

SOUTH WHIDBEY PARKS AND RECREATION DISTRICT



REQUEST FOR PROPOSAL RFP/Project # 2018-01

Janitorial Services for Administrative Building

5475 Maxwelton Rd. Langley, WA. 98260

Approximately 3,800 Square Feet

Issue Date: September 17th, 2018

Due Date: September 24th, 2018

Janitorial Services for The South Whidbey Parks and Recreation District Administrative Facility

REQUEST FOR PROPOSAL

Notice is hereby given that proposals will be received by the South Whidbey Parks and Recreation District for:

RFP# -2018-01 Janitorial Services for the South Whidbey Parks and Recreation District Administrative Facility by filing with: Doug Coutts, Director, South Whidbey Parks and Recreation District

5475 Maxwellton Rd. Langley WA. 98260

until:

Date: Monday September 24th, 2018

Time: 2:00 PM

Proposals submitted after the due date and time will not be considered. Vendors accept all risks of late delivery of mailed proposals regardless of fault.

A pre-proposal meeting/walk through will be held on: September 24th 2018 at 11:00am Failure to attend by a potential vendor may result in disqualification from the proposal process.

A detailed Request for Proposal (RFP) including general information, general terms and conditions, requested services, proposal requirements and evaluation process is available at the South Whidbey Parks and Recreation District website (<http://www.swparks.org>) or from the administrative office (5475 Maxwellton Rd. Langley, WA. 98260) or by calling (360) 221-5484.

The South Whidbey Parks and Recreation District reserves the right to reject any and all proposals and to waive irregularities and informalities in the proposal and evaluation process, or accept any proposal, which would be in the best interest of the District. The District is not bound to accept the low proposal. This RFP does not obligate the District to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the District to accept or contract for any expressed or implied services. Further the District reserves the right to negotiate any and all elements of a proposal.

The successful vendor must comply with the federal, state and local equal opportunity requirements. The District is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

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Section 1. General Information

1.01 Introduction

The South Whidbey Parks and Recreation District is a junior taxing district encompassing the south end of Whidbey Island with the same general borders as the South Whidbey School District. The District's resident population is approximately 16,000.

1.02 Purpose of RFP

To obtain bids for janitorial maintenance services for the Administrative Facility.

1.03 Background

The South Whidbey Parks and Recreation District is seeking to contract with a vendor to provide routine janitorial service.

1.04 Definitions

District: The South Whidbey Parks and Recreation District.

Selection Committee: The RFP Selection Committee is comprised of the District Director and other District staff.

Contract: The agreement to be entered into for services between the District and the Vendor who submits the proposal accepted by the District.

RFP: Request for Proposal

Vendor: The person or firm submitting the proposal and/or the person or firm awarded the contract.

Administrative Facility: 5475 Maxwellton Road, Langley WA. 98260

1.05 RFP Coordinator/Communications

Upon release of this RFP, all Vendor communications concerning this information request should be directed in writing to the District Director listed below. Unauthorized contact regarding this RFP with other District employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the District.

Name: Doug Coutts,

District Director

Address: South Whidbey Parks and Recreation District

5475 Maxwellton Rd.

Langley, WA 98260

Telephone: (360) 221-6488

E-mail: dირswprd@whidbey.com

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1.06 Pre-Proposal Meeting

A pre-proposal meeting will be held on September 19th, at 11:00am. This pre-proposal meeting will include a tour of the administrative facility. Failure to attend by a potential vendor may result in disqualification from the proposal process.

1.07 Preliminary Schedule

These dates are estimates and are subject to change by the District.

Event Date

Release RFP to Vendors September 17th, 2018

Mandatory Pre-Proposal Meeting September 19th, 2018 11:00am

Vendor Questions (if any) Due September 20th, 2018

Proposal Responses Due September 24th, 2:00pm

Proposal Evaluation Complete September 26th, 2018

Negotiation of Contract September 26th-27th, 2018

New Contract in Place October 1st, 2017

1.08 Response Format

Proposals should be prepared simply, providing a straightforward, concise delineation of the approach and capabilities necessary to satisfy the requirements of the RFP. Technical literature and elaborate promotional materials, if any, must be submitted separately. Emphasis in the proposals should be on completeness, clarity of content and adherence to the presentation structure required by this RFP.

Vendor proposals must be submitted in the format specified below. Please provide responses in the format of tables provided. Vendors that deviate from this format may be deemed nonresponsive.

1.09 Completeness of Proposal

The vendor must attach the Proposal Form (Form 1) signed by a vendor representative authorized to bind the proposing firm contractually. This statement must identify any exceptions that the vendor takes to the District's RFP, or declare that there are no exceptions taken to the RFP.

1.10 Proposal Response Date and Location

Proposals must be submitted to the South Whidbey Parks and Recreation District Administrative Office no later than September 24th, 2017 at 2:00 p.m. All proposals and accompanying documentation will become the property of the District and will not be returned. Vendors accept all risks of late delivery of mailed proposal regardless of fault.

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The office may be contacted at:

South Whidbey Parks and Recreation District

5475 Maxwellton Rd.

Langley, WA. 98260

(360) 221-5484

1.11 Required Number of Proposals

One (1) copy with one (1) original (a total of two – 2) must be received by the date and time listed.

1.12 Vendor's Cost to Develop Proposals

Costs for developing proposals in response to the RFP are entirely the obligation of the vendor and shall not be chargeable in any manner to the District.

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Section 2. Terms and Conditions

2.01 Questions Regarding the RFP

Oral interpretations of the RFP specification are not binding on the District. Request for interpretation/clarification of the RFP specification must be made in writing and submitted to the District Director no later than September 20th, 2018.

2.02 RFP Amendments

The District reserves the right to request that any respondent clarify its proposal or to supply any additional material deemed necessary to assist in the evaluation of the proposal.

The District reserves the right to change the RFP schedule or issue amendments to the RFP at any time. The District also reserves the right to cancel or reissue the RFP. All such addenda will become part of the RFP. It is the Vendor's responsibility for checking the District's web site at www.swparks.org for the issuance of any amendments prior to submitting a Proposal.

2.03 Withdrawal of Proposal

Proposals may be withdrawn at any time prior to the submission time specified in Section 1.09, provided notification is received in writing. Proposals cannot be changed or withdrawn after the time designated for receipt.

2.04 Rejection of Proposals

The District reserves the right in its sole discretion to cancel this RFP and to reject any or all proposals, to waive any and all informalities or irregularities contained in any proposal, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the best interest of the District. The District reserves the right to accept any proposal that it deems to offer the best overall proposal in its sole discretion and deemed to be in the best interest of the District.

The District is therefore not bound to accept proposal on the basis of the lowest price.

2.05 Negotiation

The District reserves the right to negotiate any and all elements of a proposal.

2.06 Proposal Modification and Clarifications

Modification of a proposal already received will be considered only if the request is received prior to the submittal deadline. All modifications must be made in writing, executed and submitted in the same form and manner as the original proposal.

2.07 Proposal Validity Period

Submission of a proposal will signify the vendor's agreement that its proposal and the content thereof are valid for 90 days following the submission deadline unless otherwise agreed to in writing by both

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parties. The proposal will become part of the contract that is negotiated between the District and the successful vendor.

2.08 Proposal Signatures

An authorized representative must sign proposals, with the Vendor's address and telephone information provided. Unsigned proposals will not be considered.

If the proposal is made by an individual, the name, mailing address and signature of the individual must be shown.

If the proposal is made by a firm or partnership, the name and mailing address of the firm or partnership and the signature of at least one of the general partners must be shown.

If the proposal is made by a corporation, the name and mailing address of the corporation and the signature and title of the person who signs on behalf of the corporation must be shown.

The District reserves the right to request documentation showing the authority of the individual signing the proposal to execute contracts on behalf of anyone, or any corporation, other than himself/herself. Refusal to provide such information upon request may cause the proposal to be rejected as non-responsive.

2.09 Prevailing Wage

The Contractor will comply with all provisions of Chapter 39.12 RCW - Prevailing Wages on Public Work and WAC 296-127-023 - Building Service Maintenance. Prevailing wages will be determined by the type of work being performed. The Employer must pay the rate that applies to the type of work being done. A current listing of Washington State Prevailing Wage rates for Building Service Employees is included at the end of this document (Attachment "D"). WAC 296-127-023 Building service maintenance. The "public building service maintenance contracts" referred to in RCW 39.12.020 shall mean janitorial service contracts and cover only work performed by janitors, waxers, shampooers, and window cleaners.

For all building service maintenance contracts, the prevailing wage rates which are in effect on the date when the bids are required to be submitted to the contract awarding public agency are the minimum prevailing wage rates which must be paid for the first year of such contracts and thereafter. However, any building service maintenance contract of more than one year duration, must include wage increase language recognizing the potential for future variance in applicable prevailing wage(s) and specifying that the wages which a Contractor shall pay its employees must be altered annually to recognize and follow the most recently promulgated increases in prevailing wages each year after the first year of the contract period. The cost of the increases in the wages due employees shall be borne by the contract awarding agency.

Current prevailing wage data can be obtained from the Washington State Department of Labor and Industries at #360-902-5335 / toll free at #866-219-7321 or www.lni.wa.gov/tradeslicensing/prevwage.

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Before any payment can be made, the selected Vendor and each subcontractor shall submit a "statement of Intent to Pay Prevailing Wages" to the District, which has been approved by the State Department of Labor and Industries.

The rates shown on proposal shall be consistently applied and remain firm throughout the first twelve months of the Agreement. In the event that the Agreement term is extended, the Vendor's employees' wages shall be altered annually to recognize and follow the most recently promulgated increases in prevailing wages. Pursuant to WAC 296-127-023, the District shall be responsible for the cost of increases in employee wages to achieve prevailing wages.

Surcharges for fuel, hazardous material disposal, or similar will not be allowed.

2.10 Non Endorsement

As a result of the selection of a Vendor to supply products and/or services to the District, Vendor agrees to make no reference to the District in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the District.

2.11 Non Collusion Certificate

The proposal submitted for this RFP shall include the Non-Collusion Certificate (Attachment "A").

2.12 Insurance Requirements

The District will require the selected Vendor to comply with the insurance requirements as listed in Attachment "B". It is understood that the District does not maintain or provide liability insurance for Vendor and/or its officers, employees, agents, instructors and/or subcontractors.

2.13 Vendor Qualification Statement

The proposal submitted for this RFP shall include the Vendor's Qualification Statement (Attachment "F").

2.14 Equal Opportunity Requirements

The District is an equal opportunity employer and requires all Vendors to comply with policies and regulations concerning equal opportunity. (Attachment "C")

The Vendor, in the performance of this Agreement, agrees not to discriminate in its employment because of religion, national origin, ancestry, sex, age or physical handicap.

2.15 Other Compliance Requirements

In addition to nondiscrimination requirements previously listed, the Vendor awarded a contract shall comply with federal, state and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

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2.16 Subcontracting

This service shall not be subcontracted, unless there is additional supervising staff to direct and adequately train employees to acceptable standards and with the written permission of the District Director.

2.17 Temporary Employees

Successful Vendor will not hire temporary-type employees hired on the spot through an employment agency that have not been properly trained. In no case shall any hires be made without proper background checks.

2.18 Background Checks

Because of the sensitive and valuable materials in the District facilities, the District reserves the right to require the Vendor to have background checks updated or completed upon request. There will be no exceptions and no substitutions of personnel without prior background clearance checks.

2.19 Not District Employees

Vendor, its agents and employees shall not represent to anyone that Vendor, or its agents or employees is an employee of the District. Vendor shall be an independent contractor and that the District shall be neither liable nor obligated to pay Vendor, its employees, agents or representatives for sick leave, vacation pay or any other benefit of public employment, nor to pay any social security or other tax which may arise as an incident of employment; provided, however, that any insurance which is purchased by the District and which has a secondary or incidental benefit to the Vendor, shall not be deemed to convert this Agreement for services to an employment contract. No agent, employee or representative of the Vendor shall be deemed to be an agent, employee or representative of the District for any purpose. Vendor shall be solely responsible for all acts of its agents, employees, representatives and subcontractors during the performance of this Agreement.

2.20 Ownerships of Documents

Any reports, studies, conclusions, and summaries prepared by the Vendor shall become the property of the District.

2.21 Confidentiality of Information

All information and data furnished to the Vendor by the District, and all other documents to which the Vendor's employees have access during the term of the contract, shall be treated as confidential to the District. Any oral or written disclosure to unauthorized individuals is prohibited.

2.22 Hold Harmless

The Vendor shall hold harmless, defend, and indemnify the District and the District's officers, agents, and employees against any liability that may be imposed upon them by reason of the Vendor's failure to provide worker's compensation coverage or liability coverage.

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Section 3. Requested Services

3.01 Duration of Services

The District anticipates the service period to be from February 1, 2017 through February 1, 2018. During the term of this Agreement, the District shall have the option to increase or decrease the amount of services provided under this Agreement. The Agreement rate for such increase or decrease shall be adjusted upon mutual agreement of the parties. In the event that the parties cannot agree upon a rate for said increase or decrease in service, either party upon sixty (60) days written notice may terminate the Agreement.

3.02 Vendor Information

The forms referenced below must be submitted with vendor proposal. Those areas that do not apply to your proposal please mark with an "N/A". Do not leave any space blank.

Company Information - Complete table in Form 2

Client References - Complete table in Form 3

3.03 Performance Expectations

If the Vendor has had a contract terminated for default during the past five (5) years, all such incidents must be described. "Termination for default" is defined as notice to stop performance due to the Vendor's non-performance or poor performance, and the issue was either (a) not litigated; or (b) litigated and such litigation determined the Vendor to be in default.

Submit full details of all terminations for default experienced by the Vendor during the past five (5) years, including the other party's name, address and telephone number. Present the Vendor's position on the matter. The District will evaluate the facts and may, at its sole discretion, reject the Vendor's proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of the Vendor.

If the Vendor has experienced no such termination for default in the past five (5) years, so declare.

If the Vendor has had a contract terminated for convenience, non-performance, non-allocation of funds or any other reason, which termination occurred before completion of the contract, during the past five (5) years, describe fully all such terminations, including the name, address and telephone number of the other contracting party.

3.04 Detailed Cost Estimates

Provide an estimate of the direct and indirect costs to complete all tasks identified in Section 3.05

- Scope of Services. A detailed cost breakdown shall be provided in Form(s) 4 Maintenance

Schedule and should identify:

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- The total Weekly maintenance and operations charges per service period for each section outlined in Form 4 section one. Charges to include all charges for tasks performed.
- The total estimated of Monthly maintenance and operations charges per service period outlined in Form 4 section two.
- The total estimated of Quarterly maintenance and operations charges per service period outlined in Form 4 section three.
- The total estimated of Annual maintenance and operations charges per service period outlined in Form 4 section four.
- Complete Form 4 to calculate total annual contract cost.

3.05 Scope of Services

A. Responsibilities:

- Vendor shall furnish all labor, supervision, and transportation to perform Janitorial Services as specifically outlined in Section 3.05 - Scope of Services.
- All work shall be performed under the supervision of a qualified janitorial maintenance supervisor.
- All work shall be performed and completed in accordance with the best modern practices. Best modern practices include use of “green” products to the greatest extent possible.
- The Vendor shall ensure that employees comply with all South Whidbey Parks and Recreation District, Island County and Washington State Safety regulations and practices.
- The Vendor's personnel shall conduct themselves on site in a workmanlike manner at all times.
- Personnel shall be courteous, and neat in appearance.
- The District Director or appointed representative shall inspect work performed by the Vendor on a regular basis. In the event of work performance deficiencies, the District Director shall notify the Vendor. Notification may be verbal or written. The District may choose to require the Vendor to rectify the deficiency within 24 hours.
- The Vendor shall provide cleaning services 2 nights each week, once mid-week and once on the weekend. In both cases the work shall be performed after the operating hours of the facility. In no case shall work be performed during the building operating hours without prior written approval of the District Director.

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- The Vendor shall provide a list of employees to the District Director. District facilities are “off limits” to all unauthorized personnel. There will be no unauthorized visits by friends, family, or other people during work shift hours.
- The Vendor or his/her employees shall not remove or consume anything belonging to the District or District employees, including removal of food and beverages from District refrigerators, cabinets, or lockers. This policy includes any articles that may be deposited for disposal in trash receptacles.
- For all operations where furniture and equipment must be moved, no chairs, wastepaper baskets or other similar items shall be stacked on desks, tables or window sills. Upon completion of work, all furniture and equipment must be returned to its original position.
- The Vendor shall practice energy conservation by keeping windows and exterior doors closed (do not prop open). Water from sinks is not allowed to run continuously.
- Vendor’s employees shall not operate or adjust the settings of any of the heating, ventilating, or air conditioning systems in the facility without written authorization of the District.
- Maintenance, cleaning or paper supplies belonging to the District shall not be transferred from the job site by the Vendor.
- The Vendor and his/her employees may not use District property, including telephones, for personal use unless given permission by the District Director, except in cases of emergency.
- Smoking shall not be permitted in the District building.
- The Vendor’s employees shall be instructed in the security of the building. Vendor and his/her employees shall ensure that all doors, windows, and gates giving access to the building are secured. The Vendor is responsible for the security of the facility during the performance of all Agreement services and shall ensure that facility access restrictions remain in place and functional (do not prop automatically locked doors open) during cleaning operations. All lights, except nightlights, shall be turned off before leaving premises. Failure to properly secure District building may result in a reduction of payment and/or collection of damages as stipulated in Section 4-E of the Contract.
- The Vendor shall be issued necessary building key set(s). Keys and access codes to the building issued to the Vendor may not be reproduced or given to another person.
- The Vendor shall report any damage or potential hazard involving facility property immediately to the District Director during normal business hours 8:00 AM to 5:00 PM. After normal business hours, reports shall be directed to the Police Department via dispatch at 9-1-1 for emergencies and to the District Director on the next day for non-emergency situations.

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- Vendor or his/her employees shall report any damaged or broken plumbing, glass or windows, light fixtures, furniture, lavatory fixtures, toilet stoppages, any security violations, vandalism, hazardous conditions, problems with heating and ventilating equipment, or any other condition to be considered unsafe, that may require attention for repairs, adjustment, replacement or correction to the District Director or designee within 24 hours of detection or observation.
- Hazardous conditions shall be immediately remedied or secured to prevent further damage and/or protect facility visitors from injury.
- Incidents, altercations or accidents involving facility visitors, Vendor's employees, or District employees shall be reported to the District Director in a timely manner. The District Director, at his/her discretion, may require a written report from the Vendor describing the incident or accident. B. Equipment and Supplies:
 - The Vendor shall maintain an inventory of marked equipment supplied by the vendor for use in District buildings.
 - The Vendor shall notify the District Director, by the next working day, in the event of any equipment failure or unsafe working condition.
 - The Vendor shall order supplies, if necessary, in writing from the District Director the last week of each month.
 - The District will provide all cleaning supplies, restroom paper goods, including hand towels, toilet tissue, and garbage liners, as well as hand soap and all fresheners. The Vendor is responsible for inspection of the facility to ensure that the proper supplies are available and stocked.
 - The Vendor shall supply all necessary data and meet requirements to comply with Chemical Hazard Right to Know Act.

C. Scope of Services:

- Provide Janitorial Services, as requested in Form 4 "Maintenance Schedule" and Attachment E – "Task Descriptions and Standards", for the South Whidbey Parks and Recreation District Administrative Building at 5475 Maxwellton Rd. Langley, WA. 98260.

Section 4. Proposal Evaluation

4.01 Evaluation Procedures

Proposals will be evaluated by the Selection Committee. The Selection Committee will consider the completeness of a vendor's proposal and how well the proposal meets the needs of the District.

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In evaluating the proposals, the District will be using a criteria evaluation process. Evaluations will be based on criteria as outlined in Section 4.02. All proposals will be evaluated using the same criteria and possible points.

4.02 Scoring and Evaluation Factors

The evaluation factors reflect a wide range of considerations. While cost is important, other factors are also significant. Consequently, the District may select other than the lowest cost proposal. The objective is to choose the vendor capable of providing quality services that will help the District achieve the goals and objectives of the requested services within a reasonable budget. Evaluation Criteria Proposal Section Weight

Price	Section 4	Form 4	50 points
Comparable sized facilities serviced	Section 4	Form 3	20 points
Reference checks	Section 4	Form 3	30 points
Total Possible Score	100		

4.03 Vendor Presentation, Committee Interview and/or Additional Information

After the proposals are evaluated, the Selection Committee will determine whether formal presentations and interviews are necessary, and if so, which vendors may be invited to make a formal presentation and/or sit for a panel interview with the Selection Committee. The District may choose not to require formal presentations or interviews. The District may choose to contact officials from other jurisdictions regarding the vendor, their prior work experience and their ability to successfully complete the scope of services. The District may request clarification or additional information from a specific vendor in order to assist in the District's evaluation of a proposal.

Finally, the District may require changes in the scope of services as deemed necessary by the District, before execution of the Contract

4.04 Final Selection

The Selection Committee will formulate their recommendation for award of the Contract. The recommendation will be forwarded to the District Director and/or the Park Board for formal acceptance.

4.05 Contract Award and Execution

The District reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the vendor can offer.

The District shall not be bound or in any way obligated until both parties have executed a vendor contract.

The general conditions and specification of the RFP and the successful Vendor's response, as amended by Contract between the District and the successful Vendor, including e-mail or written correspondence relative to the RFP, will become part of the Contract documents. Additionally, the District will verify

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vendor representations that appear in the proposal. Failure of a vendor to perform services as represented may result in elimination of the vendor from further competition or in Contract cancellation or termination.

The vendor selected as the apparently successful Vendor will be expected to enter into a contract with the District. A sample District contract is provided in Attachment "C". Please review prior to submitting a proposal. The contract is for information purposes only and is not part of the submittal requirements.

The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during negotiations of the final contract.

If the selected Vendor fails to sign the Contract within five (5) business days of delivery of the final Contract, the District may elect to cancel the award and award the Contract to the next highest ranked vendor.

All parties may incur no cost chargeable to the proposed contract before the date of execution of the Contract.

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Form #1 - Proposal Form

To: South Whidbey Parks and Recreation District
From: Vendor Name _____
Vendor Address _____
City, State, Postal Code _____
Telephone Number _____

Exceptions:

Except as noted below, the undersigned hereby agrees to comply with all the terms & conditions put forth in the District's Request for Proposal.

Signed: _____ Dated: _____

Title: _____

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Form #2-Company Information

Company Name:

Home Office Address:

Washington Business Address:

Website Address:

Name, Title, Address, Telephone Number, **FAX** Number and Email Address of the person to be contacted concerning the proposal:

If Applicable, Name of the Parent Company:

Home Office Address, Telephone Number and Website Address of the Parent Company:

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Describe the parent company's relationship with the vendor:

If applicable, does the person signing the proposal have the authority to sign on behalf of the vendor?

YES ____

NO ____

Names of companies that will share significant and substantive responsibilities with the vendor in performing the scope of services under the Contract:

Attach to this form, and label appropriately, documentation showing that the vendor is duly organized and validly existing as a corporation or partnership in good standing, and licensed to do business in the District. If the vendor is not licensed to do business in the District, then the vendor must provide a sworn statement that it will take all necessary actions to become so licensed if selected as the selected Vendor.

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Form #3-Client Reference

Client References #1

Reference Name: _____
Contact Name: Title: _____
Phone Number: _____
Scope of Services Provided _____

**Client References
#2**

Reference Name: _____
Contact Name: Title: _____
Phone Number: _____
Scope of Services Provided _____

**Client References
#3**

Reference Name: _____
Contact Name: Title: _____
Phone Number: _____
Scope of Services Provided _____

**Client References
#4**

Reference Name: _____
Contact Name: _____
Title: _____
Phone Number: _____
Scope of Services Provided _____

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Form #4-Administration Building Maintenance Tasks

Section 1-Two Times each week

- Vacuum All Carpeted Areas
- Neatly Arrange Furniture
- Empty all trash
- Sweep Tile/Vinyl Floors
- Damp Mop all Tile/Vinyl Floors
- Clean Entry Glass
- Dust Horizontal Surfaces
- Wipe/Clean Drinking Fountains
- Wipe Counters/Appliances
- Clean Interior Glass
- Clean/Disinfect All Sinks, Toilets, Urinals
- Restock Paper/Soap
- Clean Mirrors
- Clean Sink Fixtures
- Wipe down all horizontal surfaces
- Spot Clean Partitions, doors, walls
- Clean Polish Fixture exteriors

Total hours each visit _____
Hourly Rate _____
Total per Visit _____
Total Weekly _____
Total Annual _____

Total Annual Section 1 _____

Section 2-Every Month

- Spot Clean Carpet
- Spot Clean Walls, Doors, Fixtures
- Clean Picture Glass/Extinguisher Cabinets
- Vacuum with edging tool-all corners
- Wipe/Clean Waste receptacles
- Spot Clean Bathroom Partitions, Door, Walls
- Clean Polish Fixture Exteriors

Total hours each visit _____
Hourly Rate _____
Total per Visit _____
Total Annual _____

Total Annual Section 2 _____

Section 3-Every 3 Months

- High Dust; Vents, Lights, etc.
- Wash Interior Windows
- Wash Exterior Windows

Total hours each visit _____
Hourly Rate _____
Total per Visit _____
Total Annual _____

Total Annual Section 3 _____

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Section 4-Annually

- Strip, Seal and Buff Tile Floors

Total hours each visit _____

Hourly Rate _____

Total per Visit _____

Total Annual _____

Total Annual Section 4 _____

Total Annual Contract _____

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Attachment "A"

Non Collusion Certificate

STATE OF) _____

COUNTY OF) _____

The undersigned, being duly sworn, deposes and says that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competition in the preparation and submission of a proposal to the South Whidbey Parks and Recreation District for consideration in the award of a contract on the improvement described as follows:

**Janitorial Services
for the
South Whidbey Parks and Recreation District**

(Name of Firm)

By: (Authorized Signature)

(Title)

Sworn to before me this _____ day of _____ 20____.

Notary Public

CORPORATE SEAL:

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Attachment “B”

INSURANCE REQUIREMENT

Indemnification / Hold Harmless

Vendor shall defend, indemnify and hold the District, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Vendor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the District.

Insurance

The Vendor shall procure and maintain for the duration of the Agreement, 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 Vendor, its agents, representatives, or employees.

No Limitation. Vendor’s maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Vendor to the coverage provided by such insurance, or otherwise limit the District’s recourse to any remedy available at law or in equity.

A. Minimum Scope of Insurance

Vendor 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. The District shall be named as an insured under the Vendor’s Commercial General Liability insurance policy with respect to the work performed for the District.
3. Workers’ Compensation coverage as required by the Industrial Insurance laws of the state of Washington.
4. Professional Liability insurance appropriate to the Vendor’s profession.

B. Minimum Amounts of Insurance

Vendor 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.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

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C. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Vendor's insurance coverage shall be primary insurance as respect the District. Any insurance, self-insurance, or insurance pool coverage maintained by the District shall be excess of the Vendor's insurance and shall not contribute with it.
2. The District, its officials, employees and volunteers are to be covered as additional insured's as respects: liability arising out of activities performed by or on behalf of the Vendor; products and completed operations of the Vendor; premises owned, leased or used by the Vendor; or automobiles owned, leased, hired or borrowed by the Vendor. The coverage shall contain no special limitations on the scope of protection afforded to the District, its officials, employees or volunteers.
3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the District, its officials, employees or volunteers.
4. The Vendor'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 District.

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

Vendor shall furnish the District with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Vendor before commencement of the work.

F. SubVendors

Vendor shall include all subvendors as insured's under its policies or shall require subvendors to provide their own coverage. All coverage for subvendors shall be subject to all of the requirements stated herein.

REQUEST FOR PROPOSAL

Attachment "C"

MAINTENANCE SERVICES AGREEMENT

This Agreement ("Agreement") is dated effective this ____ day of _____, 2018 . This Agreement is by and between the South Whidbey Parks and Recreation District, ("District"), and NAME, FIN number _____, ("Contractor"), collectively known as the parties ("Parties").

A. The District seeks the professional services of a skilled independent contractor capable of working without direct supervision in the capacity of Custodial Services and is familiar with the District's municipal code, resolutions, regulations, and policies.

B. The Contractor has the requisite skill and experience necessary to provide such services.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the Parties agree to the following terms and conditions:

1. Services.

- 1.1 Contractor shall provide the services more specifically described in Exhibit "A", attached hereto and incorporated by this reference ("Services"), in a manner consistent with the accepted practices for other similar services, performed to the District's satisfaction, within the time period prescribed by the District and pursuant to the direction of the District Manager or his or her designee.
- 1.2 Compliance With Laws: Contractor shall comply with and perform the Services in accordance with all applicable federal, state, and City laws, including, but not limited to, all District resolutions, standards or policies, as now existing or hereafter adopted or amended.
- 1.3 Right to Inspect: The Contractor shall control and direct the performance of the work. The District reserves the right to inspect, review and approve the work to assure that it has been completed as specified prior to payment.
- 1.4 Temporary Employees – Background Checks: The Contractor shall not hire temporary-type employees hired on the spot through an employment agency or otherwise that have not been properly trained. In no event shall any hires be made without proper background checks being conducted.
- 1.5 Performance Standard. In the performance of services under this Agreement, Contractor and its employees or designees, promise to exercise the degree of skill and care required by customary and generally accepted practices and procedures adopted by Contractors' rendering the same or similar type of service. All duties shall be performed in the manner consistent with those customary and generally accepted practices, and the Contractor shall be responsible for the professional and technical soundness and accuracy of all work and services furnished pursuant to this Agreement.

REQUEST FOR PROPOSAL

2. Term.

2.1 The term of this Contract shall be from _____ to _____

2.2 Prior to the expiration of the term of this Contract or any renewals or extensions thereof the District may, in its sole discretion, renew the Contract for additional term(s) of year(s) upon the same terms and conditions.

3. Termination.

Prior to the expiration of the Term, this Agreement may be terminated immediately, with or without cause by the District. If the Agreement is terminated after partial performance, the District will be obligated to pay only for that portion of the total work authorized under this Agreement that is satisfactorily completed. The Contractor may cancel this Agreement only upon sixty (60) days prior written notice to the District.

4. Compensation.

4.1 Total Compensation. In consideration of the Contractor performing the Services, the District agrees to pay the Contractor an amount not to exceed \$XX,XXX.

4.2 Method of Payment. Payment by the District for the services will only be made after the Services have been performed and an invoice is submitted in the form specified by the District and approved by the appropriate District representative, which shall specifically set forth the Services performed, the name of the Contractor's personnel performing such Services, and the hourly labor charge rate for such Contractor's personnel. Payment shall be made on a monthly basis forty-five (45) days after receipt of such billing statement. If the District objects to all or any portion of any invoice it shall notify the Contractor of the same within twenty (20) days from the date of receipt and shall pay only that portion of the invoice not in dispute and the Parties shall immediately make every effort to settle the disputed portion.

4.3 Contractor Responsible for Taxes. The Contractor shall be solely responsible for the payment of any taxes imposed by any lawful jurisdiction as a result of the performance and payment of this Agreement.

4.4 Reimbursement of Expenses. The South Whidbey Parks and Recreation District is not liable to Contractor for any expenses paid or incurred by Contractor unless otherwise agreed in writing.

5. Contractor to Direct Work.

Contractor shall control and direct the performance of the work or project of Contractor pursuant to this Agreement, subject to the District oversight. The South Whidbey Parks and Recreation District reserves the right to inspect, review, and approve of the work or project of Contractor to assure that it has been completed as specified, before payment.

6. Warranty.

REQUEST FOR PROPOSAL

The Contractor warrants that it has the requisite training, skill, and experience necessary to provide the Services and is appropriately accredited and licensed by all applicable agencies and governmental entities.

7. Independent Contractor/Conflict of Interest.

7.1 Independent Contractor. It is the intention and understanding of the Parties that the Contractor shall be an independent contractor and that the District shall neither be liable for nor obligated to pay sick leave, vacation pay or any other benefit of employment, nor to pay any social security or other tax, which may arise as an incident of employment. The Contractor shall pay all income and other taxes as due. Industrial or any other insurance, which is purchased for the benefit of the Contractor, shall not be deemed to convert this Agreement to an employment contract.

7.2 District's Right of Supervision and Inspection. Even though Contractor is an independent Contractor with the authority to control and direct the performance and details of the work authorized under this Agreement, the work must meet the approval of the District and shall be subject to the District's general right of inspection and supervision to secure the satisfactory completion thereof.

7.3 Work Performed at Contractor's Risk. Contractor shall take all precautions reasonably necessary and shall be responsible for the safety of its employees, agents and subcontractors in the performance of the work hereunder and shall utilize all protections reasonably necessary for that purpose. All work shall be done at Contractor's own risk, and Contractor shall be responsible for any loss or damage to materials, tools, or other articles used or held for use in connection with the work.

7.4 Conflict of Interest. It is recognized that the Contractor may, or will be, performing professional services during the term for other parties and that the District is not the exclusive user of the Services the Contractor will provide, provided, however, that such performance of other Services shall not conflict with or interfere with Contractor's ability to perform the Services. Contractor agrees to resolve any such conflicts of interest in favor of the District.

8. Indemnification.

8.1 Contractor Indemnification. The Contractor agrees to indemnify and hold the District, its elected officials, officers, employees, agents, and volunteers harmless from any and all claims, demands, losses, actions and liabilities (including costs and all attorney fees) to or by any and all persons or entities, including, without limitation, their respective agents, licensees, or representatives, arising from, resulting from, or connected with this Agreement to the extent caused by the negligent acts, errors or omissions of the Contractor, its partners, shareholders, agents, employees, or by the Contractor's breach of this Agreement. Contractor waives any immunity that may be granted to it under the Washington State Industrial Insurance Act, Title 51 RCW. Contractor's indemnification shall not be limited in any way by any limitation on the same amount of damages, compensation or benefits payable to or by any third party under workers' compensation

REQUEST FOR PROPOSAL

acts, disability benefit acts or any other benefits acts or programs. This waiver is specifically negotiated by the Parties and a portion of the District's payment hereunder is expressly made the consideration for this waiver.

8.2 District Indemnification. The District agrees to indemnify and hold the Contractor, its officers, directors, shareholders, partners, employees, and agents harmless from any and all claims, demands, losses, actions and liabilities (including costs and attorney fees) to or by any and all persons or entities, including without limitation, their respective agents, licensees, or representatives, arising from, resulting from or connected with this Agreement to the extent solely caused by the negligent acts, errors, or omissions of the District, its employees or agents.

8.3 Survival. The provisions of this Section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

9. Equal Opportunity Employer.

In all Contractor services, programs or activities, and all Contractor hiring and employment made possible by or resulting from this Agreement, there shall be no discrimination by the Contractor or by Contractor's employees, agents, subcontractors or representatives against any person because of sex, age, (except minimum age and retirement provisions), race, color, creed, national origin, marital status or the presence of any disability, including sensory, mental, or physical handicaps, based upon a bona fide occupational qualification in relationship to hiring and employment. This requirement shall apply, but not be limited to the following: employment, advertising, layoff or termination rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor shall not violate any of the terms of Chapter 49.60 RCW, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 or any other applicable federal, state or local law or regulation regarding nondiscrimination. Any material violation of this provision shall be grounds for termination of this Agreement by the District and, in the case of the Contractor's breach, may result in ineligibility for further District agreements.

10. Confidentiality.

10.1 All information regarding the District obtained by the Contractor in performance of this Agreement shall be considered confidential. The Contractor shall safeguard all written information submitted by the District to the Contractor in connection with the services performed by the Contractor under this Agreement to at least the same extent as the Contractor safeguards like information relating to its own business or profession. Breach of confidentiality by the Contractor will be grounds for immediate termination.

10.2 Contractor shall not, without the prior written consent of the South Whidbey Parks and Recreation District, disclose to third parties information that is not otherwise subject to public disclosure unless:

- a. The information is known to Contractor prior to receiving the same directly or indirectly in connection with the work or project;

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- b. The information is in the public domain at the time of disclosure by Contractor; or
- c. The information is received by Contractor from a third party who does not have an obligation to keep the same confidential.

11. Work Product and Ownership of Records and Documents.

11.1 All originals and copies of work product, including records, files, documents, reports, plans, sketches, layouts, designs, design specifications, computer disks, magnetic media or material which may be produced or modified by the Contractor while performing the services shall belong to the District. At the termination or cancellation of this Agreement, all copies of any such work product remaining in the possession of the Contractor shall be delivered to the District. Files containing the written record of the Contractor's services shall be delivered to the District.

11.2 The District acknowledges that the documents and records prepared by the Contractor are prepared specific to the work or project described herein. If the District modifies or uses any of the documents for other projects or purposes without the written approval of the Contractor, the District releases the Contractor from all responsibility for any errors or omissions therein with respect to such modification or use.

12. Insurance.

The Contractor agrees to carry as a minimum, the following insurance, in such forms and with such carriers who have a rating, which is satisfactory to the District:

- a. Workers' compensation and employer's liability insurance in amounts sufficient pursuant to the laws of the State of Washington;
- b. Commercial general liability insurance with combined limits of liability no less than \$1,000,000 for bodily injury, including personal injury or death, products liability and property damage;
- c. Automobile liability insurance with combined single limits of liability not less than \$1,000,000 for bodily injury, including personal injury or death and property damage;
- d. Professional liability insurance (Errors and Omissions) with combined single limits of liability not less than \$1,000,000 for damages sustained by reason of or in the course of operation under this Agreement, whether occurring by reason of acts, errors or omissions of the Contractor." The professional liability insurance provided shall be on an occurrence or per claims made basis against any claims that may arise from or in connection with the performance of the work hereunder by the Contractor, its employees, agents, or subcontractors. The coverage shall contain no special limitations on the scope of protection afforded to the District, its officers, officials, employees, agents, representatives, or volunteers.
- e. The District shall be named as additional insured on all such insurance policies, with the exception of professional liability and workers' compensation coverages. Contractor shall provide certificates of insurance, concurrent with the execution of this Agreement, evidencing such coverage and, at District's request, furnish the District with copies of all insurance policies and with

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evidence of payment of premiums or fees of such policies. All insurance policies shall contain a clause of endorsement providing that they may not be terminated or materially amended during the Term of this Agreement, except after thirty (30) days prior to written notice to the District. If Contractor's insurance policies are "claims made" or "claims paid," Contractor shall be required to maintain tail coverage for a minimum period of three (3) years from the date this Agreement is actually terminated. Contractor's failure to maintain such insurance policies shall be ground for the District's immediate termination of this Agreement.

13. Books and Records.

The Contractor agrees to maintain books, records, and documents which sufficiently and properly reflect all direct and indirect costs related to the performance of the Services and maintain such accounting procedures and practices as may be deemed necessary by the District to assure proper accounting of all funds paid pursuant to this Agreement. These records shall be subject, at all reasonable times, to inspection, review or audit by the District, its authorized representative, the State Auditor, or other governmental officials authorized by law to monitor this Agreement.

14. Non-Appropriation of Funds.

If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the District will not be obligated to make payments for Services or amounts incurred after the end of the current fiscal period, and this Agreement will terminate upon the completion of all remaining Services for which funds are allocated. No penalty or expense shall accrue to the District in the event this provision applies.

15. Dispute Resolution.

All disputes or claims arising under this Agreement ("Disputes") shall be resolved as set forth in this Section 15.

15.1 Informal Resolution. In the event of a Dispute, a party shall notify the other party of the Dispute with as much detail as possible. The District of Mountlake Terrace and Contractor shall use good faith efforts to resolve the Dispute within ten (10) business days after receipt of a Dispute notice. If the parties' business representatives are unable to resolve the Dispute, or agree upon the appropriate corrective action to be taken, within such ten (10) business days, then either party may initiate arbitration proceedings as set forth below. Pending resolution of the Dispute, both parties will continue without delay to carry out all their respective responsibilities under this Agreement.

15.2 Arbitration. If the parties hereto are unable to resolve a Dispute pursuant to the informal procedure set forth above, all Disputes shall be resolved by one arbitrator who is a member of the American Arbitration Association (AAA), in accordance with its then prevailing Commercial Arbitration Rules (Expedited Procedures), as modified by this Agreement. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction. The arbitration shall be held in Seattle, Washington, or at such other place as may be mutually agreed upon.

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15.3 Injunctive Relief. Nothing contained in this Section shall limit or delay the right of either party to seek injunctive relief from a court of competent jurisdiction, whether or not such party has pursued informal resolution or arbitration in accordance with this Section.

16. General Provisions.

16.1 Entire Agreement. This Agreement contains all of the agreements of the Parties with respect to any matter covered or mentioned in this Agreement and no prior agreements shall be effective for any purpose. All attachments and addendum are incorporated herein by this reference, and shall be a part of this Agreement.

16.2 Modification. No provisions of this Agreement may be amended, modified or an additional obligation assumed by either Party except by written agreement signed by the Parties.

16.3 Full Force and Effect. Any section or provision of this Agreement which is adjudicated invalid or illegal shall in no way affect or invalidate any other section or provision hereof and such other sections or provisions shall remain in full force and effect.

16.4 Assignment. Neither the Contractor nor the District shall have the right to transfer, assign, or subcontract, in whole or in part, any or all of its obligations and rights hereunder without the prior written consent of the other party.

16.5 Successors in Interest. Subject to the foregoing Subsection, the rights and obligations of the Parties shall inure to the benefit of and be binding upon their respective representatives, successors in interest, heirs and assigns.

16.6 Attorney Fees. In the event either party brings a lawsuit to enforce the terms of this Agreement, or arising from a breach of this Agreement, the prevailing party shall be entitled to its costs and attorneys' fees for bringing or defending against the action. The venue for any dispute related to this Agreement shall be Snohomish County, Washington.

16.7 No Waiver. Failure or delay of the District to declare any breach or default immediately upon occurrence shall not waive such breach or default. Failure of the District to declare one breach or default does not act as a waiver of the District's right to declare another breach or default.

16.8 Governing Law. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Washington.

16.9 Authority. Each individual executing this Agreement on behalf of the District and the Contractor represents and warrants that such individuals are duly authorized to execute and deliver this Agreement on behalf of the Contractor or the District.

16.10 Notices. Any notices required to be given by the Parties shall be delivered at the addresses set forth below. Any notices may be delivered personally or may be deposited in the United States mail, postage prepaid, to the address set forth below.

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Any notice so posted in the United States mail shall be deemed received three (3) days after the date of mailing,

- 16.11 Performance. Time is of the essence of this Agreement in each and all of its provisions in which performance is a factor.
- 16.12 Remedies Cumulative. Any remedies provided for under the terms of this Agreement are not intended to be exclusive, but shall be cumulative with all other remedies available to the District at law or in equity.
- 16.13 Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same instrument and, collectively, constitute the entire Agreement.
- 16.14 Captions. The respective captions of the Sections/Titles of this Agreement are inserted for convenience of the Parties for reference only and shall not be deemed to modify, explain, simplify, or aid in the interpretation of the provisions or otherwise affect any of the provisions of this Agreement.
- 16.15 No Third Party Beneficiary. It is the specific intent of the Parties, and all parties agree, that this Agreement shall not confer third party beneficiary status on any non-party.
- 16.16 No Joint Venture. This Agreement does not create a partnership or joint venture, and in carrying out this Agreement, the Parties shall act in their individual capacities and not as agents, employees, or partners of one another.
- 16.17 Force Majeure. Notwithstanding any other provision of this Agreement, no party to the Agreement shall be deemed in default or breach of this Agreement or liable for any loss or damages or for any delay or failure in performance due to a cause beyond its reasonable control. The Parties shall promptly resume performance hereunder after the force majeure event has passed.
- 16.18 Survivability. The obligation of Contractor under all provisions of this Agreement, which may reasonably be interpreted or construed as surviving the completion, termination, or cancellation of this Agreement shall survive the completion, termination, or cancellation of this Agreement.
- 16.19 Contractor Payments. In the event the Contractor fails to pay any taxes, assessments, penalties, or fees imposed by any governmental body, including a court of law, then the District shall have the right but not the obligation and the Contractor authorizes the District to deduct and withhold or pay over to the appropriate governmental body those unpaid amounts upon demand by the governmental body. It is agreed that this provision shall apply to taxes and fees imposed by District ordinance. Any such payments shall be deducted from the Contractor's total compensation.
- 16.20 Facsimile Transmission. Facsimile transmission of any signed original agreement, and retransmission of any signed facsimile transmission, shall be the same as delivery of an

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original. At the request of either party, the Parties will confirm facsimile transmitted signatures by signing an original document.

16.21 Ambiguities. Each party and its counsel, if any, have participated fully in the review and revision of this Agreement. Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement. The language in this Agreement shall be interpreted as to its fair meaning and not strictly for or against any Party.

16.22 Exhibits/Forms to Agreement: The following exhibits/forms are attached to this Agreement and incorporated herein by this reference:

Exhibit A: (To be determined)

Exhibit B: (To be determined)

Form 1: (To be determined)

Form 2: (To be determined)

Attachment A: (To be determined)

Attachment B: (To be determined)

Etc, Etc.

In witness whereof, the District and the Contractor execute this Use Agreement on this ____ day of _____, 20____.

SWPRD

By: _____

Title: _____ Of: _____

Date: _____

CONTRACTOR

By: _____

Title: _____ Of: _____

Date: _____

Janitorial Services for The South Whidbey Parks and Recreation District Administrative Facility

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Attachment “D”

Task Descriptions and Standards

Section 1 – Common Areas, Office Areas, Lobbies, Meeting Rooms, Hallway’s, Lunch Rooms, Dance Rooms.		
Each Visit Services		
#	Title	Description
1.01	Vacuum Carpet	All carpet areas of lobbies, hallway corridors, and entrances are to be thoroughly vacuumed. Portable objects (chair, wastebaskets, etc.) are to be moved to provide for vacuuming (not to include roll mats or objects over 50 lbs.
1.02	Neatly Arrange Furniture	All furniture and wastebaskets are to be placed back in their appropriate places.
1.03	Empty Trash & Recycle Bins, Replace Liners, Restock paper products	All Trash Receptacles and Recycle Bins (including exterior cans immediately outside the building) shall be emptied completely in the appropriate receptacles and a clean, appropriately sized liner installed. Co-mingled recycle bins to maintain separation form trash and be emptied in recycle bins provided. All paper products shall be restocked as needed.
1.04	Sweep Tile Floors	All resilient tile floors (rubber, vinyl, terrazzo) shall be swept With a broom or dry mopped so as to leave the floor in a dirt/dust free state.
1.05	Damp Mop Floors	All resilient floor surfaces shall be damp mopped to remove any and all spills. Scuffmarks or stains are not expected to be removed with damp mopping.
1.06	Clean Entry Glass	Main lobby and partition glass, as well as exterior door glass to each tenant space, IS to be clean and streak free.
1.07	Dust Horizontal Surfaces	All benches, tables, counter-tops, reception desks, window ledges, picture frames and the like are to be dust free

Janitorial Services for The South Whidbey Parks and Recreation District Administrative Facility

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1.08	Wipe/Clean Drinking Fountains	Stainless steel fountains are to be cleaned with a stainless cleaner, inside and out, as well as fixtures. Porcelain fountains are to be cleaned with a mild abrasive. Fountains are to be free of water spots, stains and smudges.
1.09	Wipe Counters and Appliances	All drain boards, Formica counters, tables and appliances (refrigerator,

		stove, dishwasher exterior) are to be cleaned so as to remove finger marks, smudges, and left in a dust/dirt free condition.
1.10	Clean Interior Glass	Interior glass (door glass, wall glass, etc.) within the office spaces shall be cleaned and left streak-free.

Monthly Services

1.11	Spot Clean Carpet	All carpet is to be kept in a stain-free condition. The Contract Administrator and the Contractor shall agree as to whether carpet shampooing/extraction supersedes spot cleaning.
1.12	Spot Clean Walls, Doors, Fixtures	Finger marks, furniture rubs, etc. are to be removed from walls, doors, door handles, electrical switch plates and outlet covers.
1.13	Wipe/Clean Waste Receptacles	All wastebaskets, trash containers and garbage cans shall be cleaned inside and out so as to remove stains, smudges and dried refuse.
1.14	Clean Picture Glass/Extinguisher Cabinets	All glass picture frames are to be cleaned with a damp lint-free rag so as not to leave water spots or streaks. Fire extinguisher cabinets shall be cleaned inside and out to remove smudges and finger marks.
1.15	Vacuum with Edging Tool – All Corners	All carpet edges and corners where floor and wall intersect, where floor and thresholds meet or around the base of any object permanently placed on a carpeted surface.

Quarterly services

1.16	High Dust; Vents, Lights, Etc.	High dusting shall be anything over 6' from the floor. HVAC vents,
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		ceiling fans, light fixtures, tops of doors and doorframes included.
1.17	Wash Interior Windows	All interior wall windows are to be washed inside and out, and left in a streak/fog-free condition.
1.18	Wash Exterior Windows	All outside wall windows are to be washed, inside and out, and left in a streak/fog-free condition.
Annual Services		
1.19	Strip, Seal, Buff Tile Floors	All resilient floor surfaces are to be stripped with an aggressive pad so as to remove all wax and sealer. The floors then shall be re-sealed with two coats of sealer followed by two coats of wax. All sealer and wax must be pre-approved as to type by the Contracts Administrator. The floor then shall be burnished to

		provide a high gloss.
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Section 2 – Restrooms, Kitchen Areas

Each Visit Services

#	Title	Description
2.01	Empty Trash/Replace Liner as needed	All trash receptacles shall be emptied completely and a clean, appropriately sized liner installed.
2.02	Clean/Disinfect All Sinks, Toilets, Urinals	All porcelain and stainless steel wash basins, toilets and urinals as well as shower stalls are to be cleaned and sanitized with a disinfectant.
2.03	Restock Paper/Soap	Paper towels and tissue dispensers are to be checked and filled whenever the product remaining is 30% or less. In restrooms of high usage, new rolls of tissue will be installed and the 30% or partial roll shall be placed on the dispenser. Soap is to be checked and filled or cartridge replaced when less than 1/3 of the product remains.
2.04	Clean Mirrors	Mirrors shall be kept clean, fog and streak free.

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2.05	Clean Fixtures	All sinks shall be cleaned and free of rust deposits, stains, soap scum, etc. Toilets and urinals shall be cleaned and sanitized so as to remove any deposits, stains or odors. Where bowl blocks are used, the blocks will be removed prior to cleaning and new blocks installed when applicable.
2.06	Sweep Floors	Floors shall be swept so as to remove gum, dirt and debris. Dry mops should be sprayed with a dust mop treatment chemical prior to use.
2.07	Damp Mop Floors	All resilient floor surfaces shall be damp mopped to remove any and all spills. Scuff marks or stains are not expected to be removed with damp mopping.
2.08	Dust Horizontal Surfaces	This includes counter tops, tops of partitions, mirrors dispensers, toilets and urinals. Counters should be spot cleaned when applicable.
Monthly Services		
2.09	Spot Clean Partitions, Doors, Walls	Toilet room partitions, partition doors, entry doors, shower doors and wall shall be free of soap scum, fingerprints, dirt, smudges and graffiti.
2.10	Clean/Polish Fixture Exteriors	All plumbing under sinks and surrounding toilets and urinals are to be cleaned and polished so as to produce a shiny appearance.
2.11	Wipe/Clean Waste Receptacles	All wastebaskets, trash containers and garbage cans shall be cleaned inside and out so as to remove stains, smudges and dried refuse.
Annual Services		
2.12	Strip, Seal, Buff Tile Floors	All resilient floor surfaces are to be stripped with an aggressive pad so as to remove all wax and sealer. The floors then shall be re-sealed with two coats of sealer followed by two coats of wax. All sealer and wax must be pre-approved as to type by the Contracts Administrator. The floor then shall be burnished to provide a high gloss.

Janitorial Services for The South Whidbey Parks and Recreation District Administrative Facility

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Attachment "E"

VENDOR QUALIFICATION STATEMENT

Vendor must complete all portions of this statement before proposal will be considered. The following statements as to experience, equipment and general qualifications of the Vendor as submitted in conjunction with the proposal, as part thereof and truthfulness and accuracy of information is guaranteed by the Vendor and included in proposal evaluation.

I. Name and address of principal business office, which Agreement will be administered from:

Telephone: _____

II. Number of years Vendor has been engaged in business: _____

III. The Vendor as a contractor has never failed to satisfactorily perform an Agreement awarded to him/her except as follows (Name of any and all exceptions and reasons thereof):

IV. Vendor must have at least three (3) years experience as a Vendor in this field of work and have satisfactorily completed three (3) projects of this nature in the last three (3) years:

1. Location and for who performed:

Phone _____ Contact Person

Janitorial Services for The South Whidbey Parks and Recreation District Administrative Facility

REQUEST FOR PROPOSAL

2. Location and for who performed:

Phone _____ Contact Person

3. Location and for who performed:

Phone _____ Contact Person