**BID SPECIFICATIONS AND INSTRUCTIONS**

**Janitorial Services for Chehalis-Centralia Airport 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 Chehalis-Centralia Airport on or before 3:00 pm on Thursday, April 25, 2024, 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 Chehalis-Centralia Airport (880 NW Airport Rd., Chehalis, WA 98532) must be received before the date and time scheduled for bid opening.
3. All bidders shall include the names and contact information of persons as a reference for current or prior clients. The Airport may 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 tour of the facilities prior to submitting a bid. Bidders may contact Cassie Frazier (Administrative Assistant) by calling 360.748.1230 to schedule a tour. Tours will be conducted from 10:00 am to 3:00 pm.
5. Successful bidder will enter into a service agreement or contract with the Airport/City for the specified Janitorial Services (Exhibit C). Such agreement or contract must be approved by the City Attorney and may provide for a renewal after the first calendar year.
6. Successful bidder will provide City with Notice of Intent to pay Prevailing Wage, 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.
7. Successful bidder will obtain a City of Chehalis business license and any other licenses or approvals required for the type of services provided.
8. 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.

**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 # |

**TOTAL COST PER MONTH $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COMMENTS OR CLARIFICATIONS**

Submitted By (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXHIBIT B**

**SCHEDULE OF JANITORIAL SERVICES**

**NOTE:** Airport 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.

**Airport-Scott Crossfield Terminal Building and Exterior Restroom Facilities – 880 NW Airport Rd**

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

FREQUENCY: One day per week – (Contractor’s Preference)

TIMES: Morning or early afternoon

ACTIVITIES:

* Trash cans
* Empty all trash cans and dispose of waste in dumpster
* Thorough Vacuum of all carpeted areas
	+ Entrance
	+ Lobby Areas
	+ General Office Areas, Conference Room
	+ Hallways
	+ General Waiting/Sitting Area
* Damp mop of all tiled floors
	+ Bathrooms
	+ Area in Front of Sink
	+ Area in Front of Food and Beverage Counter
* Spot cleaning of all glass
	+ Entry Doors
	+ Windows (Interior)
	+ Interior Glass Partitions
	+ Mirrors
* Dusting and wiping down of all components in the office
	+ Artwork or Decorations
	+ Desktops are not to be cleaned
	+ Bookshelves
	+ Counters
* Bathroom cleaning
	+ Clean and Disinfect all Toilets and Urinals
	+ Clean and Disinfect all Wash Basins and Fixtures
	+ Clean all Bathroom Mirrors
	+ Clean and Wipe Down Partitions and Doors
	+ Refill all Toilet Paper, Soap Dispensers, and Paper Towels
	+ Sweep, Damp Mop and Disinfect Bathroom Floors
* Clean drinking fountain
* Pilots Lounge and Coffee Bar
	+ Clean and Disinfect Sinks
	+ Clean and Disinfect Tabletops
* Wipe down and disinfect all door handles and light switches
* One (1) annual carpet shampooing

**EXHIBIT C**

**CONTRACT OR AGREEMENT FOR JANITORIAL SERVICES**

**Note:** This exhibit shall be negotiated by and between the successful Bidder and the Airport 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.