

CITY OF SELAH

REQUEST FOR PROPOSALS Janitorial Services for the City of Selah



Coordinator: Joseph K. Henne

CITY OF SELAH

Request for Proposals For Janitorial Services

Listing of City Facilities:

Selah Police Station, Location: 617 S. 1st St.
Selah Civic Center, Location: 216 S. 1st St.
Selah Public Works, Location: 222 S. Rushmore Rd.
Selah City Hall, Location: 115 W. Naches Ave.

Purpose and Scope of Work

The City of Selah is soliciting proposals for janitorial services from qualified individuals and/or companies for the City of Selah at the above locations. Vendors will comply with all applicable federal and state labor, wage and hour, safety and associated laws which have bearing on the services provided. The selected vendor will provide all labor, tools, equipment, materials, supervision, and supplies needed to perform the work described in this request.

Anticipated Timeline

RFP Issued: May 11, 2023
Proposals Due: June 2, 2023
Contract to begin about July 2023

Evaluation Process/Selection Criteria

Vendor will be selected based on evaluation of cost, qualifications, and references.

Proposal Format

Submit one (1) original proposal, containing a statement of qualifications and a concise narrative, which addresses the tasks set forth in the Janitorial Services. The proposal shall also include a cover page.

PLEASE NOTE: UPS mailings, hand delivered and emailed proposals will be accepted. Any proposals received after 4:00 pm, June 2, 2023, shall be considered non-responsive and returned.

Submit Proposals To: Selah Clerk-Treasurer 115 West Naches Ave. Selah, WA. 98942.

Proposals should be organized according to the following outline:

1. Letter of transmittal: A letter shall include the following:
 - a. Vendor's name and address;
 - b. Statement that indicates the proposal is valid for at least ninety (90) days from date of submission;
 - c. Statement that indicates the vendor's willingness to perform the services described in this RFP;

- d. Statement that all staff and other resources which are required to perform the services described in this RFP will be made available by the vendor over the anticipated course of the contract;
- e. Statement that the signatory has authority to bind the contract; and
- f. Signature of authorized individual.

Review of Proposals

Evaluation process: An evaluation will be made of proposals. Interviews may be held to discuss submitted proposals.

The selected vendor will meet with the City to finalize the scope of work/contract and clarify any errors or confusions before for acceptance by the City Council.

Vendor Communications/Appeals

Upon release of the RFP, all communications concerning the overall RFP should be directed to the RFP Coordinator listed below in writing. Unauthorized contact regarding this RFP with other City employees will be considered unofficial and non-binding on the City.

Name: RFP Coordinator – Joseph Henne, City Administrator
Address: Selah City Hall, 115 West Naches Avenue, Selah, WA. 98942
Telephone: (509) 698-7333
Email: Joe.Henne@Selahwa.gov

Right of Selection/Rejection, Waiver of Informalities/Irregularities

The City of Selah reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the City. Selection of a vendor to proceed with discussion on the scope of work shall not be construed as an award of contract, but as commencement of contract negotiation, including but not limited to the contract price proposed.

RFP Cancellations/Revisions

The City reserves the right to change the schedule or issue amendments to the RFP at any time.

Business License

The contractor/s awarded a contract will be required to have a current State of Washington business license and applicable City of Selah business license.

Insurance Requirements

All Contractors shall have a valid and current insurance covering this type of work, and a business license issued by the City of Selah for janitorial work. Contractor shall be held responsible for any damages caused by their employees due to their actions and/or negligence.

Information on City of Selah business license can be found at [Business Registration](https://selahwa.gov/business) webpage (<https://selahwa.gov/business>) for business license information and City contact information.

Service Requirements/Conduct of Work

All work must be performed in a thorough manner and in accordance with industry best practices. The vendor will be held responsible for the quality of the service, maintenance and inspections. Service, maintenance and inspections that are improperly done will be redone, by the vendor, at the vendor's own risk and expense.

The successful contractor/s will include a list of the equipment that will be used during the term of the contract and Safety Data Sheets (SDS) for all chemicals and cleaning agents used during the performance of the contract. Changes to equipment, personnel and/or chemical agents requiring an SDS must be made five (5) days before, and in writing, for approval by the City. Any deviations or changes made without prior approval will be grounds for termination of the contract.

Acceptable safe practices must be followed at all times. Vendor will comply with all standards prescribed by the State of Washington, Department of Labor and Industry – [Safety and Health](#). The safety of the building's occupants is to be considered at all times.

All work performed shall be completed without interfering with the proper performance of the employee's routines. Vendor and vendor employees will not disturb materials on desks, open drawers or cabinets, or use equipment or telephones. Vendor or vendor employee shall not unplug computer terminals at any time. Furniture and wastebaskets removed for cleaning convenience will be replaced in their original locations and all electrical items will be reconnected to their outlets.

Exceptions

Proposers may take exception to any of the stated requirements so long as all such exceptions are expressly noted and clarified in the response. Alternatives may be shown and quoted as options.

Implementation Plan

Proposals must provide a detailed work plan including vendor's methodology (i.e.: check lists, verifications forms, etc.) for implementing the proposed janitorial services.

Staffing Qualifications and Disqualifiers

A list of personnel anticipated to be working in the building is required when the proposal is submitted. Vendors and their staff will be required to pass a background check; any felony conviction or convictions for crimes against a person, theft, fraud, embezzlement or unsworn falsification are also grounds for automatic disqualification.

Vendor and vendor employees must be capable of being lawfully employed in the United States of America. Minors under eighteen (18) years of age, including family members of the vendor or the vendor's employee are prohibited from performing any work.

Vendor and vendor employees shall be capable and experienced in the type of work to be performed. Removal of any employee may be required for anyone deemed incompetent,

insubordinate, otherwise objectionable, and/or whose continued employment is deemed contrary to the public or department's best interest.

Vendor shall notify the City within thirty (30) days, or with as much advance notice possible, related to employee changes so background checks can be conducted. No new employees of the vendor are permitted in City buildings until a background check has been completed and results reviewed by the City.

Equipment/ Supply Storage

The City will assign a storage room/s for janitorial services. This storage room is for storage of equipment, materials and supplies used in the performance of this contract only. The vendor and vendor employees will be responsible for keeping this area clean and free of odors at all times.

All materials labeled "hazardous" or requiring special storage will be handled and stored as recommended by the manufacturer. All cleaning agents or chemicals will be appropriately labeled and kept in manufacturer approved containers. All chemical agents shall have an approved SDS on file with the department and in labeled containers that in compliance with OSHA standards.

Client References

Proposal must include a minimum of three (3) current references no more than three (3) years old for directly applicable services, preferably with a city or government agency. Additional references are allowable if the vendor chooses. References must include the name of the client/agency, contact information (address, phone number and email), contact person who was directly responsible for overseeing the implementation for work, dates services were provided.

Cost Proposal

Proposal must include the projected costs, to be broken down by major activity. The contract prices confirmed by the City Council will remain firm from the date of award through June 30, 2025, unless scope of work has changed by written notice of the City.

Janitorial Services Described

Work Areas Included: The work area is approximately:

- Selah Police Station, 5,000 square feet
- Selah Civic Center, 14,600 square feet
- Selah Public Works, 6,800 square feet
- Selah City Hall, 6,700 square feet

Janitorial Companies can submit a proposal for all of the above buildings or one or two etc. The proposal is to be broken down for each building. It is highly desired (but not required) that companies submitting a proposal to service the above buildings schedule a visit to inspect each facility.

Square feet of listed buildings includes all entrances, offices, foyer, break room, hallways, training room, and restrooms.

Work Areas Excluded: No work is required in mechanical rooms, electrical, the armory, or the garage/shop area.

Supplies, Materials Equipment and Utilities: All restroom and cleaning supplies will be environmentally safe and used as intended.

Furnished by the City:

1. Electrical power at existing outlets for the Vendor to operate such equipment as necessary in the conduct of his/her work.
2. Water as necessary.
3. Materials and supplies such as:
 - a. Hand soap
 - b. Paper towels
 - c. Toilet paper
 - d. Wastebasket & garbage bags and liners

The City will provide storage space for supplies and equipment. Closets and the stored equipment shall be kept clean and in an orderly manner by the Vendor. The City will replenish paper and supplies in storage areas as needed. The City will not be responsible in any way for damage to the Vendor's stored supplies, materials, replacement parts, or equipment but will exercise due care in working around those items to prevent any damage.

Furnished by the Contractor:

1. The Vendor shall supply all necessary tools, equipment, and waxes, strippers, cleaners, brooms, mops, buckets, buffers and all other tools and supplies not stated in the work request as being supplied by the City. Equipment must be of a professional/commercial grade and materials shall be first quality, shall give good service and shall give results satisfactory to the City. Vendor will supply all SDS sheets for all supplies maintained in the building. Only approved environmentally safe biodegradable cleaning supplies should be used.
2. Slip Resistance: The Vendor shall verify that all floor finishes, seals, spray buff solutions and other such chemicals applied to non-carpeted floors provide adequate protection against slippery floors. Any observed instances of slippery or slick floors shall be corrected immediately upon discovery.
3. Indoor air quality protection is a concern for City facilities. Vendor owned vacuum cleaners used in City facilities must be HEPA certified by the manufacturer or meet filtration ratings at HEPA standards, and therefore must be rated to retain all particles to 0.3 microns in size at efficiency rating of 99% or higher. HEPA-rated exhaust filtration and HEPA disposable vacuum bags are required.

Cleaning Requirements for the Police Station:

Weekly Services: The services listed below shall be accomplished between 5:00 pm and 6:00 am on two nights each week.

1. Dust, Wipe or Spot Clean:
 - Horizontal Surfaces and Moldings (within reach)
 - Remove hand and fingerprints from doors, windows, light switches, kick and push plates, handles, and metal finishes.
 - Remove cobwebs from wall/ceiling area
 - Spot clean interior glass in doors, window sills, and window blinds
 - Walls: Remove Noticeable Spots, Stains and Marks to Hand Height (70")
2. Vacuum all Carpeted Areas Thoroughly
 - Entryways, walk-off mats, workspaces, offices, stairs, and training room.
 - Move chairs and garbage cans (anything light and easy to move).
 - Stairs: Sweep or vacuum (as appropriate) to remove visible marks and debris.
 - Spot clean carpet areas to remove spilled or soiled stains. Spots are defined as 12" and under with no more than 3 spots or 3 square feet in area total per cleaning. Notify the building Director if spots exceed these parameters.
 - All visible dirt, dust and soil is to be removed.
3. Hard (uncarpeted) floors:
 - Sweep or vacuum, and then damp mop all uncarpeted floors. Remove dirt, shoe marks and scuffs, stains, and other dirt and grime from uncarpeted surfaces.
4. Trash Removal:
 - Empty and replace plastic liners when they are stained, soiled, or torn – Any liner with food on it shall be replaced.
 - Trash should be disposed of into the dumpster. Trash will not be stored inside the station.
5. Paper Shredders: Empty as needed:
6. Paper Recycling Containers:
 - Empty recyclable contents in exterior recycle dumpsters provided to City.
7. Foyer:
 - Wipe down horizontal surfaces, reception window, and front of vending machine.
8. Restrooms:
 - Clean and disinfect fixtures, toilets, urinals, sinks, mirrors, and counters.
 - Maintain adequate supplies of toilet tissue, urinal deodorizers, paper towels, liquid hand soap, and room deodorizer.
 - Note: Cleaning tools used in restrooms shall not be used in office spaces and other areas (i.e., rags, mops, sponges, gloves, etc.)
9. Kitchen:
 - Clean and disinfect kitchen counters and sink, stove top, and water dispensers.
 - NOTE: Vendor is *not* expected to wash the dishes.
10. Janitorial Closet:
 - Keep closet clean, orderly, and deodorized.

- All cleaning materials will be disposed of properly.
- Cleaning wipes will not be flushed down toilets.

Monthly Services (One Day Each Month) in addition to daily and weekly services:

1. Dust and clean workspace countertops unless covered with papers, all furniture including chairs, tables, filing cabinets, bookcases, shelves, window sills, door frames, picture and artwork frames, molding and counters.
2. Dust the tops of all office furniture.
3. Damp clean Training Room (SPD) tables and chairs if needed, using sanitizer, remove any stains.
4. Remove finger print smudges from interior door glass, interior windows, and all glass surfaces.
5. Vacuum under chair carpet protectors and clean, as needed (visible dirt or stains).
6. Vacuum upholstered chairs as needed.
7. Edge vacuum carpets where regular vacuuming does not normally reach.

Quarterly Services: (February, May, August, and November) in addition to daily and weekly services:

1. Dust or vacuum, and spot clean all window blinds (both sides).
2. Dust or vacuum, and spot clean all supply and return air grilles and diffusers, high or low, to remove all visible dust and dirt.
3. Vacuum all edges and corners prior to shampooing carpets.
4. Damp clean base moldings, as needed.
5. Machine scrub all vinyl restroom and kitchen floors using a detergent.

Bi-Annual Services

(Two times each year, over a weekend in April and October): The vendor will coordinate this service with the building Administrator or their designee five (5) days before it takes place. Any additional employees used by the vendor to complete this service need to undergo a background check (State requirement). Vendor should allow thirty (30) days for the background check to be completed.

1. Clean all Interior and Exterior Windows.
2. Shampoo all carpets and rugs using steam extraction or agitation and immediately follow with hot water extraction method to remove all soap. Spot removal shall be performed with a commercial grade spot remover. Cleaning will be scheduled to allow maximum drying time before next business day.
3. Thoroughly clean, strip and/or wax all hard surface floors whether, vinyl, linoleum, tile, stone, or concrete.
4. Damp clean base moldings to remove smudges and marks from walls, doors, handrails with soap and water. Rinse thoroughly with clean water.

Cleaning Requirements for the Selah Civic Center:

Among the items listed above, which are required duties to be completed at the civic center as well, the following applied specific to this building.

1. At the Civic Center cleaning is to be done regularly 7 days a week. Vendor is expected to do the work when the Civic Center is minimally populated or closed. Typical Civic Center office hours are: Monday- Friday from 8:00 a.m. to 5:00p.m. User groups use premises after hours and on weekends at varying times. Vendor will be provided a monthly schedule and given updated information on building use as changes occur.
2. Any item requiring maintenance or repairs shall be reported to the Department Manager. Items like plugged toilets, leaking pipes, loose tile, inoperative lights, or any security issues etc. are expected to be reported immediately upon finding them. Emergency repairs during off hours (i.e. after 5:00 PM and before 8:00 AM) such as broken pipes, floods, or serious roof leaks should be reported to Public Works staff immediately after discovery at 509-698-7365.
3. Cleaning service employees should not enter City buildings except to perform their work and shall not bring non-employees or family members into the facility during their contract work hours. Vendor employees are to secure the building when they leave the premises.
4. Walls, carpet, and upholstery in poor condition will be noted at the beginning of the contract period. Vendor employees will not be held responsible for existing spots and worn, damaged furniture or carpet stains
5. Remove all obvious soil, streaks, smudges, etc. from drinking fountains; then disinfect all porcelain and polished metal surfaces including the spout of drinking fountain. All will be free from streaks, stains, spots, smudges, scale, and other obvious removable soil.
6. All garbage collected is to go in dumpsters located on site.
7. Clean all glass on doors and windows. This includes display case as well as both sides of office windows and doors. After cleaning, the surface will present a uniform appearance free of all smudges, fingerprints, stains, streaks, lint, etc.
8. Dust mop floors. Mop floor when soiled. A reas must be thoroughly cleaned to remove dust, dry soil, food and other surface debris. All areas under chairs, trash receptacles and other furnishings, which are accessible, will be cleaned as well. Keep vent areas clean of debris. After cleaning, surfaces, including corners, cracks, and places accessible to the cleaning equipment will be free of all visible soil, streaks, litter and spots caused by spills.
9. Clean outside of building within 20 feet of entrance, picking up visible trash.
10. Keep all EXIT areas, inside and outside, clean and free of debris.
11. Cleaning service is expected even if Vendor employees are out sick or on vacation

Weekends:

1. Kitchen Area:

- Empty wastebaskets, remove all trash to dumpster and supply fresh liners for

wastebaskets.

- Spot clean walls, light switches, cabinets and doors.
 - Clean and sanitize all sinks of food and debris.
 - Wipe down counter tops, tables, sinks, ovens and fixtures with disinfecting cleaner. Remove fingerprints, food, debris, soot and grease from handles, glass and stainless-steel surfaces.
 - Sweep and wet mop entire floor using a disinfecting cleaner. All areas under chairs, tables, trash receptacles, ovens, fridges and other furnishings, which are accessible, shall be moved to clean and sweep underneath.
 - Re-supply all paper towel dispensers to the proper level. The dispensers and adjacent surfaces will be wiped with a germicidal detergent to remove handprints and smudges after filling. The device will be checked after filling for proper operation. Caked or dried soap will be cleaned. Remove the semi- hardened soap from spout of liquid soap dispensers daily. Inoperable devices will be reported to the Facilities Coordinator.
 - Clean stoves, and the oven interior to provide an appearance free of spots, streaks, spills, food and grease. Remove any and all debris and waste buildup and dispose of in dumpster.
 - Dust all horizontal surfaces, furniture, ledges, moldings, including top of refrigerator.
2. Remove obvious dirt and debris around cracks in floor, doors, and corners.
 3. Dust and clean all furniture and table tops with appropriate cleaning agent. After cleaning, the surfaces should have a uniform appearance, free from streaks, smudges, lint, etc., with complete removal of soil from the surface.
 - Empty wastebaskets and remove all trash to designated disposal areas. Supply fresh liners for wastebaskets.
 - Vacuum floor mats. Spot vacuum carpeted flooring as needed.

***After Event Damage Report:** In the event that there are any damages to Civic Center property resulting from an event, a damage report must be completed by the Vendor or Vendor's Employees and should include detailed notes regarding damage. If possible, photographs should be taken and forwarded to Civic Center staff for documentation purposes. Vendor shall leave the report for the Civic Center manager and notify city staff immediately of any damages which compromise safety, security or could affect the next day.*

Materials and Equipment: The Vendor shall use cleaning products and equipment which are effective and safe for fixtures, furnishings, and finishes in their particular applications. The Civic Center Manager may require the Vendor to select an alternative cleaning product or piece of equipment if the use of that particular product or piece of equipment is ineffective or tends to cause damage to or deterioration of fixtures, furnishings, or finishes in the use being made of it. Cleaning products should be in clearly marked containers.

Level of care: Vendor shall exercise due care at all times to ensure that cleaning products and practices do not cause damage to finishes, furnishings, or fixtures. Vendor shall restore

to good condition any items damaged from lack of due care by Vendor's employees.

Cleaning Requirements for the Public Works and City Hall:

Two Times Per Week Service, days to be determined.

1. Gather all waste and place contents for disposal. Insert new liners when needed. Sweep, dust mop or vacuum all floors.
2. Vacuum all carpeted areas.
3. Dust file cabinets, desk, tables and other office furniture. Spot clean entrance door glass.
4. Disinfect all water fountains.
5. Damp mop floors with general cleaning solution.
6. Clean and disinfect restroom fixtures.
7. Fill restroom dispensers from Client's stock.

One Time Per Month Services

1. Vacuum upholstered chairs.
2. Edge vacuum carpets where regular vacuuming does not reach.

Four Times Per Year Services

1. Shampoo and rinse extract all carpets.
2. Wash windows inside and out.
3. Mop, remove scuff marks, apply ristorante, and buff tile floors.