CITY OF CHEHALIS, WASHINGTON
350 N. Market Blvd. Rm 101
Chehalis, WA 98532

(360) 345-1042 / Fax (360) 748-0651

Judith A. Schave, City Clerk

Attn: Legal Publications

Please publish the following notice on Wednesday, November 24, 2010, and Friday, November 26, 2010:

CALL FOR BIDS
CITY OF CHEHALIS
JANITORIAL SERVICES FOR 2011

The city of Chehalis is accepting bids from qualified firms or individuals for janitorial services for calendar year 2011. Information regarding cleaning schedules and facilities may be found on the city's website. An information package will also be e-mailed to anyone on request at comdev@ci.chehalis.wa.us , or may be reviewed at the office of Community Development, 1321 S. Market Blvd., Chehalis, Washington.

In order to be considered, all bids must be received by the City Clerk before 4:00 PM on Thursday, December 9, 2010, at which time they will be opened. Any bids mailed to the City Clerk (350 N. Market Blvd., Chehalis, WA 98532) must be received before the date and time scheduled for opening such bids. Bids must be presented in a sealed envelope marked "2011 Janitorial Services."

The city retains the right to reject any and all bids, waive informalities in any bid, request clarification of any bid, consider relevant performance information, and to award the bid in the best interest of the city. Bids not received by the date and time due will not be considered.

Judith A. Schave
City Clerk
City of Chehalis

BID SPECIFICATIONS / INSTRUCTIONS

Janitorial Services for Chehalis Facilities for 2011

1. All fields in the attached '2011 JANITORIAL SERVICES – BID SHEET' (Exhibit A) shall be completely filled in. Blank fields will be considered as not bid. Bidders shall review the 'SCHEDULE OF JANITORIAL SERVICES' (Exhibit B) and provide bid quotes accordingly.

2. All bids shall be sealed and submitted to the Chehalis City Clerk on or before 4:00 PM, Thursday, December 9, 2010, at which time they will be opened and read by the city Clerk. After opening, all bids are considered public documents, and will be made available to the public upon request. Bid packages should be marked "2011 Janitorial Services Bid" on the face of the bid package.

3. All bidders shall include the names and contact information of at least three contact persons as a reference for current or prior clients. The city will contact references for any bidder being considered.

3. All bidders shall apprise themselves of the facilities and conditions of the equipment to be cleaned and maintained. Questions about the facilities or equipment should be e-mailed to the Community Development Director at comdev@ci.chehalis.wa.us . A tour of the facilities can be arranged by appointment prior to Wednesday, December 8, 2010.

4. Successful bidder will enter into a services agreement or contract with the city of Chehalis for the specified janitorial services (Exhibit C) for calendar year 2011. Such agreement or contract must be approved by the city attorney, and may provide for a month to month continuation after the first calendar year. Such agreement shall also provide for methods of keeping city facilities secure during cleaning activity.

5. Successful bidder will provide the city with notice of intent to pay prevailing wage, e-verify documentation required by city ordinance, proof of insurance, proof of bonding for each employee that will be working on city property, and any other documentation required by local, state or federal statutes relating to the type of services provided.

6. Successful bidder will obtain a city business license and any other licenses or approvals required for the type of services provided.

7. The city retains the right to reject any and all bids, waive informalities in any bid, request clarification of any bid, and consider relevant performance information and to award the bid in the best interest of the city. Bids not received by the date and time due will not be considered.

EXHIBIT 'A'

2011 JANITORIAL SERVICES – BID SHEET

NAME OF COMPANY OR FIRM SUBMITTING BID: _____

STREET ADDRESS OF COMPANY OR FIRM: _____

_____

MAILING ADDRESS OF COMPANY OR FIRM: _____

_____

NAME OF CONTACT PERSON (PRINT): _____

TELEPHONE NUMBER OF CONTACT PERSON: _____

E-MAIL ADDRESS OF CONTACT PERSON: _____

INSURANCE CARRIER AND POLICY NUMBER: _____

_____

BONDING COMPANY AND POLICY NUMBER: _____

_____

COST FOR SERVICES (PER MONTH) FOR:

LIBRARY BUILDING: $_____

CITY HALL BUILDING: $_____

COMMUNITY DEVELOPMENT BUILDING: $_____

ACTIVITY BUILDING: $_____

CREW QUARTERS BUILDING: $_____

V.R. LEE RENTAL BUILDING: $_____

HESS KITCHEN RENTAL BUILDING: $_____

PUBLIC WORKS OFFICE BUILDING: $_____

SCOUT LODGE BUILDING: $_____

RECREATION PARK AND CBD RESTROOMS: $_____

SALES TAX ON SERVICES: $_____

TOTAL COST OF BID SUBMITTED: $_____

SUBMITTED BY (print): _____

SIGNATURE: _____

TITLE: _____

COMMENTS OR CLARIFICATIONS:

EXHIBIT 'B'

SCHEDULE OF JANITORIAL SERVICES

NOTE: The city will supply all toilet paper, paper towels, soap for dispensers, and can liners for use by the facility. Contractor shall make sure an adequate supply of these items is available in storage at each facility. Contractor (bidder) will supply all equipment (brooms, mops, vacuum, rags, etc) and chemicals (cleaning agents) necessary to perform the activities listed. City will supply key to access areas scheduled for cleaning during the stated times.

LIBRARY BUILDING (400 N. Market Blvd.):

FREQUENCY: TWO NIGHTS PER WEEK – WEDNESDAY AND FRIDAY ONLY
TIMES: BETWEEN 9:00 PM AND 8:00 AM THE NEXT DAY
ACTIVITY: Vacuum all carpeted flooring.
Sweep all tile / hard surface flooring.
Clean and sanitize all restroom fixtures and equipment including toilets, sinks, urinals, mirrors, doors, handles/grab bars, etc.
Clean and sanitize all kitchen fixtures and equipment including sinks and countertops.
Damp mop bathroom and kitchen floors.
Clean and fill all dispensers – soap, paper towels, toilet paper, etc.
Clean all glass entry doors – remove fingerprints, etc.
Clean / dust window sills – remove bugs, etc.

CITY HALL BUILDING (350 N. Market Blvd.):

There are five primary areas of the City Hall building: Administration, Council Chambers, Municipal Court, Police Dept. (2nd floor), and Basement Meeting Rooms. Activities below relate to all areas unless noted. **The person(s) having access to the Police Department area will be required to be fingerprinted and pass a background investigation.**

FREQUENCY: ONE NIGHT PER WEEK – FRIDAY, SATURDAY OR SUNDAY (CONTRACTORS PREFERENCE)
TIMES: BETWEEN 6:00 PM AND 7:00 AM THE NEXT DAY
ACTIVITY: Vacuum all carpeted flooring.
Sweep all tile / hard surface flooring.
Clean and sanitize all restroom fixtures and equipment including toilets, sinks, urinals, mirrors, doors, handles/grab bars, etc.
Clean and sanitize all kitchen fixtures and equipment including sinks and countertops.
Damp mop bathroom and kitchen floors.
Clean and fill all dispensers – soap, paper towels, toilet paper, etc.
Clean all glass entry doors – remove fingerprints, etc.

COMMUNITY DEVELOPMENT BUILDING (1321 S. Market Blvd.):

There are two primary areas of the Community Development building: Utility billing / Recreation, and Planning / Permitting (modular building). Activities below relate to all areas unless noted.

FREQUENCY: ONE NIGHT PER WEEK – FRIDAY, SATURDAY OR SUNDAY (CONTRACTORS PREFERENCE)
TIMES: BETWEEN 6:00 PM AND 7:00 AM THE NEXT DAY
ACTIVITY: Vacuum all carpeted flooring.
Sweep all tile / hard surface flooring.
Clean and sanitize all restroom fixtures and equipment including toilets, sinks, urinals, mirrors, doors, handles/grab bars, etc.
Clean and sanitize all kitchen fixtures and equipment including sinks and countertops.
Damp mop bathroom floors.
Clean and fill all dispensers – soap, paper towels, toilet paper, etc.

ACTIVITY BUILDING (25 SW Circle Pl. (1321 S. Market Blvd. campus):

There are two primary areas of the Activity building. Activities below relate only to the East activity room (day care area).

FREQUENCY: ONE NIGHT PER WEEK – FRIDAY, SATURDAY OR SUNDAY (CONTRACTORS PREFERENCE)
TIMES: BETWEEN 6:00 PM AND 7:00 AM THE NEXT DAY
ACTIVITY: Vacuum all carpeted flooring.
Sweep all tile / hard surface flooring.
Clean and sanitize all restroom fixtures and equipment including toilets, sinks, urinals, mirrors, doors, handles/grab bars, etc.
Clean and sanitize all kitchen fixtures and equipment including sinks and countertops.
Damp mop bathroom and kitchen floors.
Clean and fill all dispensers – soap, paper towels, toilet paper, etc.

CREW QUARTERS BUILDING (55 SW Circle Pl. (1321 S. Market Blvd. campus):

There are two primary areas of the Crew Quarters building. Activities below relate only to the office areas on the second floor.

FREQUENCY: ONE NIGHT PER WEEK – FRIDAY, SATURDAY OR SUNDAY (CONTRACTORS PREFERENCE)
TIMES: BETWEEN 6:00 PM AND 7:00 AM THE NEXT DAY
ACTIVITY: Sweep all tile / hard surface flooring.
Clean and sanitize all restroom fixtures and equipment including toilets, sinks, urinals, mirrors, doors, handles/grab bars, etc.
Clean and sanitize all kitchen fixtures and equipment including sinks and countertops.
Damp mop bathroom floors.
Clean and fill all dispensers – soap, paper towels, toilet paper, etc.

V.R. LEE RENTAL BUILDING (221 SW 13TH Street):

FREQUENCY: THREE NIGHTS PER WEEK – FRIDAY, SATURDAY AND SUNDAY ONLY
TIMES: BETWEEN 12:00 MIDNIGHT AND 8:00 AM THE NEXT DAY
ACTIVITY: Sweep all tile / hard surface flooring.
Clean and sanitize all restroom fixtures and equipment including toilets, sinks, urinals, mirrors, doors, handles/grab bars, etc.
Damp mop bathroom and kitchen floors.
Damp mop any spills or unclean areas of main room or kitchen (notify property manager on Monday if this occurs)
Clean and sanitize all kitchen fixtures and equipment including sinks and countertops.
Clean and fill all dispensers – soap, paper towels, toilet paper, etc.

HESS KITCHEN RENTAL BUILDING (235 SW 13TH Street):

FREQUENCY: THREE NIGHTS PER WEEK – FRIDAY, SATURDAY AND SUNDAY ONLY
TIMES: BETWEEN 12:00 MIDNIGHT AND 8:00 AM THE NEXT DAY
ACTIVITY: Sweep all tile / hard surface flooring.
Clean and sanitize all restroom fixtures and equipment including toilets, sinks, urinals, mirrors, doors, handles/grab bars, etc.
Damp mop bathroom and kitchen floors.
Damp mop any spills or unclean areas of main room or kitchen (notify property manager on Monday if this occurs)
Clean and sanitize all kitchen fixtures and equipment including sinks and countertops.
Clean and fill all dispensers – soap, paper towels, toilet paper, etc.

PUBLIC WORKS OFFICE BUILDING (2007 NE Kresky Ave.):

There are several primary areas of the Public Works office building. Activities below relate only to the main offices and restrooms at the front entry to the building.

FREQUENCY: ONE NIGHT PER WEEK – FRIDAY, SATURDAY OR SUNDAY (CONTRACTORS PREFERENCE)
TIMES: BETWEEN 6:00 PM AND 7:00 AM THE NEXT DAY
ACTIVITY: Vacuum all carpeted flooring.
Sweep all tile / hard surface flooring.
Clean and sanitize all restroom fixtures and equipment including toilets, sinks, urinals, mirrors, doors, handles/grab bars, etc.
Damp mop bathroom floors.
Clean and fill all dispensers – soap, paper towels, toilet paper, etc.

SCOUT LODGE BUILDING (278 SE Adams Ave.):

There are several primary areas of the Scout Lodge building. Activities below relate only to the main floor meeting room and stage area, and restrooms at the front entry to the building.

FREQUENCY: ONE NIGHT PER WEEK – SUNDAY NIGHT ONLY
TIMES: BETWEEN 2:00 PM AND 8:00 AM THE NEXT DAY
ACTIVITY: Sweep all tile / hard surface flooring.
Clean and sanitize all restroom fixtures and equipment including toilets, sinks, urinals, mirrors, doors, handles/grab bars, etc.
Damp mop bathroom floors.
Clean and fill all dispensers – soap, paper towels, toilet paper, etc.

RECREATION PARK AND CBD RESTROOMS (in park and downtown):

Public restrooms are located on SW William Ave. at the west side of Recreation Park near the parking lot, and west of the Chehalis theater downtown in the public parking lot.

FREQUENCY: THREE NIGHTS PER WEEK – FRIDAY, SATURDAY AND SUNDAY ONLY
TIMES: BETWEEN 6:00 PM AND 8:00 AM THE NEXT DAY
ACTIVITY: Clean and sanitize all restroom fixtures and equipment including toilets, sinks, urinals, mirrors, doors, handles/grab bars, etc.
Damp mop bathroom floors.
Clean and fill all dispensers – soap, paper towels, toilet paper, etc.

EXHIBIT 'C'

CONTRACT OR AGREEMENT FOR JANITORIAL SERVICES

NOTE: This exhibit shall be negotiated by and between the successful bidder and the city upon determination of actual cleaning schedule (days and times, holidays, etc.), and shall include all other provisions of the bid documents and provisions required by city ordinance.