

BID SPECIFICATIONS AND INSTRUCTIONS
JANITORIAL SERVICES FOR CITY OF CHEHALIS FACILITIES

1. All fields in the attached “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 City Clerk on or before 3:00 pm on Tuesday, May 9, 2017, at which time bids will be publicly opened and read. After opening, all bids are considered public documents, and will be made available upon request. Bids must be presented in a sealed envelope marked “Janitorial Services.” Any bids mailed to the City Clerk (350 N Market Blvd., Chehalis, WA 98532) must be received before the date and time scheduled for bid opening. Bids not received by the date and time due will not be considered.
3. All bidders shall include the names and contact information of persons as a reference for current or prior clients. The City will contact references for any bidder being considered.
4. All bidders shall apprise themselves of the facilities and conditions of the equipment to be cleaned and maintained by scheduling a mandatory tour of facilities prior to submitting a bid. Bidders may contact Andrew Hunziker (Parks and Facilities Division) by calling 360-508-6264 to schedule a tour. Tours will be conducted from 8:00 am to 4:00 pm. Bids will not be considered unless a tour of facilities is completed.
5. Successful bidder will enter into a service agreement or contract with the City for the specified janitorial services (Exhibit C). 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.
6. Successful bidder will provide City with notice of intent to pay prevailing wages. The prevailing wage rates for **Building Service Employees** can be found at www.lni.wa.gov. Please select **Lewis County** and use the effective date of **May 9, 2017** to find the correct rates.
7. Success bidder will provide City with e-verify documentation, 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.
8. Successful bidder will obtain a City of Chehalis business license and any other licenses or approvals required for the type of services provided.
9. 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.
10. The Airport Office Building may or may not be included in the service agreement or contract with the successful bidder.

**EXHIBIT A
JANITORIAL SERVICES – BID SHEET**

PLEASE TYPE OR PRINT

Name of Company	Street Address	Mailing Address
Contact Person	Contact Telephone	Contact Email
Insurance Carrier and Policy #	Bonding Company and Policy #	

COST FOR SERVICES (PER MONTH):

Library Building \$ _____

City Hall Building \$ _____

Public Works Office Building \$ _____

Airport Office Building \$ _____

Community Development Building \$ _____

Crew Quarters Building \$ _____

Activity Building \$ _____

V.R. Lee Rental Building \$ _____

Hess Kitchen Rental Building \$ _____

Scout Lodge Building \$ _____

Recreation Park/Downtown Restrooms \$ _____

TOTAL COST PER MONTH \$ _____

Successful Bidder will perform hard surface floor treatment (sealing and waxing) on the following buildings. The number of times per year will be dependent on the cost per occurrence.

COST FOR SERVICES (PER OCCURRENCE):

Library Building	\$ _____
City Hall Building	\$ _____
Public Works Office Building	\$ _____
Airport Office Building	\$ _____
Community Development Building	\$ _____
Activity Building	\$ _____
V.R. Lee Rental Building	\$ _____
Hess Kitchen Rental Building	\$ _____
Scout Lodge Building	\$ _____
TOTAL COST PER OCCURRENCE	\$ _____

COMMENTS OR CLARIFICATIONS

Submitted By (print):	_____
Signature:	_____
Title:	_____
Date:	_____

EXHIBIT B SCHEDULE OF JANITORIAL SERVICES

NOTE: City will supply toilet paper, paper towels, soap for dispensers, and can liners. Contractor shall make sure an adequate supply of these items is available in storage at each facility. Contractor 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 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

ACTIVITIES:

- Vacuum all carpeted flooring
- Sweep all tile / hard surface flooring
- Clean and sanitize all restroom fixtures / equipment, including toilets, sinks, urinals, mirrors, doors, handles, grab bars, etc.
- Clean and sanitize all kitchen fixtures / equipment, including sinks and countertops
- Damp mop and sanitize bathroom and kitchen floors, and all hard surface flooring, including at main entryway and front desk area
- 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.
- Empty all garbage cans in bathrooms, kitchen, lunchroom, and offices into outdoor receptacles and place new liners in cans.
- Remove cobwebs from all entryways

CITY HALL BUILDING – 350 N MARKET BLVD

Five primary areas: Administration, Council Chambers, Municipal Court, Police Department (2nd floor), and Basement Meeting Rooms. Activities below relate to all areas unless noted. ***Persons having access to the Police Department and Municipal Court areas will be required to be fingerprinted and pass a background investigation.***

FREQUENCY: One night per week – Friday, Saturday, or Sunday (Contractor's Preference)

TIMES: Between 6:00 pm and 7:00 am the next day

ACTIVITIES:

- Vacuum all carpeted flooring
- Sweep all tile / hard surface flooring
- Clean and sanitize all restroom fixtures / equipment, including toilets, sinks, urinals, mirrors, doors, handles, grab bars, etc.
- Clean and sanitize all kitchen fixtures / equipment, including sinks and countertops
- Damp mop and sanitize bathroom and kitchen floors, and all hard surface flooring, including at main (south) entryway and police/court (north) entryway
- Clean and fill all dispensers – soap, paper towels, toilet paper, etc.
- Clean all glass entry doors – remove fingerprints, etc.
- Empty all garbage cans in bathrooms, kitchen, lunchroom, and offices into outdoor receptacles and place new liners in cans.
- Remove cobwebs from all entryways

PUBLIC WORKS OFFICE BUILDING – 2007 NE KRESKY AVE

Several primary areas. Activities below relate only to the main offices, kitchen, and restrooms at the front entry to the building.

FREQUENCY: One night per week – Friday, Saturday, or Sunday (Contractor's Preference)

TIMES: Between 6:00 pm and 7:00 am the next day

ACTIVITIES:

- Vacuum all carpeted flooring
- Sweep all tile / hard surface flooring
- Clean and sanitize all restroom fixtures / equipment, including toilets, sinks, urinals, mirrors, doors, handles, grab bars, etc.
- Clean and sanitize all kitchen fixtures / equipment, including sinks and countertops
- Damp mop and sanitize bathroom and kitchen floors, and all hard surface entryways
- Clean and fill all dispensers – soap, paper towels, toilet paper, etc.
- Clean all glass entry doors – remove fingerprints, etc.
- Empty all garbage cans in bathrooms, kitchen, lunchroom, and offices into outdoor receptacles and place new liners in cans.

AIRPORT OFFICE BUILDING – 900 NW AIRPORT RD

Two primary areas: Scott Crossfield Building and exterior restroom facilities. Activities below relate to all areas unless noted.

FREQUENCY: One night per week – Friday, Saturday, or Sunday (Contractor's Preference)

TIMES: Between 6:00 pm and 7:00 am the next day

ACTIVITIES:

- Empty all trash cans and dispose of waste in dumpster
- Thorough vacuum of all carpeted areas, including entrance, lobby areas, general office areas, conference room, hallways, and general waiting/sitting area
- Damp mop all tiled floors, including bathrooms, area in front of sink, and area in front of food/beverage counter
- Spot clean all glass entry doors, windows (interior), interior glass partitions, and mirrors
- Dusting and wiping down of all components in the office display cases, art work or decorations, bookshelves, and counters. **Desktops are not to be cleaned.**
- Bathroom cleaning
 1. Clean and Disinfect all Toilets and Urinals
 2. Clean and Disinfect all Wash Basins and Fixtures
 3. Clean all Bathroom Mirrors
 4. Clean and Wipe Down Partitions and Doors
 5. Refill all Toilet Paper, Soap Dispensers, and Paper Towels
 6. Sweep, Damp Mop and Disinfect Bathroom Floors
- Clean drinking fountain
- Pilots Lounge and Coffee Bar
 1. Clean and Disinfect Sinks
 2. Clean and Disinfect Tabletops
- Wipe down and disinfect all door handles and light switches

COMMUNITY DEVELOPMENT BUILDING – 1321 S MARKET BLVD

Two primary areas: Parks & Recreation and Finance, and Building & Planning (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

ACTIVITIES:

- Vacuum all carpeted flooring
- Sweep all tile / hard surface flooring
- Clean and sanitize all restroom fixtures / equipment, including toilets, sinks, urinals, mirrors, doors, handles, grab bars, etc.
- Clean and sanitize all kitchen fixtures / equipment, including sinks and countertops
- Damp mop and sanitize bathroom floors, and all hard surface entryways
- Clean and fill all dispensers – soap, paper towels, toilet paper, etc.
- Clean all glass entry doors – remove fingerprints, etc.
- Empty all garbage cans in bathrooms, kitchen, lunchroom, and offices into outdoor receptacles and place new liners in cans.
- Remove cobwebs from all entryways

ACTIVITY BUILDING – 25 SW CIRCLE PL (1321 S MARKET BLVD CAMPUS)

Two primary areas. Activities below relate only to the East activity room (preschool area).

FREQUENCY: One night per week – Friday, Saturday, or Sunday (Contractors Preference)

TIMES: Between 6:00 pm and 7:00 am the next day

ACTIVITIES:

- Vacuum all carpeted flooring
- Sweep all tile / hard surface flooring
- Clean and sanitize all restroom fixtures / equipment, including toilets, sinks, urinals, mirrors, doors, handles, grab bars, etc.
- Clean and sanitize all kitchen fixtures / equipment, including sinks and countertops
- Damp mop and sanitize bathroom and kitchen floors, and all hard surface entryways
- Clean and fill all dispensers – soap, paper towels, toilet paper, etc.
- Empty all garbage cans in bathrooms, kitchen, and main area into outdoor receptacles and place new liners in cans.
- Remove cobwebs from all entryways

CREW QUARTERS BUILDING – 55 SW CIRCLE PL (1321 S MARKET BLVD CAMPUS)

Two primary areas. 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

ACTIVITIES:

- Sweep all tile / hard surface flooring
- Clean and sanitize all restroom fixtures / equipment, including toilets, sinks, urinals, mirrors, doors, handles, grab bars, etc.
- Damp mop and sanitize bathroom floors, and all hard surface entryways
- Clean and fill all dispensers – soap, paper towels, toilet paper, etc.

- Empty all garbage cans in bathrooms, kitchen, lunchroom, and offices into outdoor receptacles and place new liners in cans.

V.R. LEE RENTAL BUILDING – 221 SW 13TH STREET

FREQUENCY: Three nights per week – Friday, Saturday, and Sunday only

TIMES: Between 12:00 am and 8:00 am the next day

ACTIVITIES:

- Sweep all tile / hard surface flooring
- Clean and sanitize all restroom fixtures / equipment, including toilets, sinks, urinals, mirrors, doors, handles, grab bars, etc.
- Clean and sanitize all kitchen fixtures / equipment, including sinks, countertops, refrigerator, and stove/oven
- Damp mop and sanitize all hard surface flooring, including bathrooms, kitchen, and main area.
- Clean and fill all dispensers – soap, paper towels, toilet paper, etc.
- Empty all garbage cans in bathrooms, kitchen, and main area into outdoor receptacles and place new liners in cans.
- Remove cobwebs from all entryways

HESS KITCHEN RENTAL BUILDING – 235 SW 13TH ST

FREQUENCY: Three nights per week – Friday, Saturday, and Sunday only

TIMES: Between 12:00 am and 8:00 am the next day

ACTIVITIES:

- Sweep all tile / hard surface flooring
- Clean and sanitize all restroom fixtures / equipment, including toilets, sinks, urinals, mirrors, doors, handles, grab bars, etc.
- Clean and sanitize all kitchen fixtures / equipment, including sinks and countertops
- Damp mop and sanitize all hard surface flooring, including bathrooms, kitchen, and main area.
- Clean and fill all dispensers – soap, paper towels, toilet paper, etc.
- Empty all garbage cans in bathrooms, kitchen, and main area into outdoor receptacles and place new liners in cans.
- Remove cobwebs from all entryways

SCOUT LODGE BUILDING – 278 SE ADAMS AVE

Several primary areas. 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 only

TIMES: Between 2:00 pm and 8:00 am the next day

ACTIVITIES:

- Sweep all tile / hard surface flooring
- Clean and sanitize all restroom fixtures / equipment, including toilets, sinks, urinals, mirrors, doors, handles, grab bars, etc.
- Clean and sanitize all kitchen fixtures / equipment, including sinks and countertops
- Damp mop and sanitize all hard surface flooring, including bathrooms, kitchen, and main entryway
- Clean and fill all dispensers – soap, paper towels, toilet paper, etc.
- Empty all garbage cans in bathrooms, main area, and stage area into outdoor receptacles and place new liners in cans.

RECREATION PARK AND DOWNTOWN RESTROOMS

Public restrooms are located at SW William Avenue 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

ACTIVITIES:

- Sweep all tile / hard surface flooring
- Clean and sanitize all restroom fixtures / equipment, including toilets, sinks, urinals, mirrors, doors, handles, grab bars, etc.
- Damp mop and sanitize bathroom floors
- Clean and fill all dispensers – soap, paper towels, toilet paper, etc.
- Empty all garbage cans into outdoor receptacles and place new liners in cans.

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, times, holiday, etc.) and shall include all other provisions of the bid document and provisions required by City ordinance.