



REQUEST FOR PROPOSALS

Janitorial for the Selah Civic Center

Overview

The City of Selah, Washington is seeking proposals from qualified contractors to provide a full range of custodial services for the Selah Civic Center. The work performed must meet specifications in the Scope of Work attached to this Request for Proposal.

General Information

The Selah Civic Center is a community center within the City of Selah. It roughly serves a population of 7,444 people. The center consists of a commercial kitchen, 2 meeting/activity rooms and a large main room and 3 sets of bathrooms. The type of usage consists of small community meetings and recreational activities to large scale banquets and fundraisers. The facility is typically used 7 days a week with the front office and staff hours being 8am to 5pm, Monday - Friday. The center also houses a senior center and public services consisting of People for Peoples' senior meals and clothing center in addition to the Lady of Lourdes food bank.

Scope of Work Overview:

This list includes a brief synopsis of the Scope of Work (SOW). (Please see attachment for detailed SOW expectations) It includes but is not limited to the following:

- Clean the 14,600 square foot building 7 days a week.
- Maintain the Selah Civic Center appearance. Keeps the facility sanitary and visibly clean.
- Strip and wax the main room floor and kitchen at least 4 times a year.
- Keep ALL bathrooms sanitary, tidy and visibly clean.
- Maintain kitchen by keeping it tidy, sanitary and all appliances and kitchen surfaces clean and visibly clean to the eye.
- Empty ALL trash cans daily.
- Sweep and mop ALL floors daily.
- Pick up any trash inside and around exterior of building.

Proposals

All proposals must be received by the City of Selah Civic Center Department no later than the of the business day, November 16, 2016. Proposals may be submitted via hard copy or e-mail. Proposals must be submitted to:

Bree Tait
Selah Civic Center, City of Selah
216 South 1st Street
Selah, WA 98942
Bree.Tait@selahwa.gov