1 |  |  | 1 |  |  | 1 | 1 | 1 |
| Sacajawea Park (2 lots) | 1 |  |  | 1 |  |  | 1 |  |  | 1 | 1 | 1 |
| Saghalie Park (upper east lot, behind school only) | 1 |  |  | 1 |  |  | 1 |  |  | 1 | 1 | 1 |
| Steel Lk Annex | 1 |  |  | 1 |  |  | 1 |  |  | 1 | 1 | 1 |
| Steel Lk Park | 1 |  |  | 1 |  |  | 1 |  |  | 1 | 1 | 1 |
| Town Square Park | 1 |  |  | 1 |  |  | 1 |  |  | 1 | 1 | 1 |
| West Hylebos Wetlands | 1 |  |  | 1 |  |  | 1 |  |  | 1 | 1 | 1 |
| Dumas Bay Centre |  |  |  |  |  | requested |  |  |  |  |  |  |
| FW Community Center |  |  |  |  |  | requested |  |  |  |  |  |  |
| FW PAEC |  |  |  |  | requested | | |  |  |  |  |  |



**Proposal Sheet**

33325 8th Ave S. 98063-9718

Company name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City/State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip:\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROJECT:** Parking lot cleaning services at city owned properties.

**PROPOSAL:** Please submit the following proposals based upon **prevailing wages**. Each site should reflect a per visit cost. The frequency of visits will be determined per table 1 or by the Manager over each site.

**LOCATIONS: UNIT COST PER SITE:**

BPA Trail Parking Lot

1100 S 324th St. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Hall

33325 8th Ave S $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Hall - north lot

600 S. 333rd St. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dumas Bay Centre

3200 SW Dash-pt. Rd. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dumas Bay Sanctuary

30844 44th Ave SW $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

French Lake Park

31531 1st Ave. S. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

F.W. Community Center

876 S. 333rd St. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lakota Park (1 City lot)

31334 SW Dash-pt. Rd. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Celebration Park

(2 lots & softball plaza)

32713 13th Pl. S. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Palisades Park

SW 5039 Dash-Pt.Rd. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sacajawea Park (2 lots)

1401 S Dashpoint Rd

& 16th Ave $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Saghalie Park (upper east lot)

33914 19th Ave SW $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Steel Lake Park

2410 S 312th $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Steel Lake Annex

2645 S 312th $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town Square Park

31600 Pete von Reichbauer Way S.

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

West Hylebos Wetlands

411 S. 348th $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Performing Arts & Event Center (PAEC)

31510 Pete von Reichbauer Way South $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Services; hourly rate: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SELECTION CRITERIA:**

Responsiveness to proposal - 25%, Price – 50%, Ability and history to complete this type contract – 25%

**All quotes must be received no later than** 2:00 PM October 19, 2017. Questions may be referred to Steve Ikerd at (253)835-6911. Please return quotes to: Robyn Buck at 33325 8th Ave S. Federal Way, WA 98003- 6325 and clearly label envelop: Parks Dept. “**Parking lot Cleaning Services**” or e-mail your proposal to: [Robyn.Buck@cityoffederalway.com](mailto:Robyn.Buck@cityoffederalway.com)