

## **REQUEST FOR PROPOSALS AND QUALIFICATIONS**

PROJECT NAME: Janitorial Services

CLOSING DATE AND TIME: Monday, December 14, 2020 at 4:30 p.m. Pacific Standard Time.

MAIL RESPONSES TO: Jennifer Wagner, Facilities Director  
c/o Franklin County Commissioner's Office  
1016 N. 4<sup>th</sup> Avenue  
Pasco, WA 99301

**RESPONSES WILL BE RECEIVED** by the Commissioner's Office listed above, until **4:30 p.m. Pacific Standard Time, Monday, December 14, 2020.**

RESPONSES SHALL INCLUDE complete answers for Attachments B, C, D, E, F and G to be considered responsive. Each response shall be sealed in an opaque envelope that has been clearly marked in the upper left corner with the words "Response for Proposals and Qualifications For Janitorial Services By" followed by the name and address of the vendor.

RESPONSES SHALL BE SUBMITTED on the attached proposal form (one (1) original and three (3) unbound copies) to be deemed responsive. It will be the sole responsibility of vendors to ensure responses are in the possession of the Franklin County Commissioner's Office by the appointed date and time to be deemed responsive.

Bids will be read in the Franklin County Commissioners Meeting on Tuesday, December 15, 2020 at 9:15 a.m.

The bid is expected to be awarded on Tuesday, December 29, 2020 at 9:00 a.m.

**Please contact Jennifer Wagner, Facilities Director at [jwagner@co.franklin.wa.us](mailto:jwagner@co.franklin.wa.us) to schedule a mandatory walk-thru between November 16 through December 9.**

**Franklin County**  
Request for Proposals  
Janitorial Services

**I. Description of the Project, Conditions and Instructions**

A. **RFP Intent.** Franklin County is requesting proposals from qualified firms (Bidder) for the cleaning and general sanitary maintenance of the following county facilities located in Pasco, Washington:

- Franklin County Courthouse, 1016 N. 4<sup>th</sup> Avenue
- Franklin County Security Building, 1016 N. 4<sup>th</sup> Avenue
- Franklin County Public Safety Building, 1016 N. 4<sup>th</sup> Avenue
- Franklin County Corrections Center Admin. and visitation, 1016 N. 4<sup>th</sup> Avenue
- Franklin County Justice Center, 1016 N 4<sup>th</sup> Avenue
- Franklin County Annex, 412 W. Clark Street
- Franklin County Public Works, 3416 Stearman Avenue
- Franklin County Public Works Shop, 3414 Stearman Avenue
- Franklin County Planning Department, 502 Boeing Street

The County shall have the perpetual option to add or modify any Janitorial Services Contract awarded to Bidder to incorporate or abandon services and buildings after the Contract is signed.

B. **Proposal Preparation.** All proposals shall be typed or printed in ink, prepared on the form furnished by Franklin County (Appendix A) and signed by an authorized person of the Bidder's firm. If errors are made, the person signing the proposal shall initial and date the corrections. All proposals must be legible.

1. One bound original and three unbound copies with original Bidder signatures on all four. Bid bond and insurance certificate need only have original bonding and insurance corporation signatures on the original bound document.
2. Proposals must be written or typed in English and submitted on eight and one-half by eleven inch (8-1/2" x 11") paper with tabs separating the major sections of the proposal submitted in order below:
  - a. In alphabetical order of the attachments.
  - b. In Attachment G- each sub category is tabbed

C. **Preparation of Envelopes.** Each Bidder shall place each copy of the proposal in a separate sealed envelope. On the front of each envelope, place the following information:

"SEALED PROPOSAL – IMPORTANT"  
Franklin County  
Janitorial Services Proposal  
Due Date and Time  
Company Name

D. **Submission of Proposals.** Sealed bids will be opened on Tuesday, December 15, 2020 at 9:15 a.m. Pacific Standard Time. Any proposal may be withdrawn, upon the written request of the submitter and received by Franklin County at any time prior to the time set for the proposal opening. **All proposals received after the time and date set for proposals to be opened will be rejected and returned unopened to the submitter.** Each Bidder shall mail or deliver three originals of the proposal to:

Franklin County Commissioners  
1016 North 4<sup>th</sup> Avenue  
Pasco, WA 99301

E. **Site Visitation.** A **mandatory** walk-through of the facilities will be **conducted through appointment only.** Please contact the Facilities Director at [jwagner@co.franklin.wa.us](mailto:jwagner@co.franklin.wa.us). Appointments will be scheduled for 2 weeks prior to the bid opening. Please see Section III -Scope of Services, Part S -Technical Specifications, Sub-Part 4 -Building Square Footage. Questions or concerns may be directed to Jennifer Wagner, Facilities Director at [jwagner@co.franklin.wa.us](mailto:jwagner@co.franklin.wa.us). for the Courthouse, Public Safety Building, Corrections Center, Courthouse Annex, Public Works Shop, Public Works Office and the Planning Building, responses will only be given via email.

F. **Bidder's Representation.** The Bidder, by making its proposal, represents that it has read and understands the terms, conditions, and specifications of this RFP; and has visited the Sites and familiarized itself with the local conditions under which the work is to be performed.

G. **Prequalification.** Prior to the award of the contract, each Bidder shall be required to submit evidence of sufficient facilities, equipment, experience, a Washington State business license and financial ability to ensure completion of the work, unless waived by the County.

H. **Award of Contract.** If a contract is awarded it shall be awarded on Tuesday, December 29, 2020 at 9:15 a.m. Pacific Standard Time, unless the County, at its sole discretion, decides otherwise on such date and time. Award of a contract, when made by the County, will be to the lowest responsible bidder as determined by RCW 39.04.350(1), price, and other evaluation factors outlined in the evaluation criteria in Section III. Therein. Unsuccessful Bidders will be notified of results in writing within one (1) week of contract award.

I. **Rejection of Proposals.** This RFP does not obligate the County or its Board of Commissioners to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest.

The County reserves the right to reject any or all proposals for good cause, waive minor deviations from the specifications, and waive minor informalities in the RFP process whenever it is in the County's best interest. Any bid determined to be the lowest responsible shall be subject to the parties' negotiation of how services proposed in the bid will be provided. There shall not be any negotiation of the bid amount. Should the parties be unable to agree within fifteen (15) business days in regards to provision of services the County may reject the lowest responsible bid, and any other bids, and may issue a new RFP.

## II. General Requirements

- A. **General Specifications.** The period for which building janitorial services is to be provided in accordance with these specifications shall commence on January 2, 2021 and shall continue for a period of three (3) years ending January 3, 2024.

The successful bidder (hereinafter called “Contractor”) shall execute an appropriate contract with Franklin County for a term of three (3) years which shall be subject to, and incorporate by reference all bid documents including the Conditions and Instructions, Specifications, and any Addenda. The Contractor shall submit, with this proposal, appropriate Contract documents signed by an authorized Contractor representative.

- B. **Scope of Work.** Unless otherwise stated, the Contractor shall furnish all labor, supervision, materials, tools, cleaning equipment, transportation, and other items of work and costs necessary to complete the specified work. The highest standards of cleanliness shall be maintained. It is the intent of these specifications that Franklin County Facilities present a consistently clean condition. The services outlined in these specifications are to be considered as minimum requirements but in no instance are they to limit the level of cleanliness.
- C. **Contracting Officer.** The Administrator of Franklin County, or his/her designated representative, will be the County’s contact person for the Contractor. The County’s contact person will oversee performance and completion of the Contract pursuant to its terms and receive, review, and process billings from the Contractor for services accepted by Franklin County.
- D. **Intent of Specifications.** The apparent silence or omission of the specifications as to any detail of any work to be done or materials to be furnished means that the best general practice is to prevail, and that material and workmanship of the best quality are to be used, and interpretation of the specifications shall be made upon this basis.
- E. **Contractor.** The Contractor shall be licensed to do business in the State of Washington and shall submit a copy of its current business license with their proposal.
- F. **Security.**
1. **Bid Security.** Each bid must be accompanied by a certified check, cashier’s check, money order or a bid bond in favor of the Owner in an amount of not less than five percent (5%) of the total bid. The check, money order, or bid bond will be held as a guarantee that the successful bidder will, within ten (10) days from the date of notification of award, furnish the required contract bonds and enter into a contract with the County. Failure to furnish this bid bond will cause the Contractor’s proposal to be rejected and the County shall consider other proposals that have met all specified requirements.

How to determine the bid bond amount is based on whichever the higher monetary value combination is between Appendix A, Attachment C1, C2 and C3 including the locations of services only one time.

2. Contract Security. As security for the performance of this Contract, the Contractor will be required to furnish a performance, payment and maintenance bond, in an amount equal to 100% of the contract sum.
- G. **Insurance**. The Contractor shall obtain and maintain continuously and provide evidence thereof with his proposal, the following insurance coverage:
1. General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under the Contract.
  2. Workmen's Compensation Coverage as required by Washington State Department of Labor and Industries.
  3. Automobile Liability coverage with a combined single limit, or the equivalent of not less than \$500,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.
  4. The Contractor shall furnish acceptable insurance certificates to the County at the time it submits this proposal. There shall be no cancellation, material change, reduction of limits or intent not to renew insurance coverage(s) without thirty (30) days written notice from Contractor or its insurer(s) to the County.
  5. It is understood that the County does not maintain liability insurance for the Contractor and/or its officers, employees, agents, instructors and/or Subcontractors.
  6. If at any time during the life of the contract or any extension, the Contractor fails to maintain the required insurance in full force and effect, all work under the contract shall be discontinued immediately. Any failure to maintain the required insurance may be sufficient cause for the County to terminate the contract.
- H. **Hold Harmless**: The Contractor shall agree to protect, defend, indemnify, and hold the Franklin County, its officers, commissions, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character resulting from the error, omission or negligent act of the Contractor, its agents, employees or representatives, in the performance of the Contractor's duties under any agreement resulting from award of this proposal.
- I. **Contractor's Failure to Perform**. The Contractor shall be prepared to start work in accordance with the specifications on January 2, 2021. Failure to complete the work as scheduled will result in written notice to the Contractor terminating its right to proceed as to the whole or any part of the Contract.

1. **Services Bought from Different Supplier:**

Should the Contractor be unable to or refuse to supply service, on any given day, against this predetermined work schedule to which the Contractor has agreed and the County is forced to do the work with materials bought from a different Contractor, the difference in the Proposal price of the services and that paid the new Contractor, in order to do the work, shall be charged to and paid for by the contracted vendor holding the Proposal award for these services.

Contractor shall not however, be responsible for delays in service due to:

- a. Unavoidable mechanical breakdowns
- b. Strikes
- c. Inability to secure component materials
- d. Acts of God
- e. Fire

Provided the Franklin County Purchasing Manager is notified in writing by the contracted vendor of such pending or actual delay. In the event of any delay, the date of service completion shall be extended for a period equal to the time lost due to the reason for the delay.

- J. **Subcontracting:** This service shall not be subcontracted, unless there is additional supervising staff to direct and adequately train employees to acceptable standards and with the written permission of the County Facility Director.

Subcontractors are held to the same qualifications and background checks as a Prime Contractor and shall fill out a separate Attachment D just as the Prime shall complete an Attachment D.

- K. **Temporary Employees:** Successful Contractor will not hire temporary-type employees hired on the spot through an employment agency that have not been properly trained or had proper background checks.

- L. **Additional Work:** Any additional work found necessary by the Proposer that is not specified in this Proposal specification shall be listed on a separate sheet entitled "Additional Materials/Labor Required".

- M. **Price Increases:** The rates shown on proposal shall be consistently applied and remain firm throughout the first twelve months of the contract. If requested by the Contractor, on the anniversary date of the contract, labor rates may be adjusted per WAC 296-127-023. Surcharges for fuel, hazardous material disposal, or similar will not be allowed.

***WAC 296-127-023 Building service maintenance.** The "public building service maintenance contracts" referred to in RCW 39.12.020 shall mean janitorial service contracts and cover only work performed by janitors, waxers, shampooers, and window cleaners.*

*For all building service maintenance contracts, the prevailing wage rates which are in effect on the date when the bids are required to be submitted to the contract awarding public agency are the minimum prevailing wage rates which must be paid for the first year of such contracts and thereafter. However, any building service maintenance contract of more than one year duration, must include wage increase language recognizing the potential for future variance in applicable prevailing wage(s) and specifying that the wages which a Contractor shall pay its employees must be altered annually to recognize and follow the most recently promulgated increases in prevailing wages each year after the first year of the contract period. The cost of the increases in the wages due employees shall be borne by the contract awarding agency.*

- N. **Existing Conditions:** Before submitting a Proposal, the Contractor is required to examine the specifications and contract documents and fully inform themselves of the existing conditions, limitations and contract provisions.
- O. **Compliance with Laws and Regulations.** The Contractor shall fully comply with all federal, state, county, and city rules and regulations that may be applicable to the work performed by the Contractor.
1. Non-discrimination policy. It is the policy of Franklin County that no person shall be subjected to discrimination in the County or by its subcontractors because of race, color, national origin, sex, age, religion, creed, marital status, disabled or Vietnam era veteran status, or the presence of any physical, mental, or sensory handicap. The Contractor shall sign Attachment F acknowledging its non-discrimination policy and provide a written copy of its non-discrimination policy signed by an executive officer of the Contractor.
  2. Contractor shall pay greater than or equal to current prevailing wages in Franklin County. Before payment, Contractor and each subcontractor shall submit a “Statement of Intent to Pay Prevailing Wages” to the Franklin County’s Administrator’s Office, 1016 N. 4<sup>th</sup> Avenue, Pasco, WA 99301, which has been approved by the State Department of Labor and Industries. Filing fees for the approval of “Statements of Intent to Pay Prevailing Wages” and “Affidavits of Wages Paid” shall be borne by the Contractor.
  3. Contractor shall conform to but not limited to Occupational Safety and Health Administration (OSHA) codes and Washington Industrial Safety and Health (WISHA) codes.

### **III. Scope of Services**

- A. The successful Contractor shall be required to provide the minimum Janitorial Services outlined in Attachment A attached hereto, which shall be subject to review.
- B. The successful Contractor shall be required to furnish all equipment, machinery, transportation, and implements necessary to execute this contract. This includes, but is not limited to, scrubbing machines, buffers, vacuum cleaners, carpet cleaners, dust mops, brooms, rags and brushes. The proposal shall include an outline on Attachment G of the

type of equipment which the Contractor intends to use, so as to indicate if the Contractor has sufficient equipment and supplies for each of the individuals who will be executing the contract.

**Furnished by the County:**

1. Electrical power at existing outlets for the Contractor to operate such equipment as necessary in the conduct of his work.
2. Hot and Cold Water as necessary.
3. Franklin County agrees to supply all paper products, hand soaps, hand sanitizer, feminine hygiene products, toilet seat covers and trash liners.
4. The County will maintain its SDS sheets for County used cleaning supplies.
5. Franklin County agrees to supply a communication log book to detail communications and supplies between Franklin County and the Contractor.
6. Janitor's closets shall be provided for storing equipment including mops, brooms, dust-cloths, and other items. These closets and the stored equipment shall be kept clean and in an orderly manner by the Contractor. The County will replenish paper supplies as needed. The County will not be responsible in any way for damage to the Contractor's stored supplies, materials, replacement parts, or equipment.

**Furnished by the Contractor:**

1. The Contractor shall supply all necessary tools, equipment, waxes, strippers, cleaners, brooms, mops, buckets, buffers, personal protective equipment and all other tools and supplies not stated in the work request as being supplied by the Customer. Equipment must be professional/commercial grade and materials shall be first quality, shall give good service and shall give results satisfactory to the Customer. Contractor will supply all SDS sheets for all supplies maintained in the building. All cleaning supplies and/or chemicals must be pre-approved by the County and an attempt to use only approved environmentally safe biodegradable cleaning supplies will be used.

To promote and encourage environmentally sustainable practices for companies doing business with the County, the County encourages the Contractor to use Green Seal, Eco Logo or other green certified cleaning products in performing the work described in these specifications. The Contractor shall submit a list of the products he/she intends to use in performing the work on the PROPOSER'S QUALIFICATION CERTIFICATE. Green Seal products can be found at <https://greenseal.org/certified-products-services>

In addition to promoting the use of environmentally friendly cleaning products, the County desires to reduce the use of products that contain or release PBT (Persistent Bio-Accumulative Toxic) chemical <https://greenseal.org/certified->



products-services at its facilities. PBT chemicals are defined as mercury, dioxin, PCBs, PBDEs (polybrominated diphenyl ethers, i.e., flame retardants), or others as identified on the State of Washington, Department of Ecology's PBT priority

list (see <http://www.ecy.wa.gov/programs/hwtr/rtt/pbt/list.html>). Should the Contractor be unable to obtain a reasonable or economically feasible substitute, the County may amend this PBT-free requirement to allow for the use of products that include or release the least amount of such PBT chemicals as practical. To obtain a PBT-free exception, the Contractor shall subject a written request to the County Contract Administrator. The Contractor shall not, under any circumstances, use any products that contain or release PBT chemicals at County facilities without the prior written consent of the County Contract Administrator.

2. Slip Resistance: The Contractor 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 the County. Contractor owned vacuum cleaners used at the County 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.
  4. The Contractor will supply all other cleaning materials with SDS needed to perform janitorial services, to include but not limited to, floor finish and cleaning agents and shall list its suggested cleaning materials on Attachment G.
- C. The Contractor's proposal shall suggest a plan as to how the minimum services reflected in Exhibit A are to be completed. The plan shall include the number of personnel which will be used to execute the janitorial service, the time each day when the personnel will report to perform the janitorial services, and the estimated time it will take to complete the janitorial service on a bi-annual, quarterly, twice per week, three times per week and weekly basis. The monthly and yearly cost totals will include the cost of the bi-annual and quarterly schedules.
- D. The Contractor's plan shall indicate that there are sufficient personnel and equipment in order to meet the minimum requirements as set out in Exhibit A but not limited to listing its staff, equipment and chemicals (refer to Appendix A, Attachment A and Section III, B and C). Contractor to attach pages to Attachment G labeled Staffing Timeline/Schedule, Personnel and Training, Equipment and Cleaning Materials.
- E. Franklin County expects the Contractor to secure all windows, doors and check all security alarms to ensure proper engagement prior to leaving the premises. Violation of this responsibility could lead to the Contractor being charged for all overtime incurred by the **Franklin County Facilities Department** and depending on severity can lead to termination of contract.

- F. Contractor shall maintain documentation that all employees have been trained in appropriate safety measures to ensure vendor employees are performing their work in a safe manner.

**G. County Inspection of Services:**

All services, which include services performed, materials furnished or utilized in the performance of service, and workmanship in the performance of services, shall be subject to inspection by the County, at all times during the term of the contract. All inspections by the County shall be made in such a manner as not to unduly delay the work by Contractor.

County Facility Management shall be sole judge of quality and required frequency of services provided. If the level of cleaning is considered to be unacceptable by Facility Management at any time, Facility Management will notify the Contractor, its authorized representatives, or agents and the Contractor shall increase staff, or take whatever measures are necessary to provide an acceptable level of cleanliness.

**H. Increase or Decrease in Services:**

During the term of this contract, the County shall have the option to increase or decrease the amount of services provided under this contract. The contract rate for such increase or decrease shall be adjusted upon mutual agreement of the parties. In the event that the parties cannot agree upon a rate for said increase or decrease in service, either party upon thirty (30) days written notice may terminate the contract.

**I. Changes:**

Any proposed change in this contract shall be submitted to the County Contract Representative for prior approval and then will make the change by a contract modification. Any oral statement or representation changing any of these terms or conditions is specifically unauthorized and is not valid.

**J. Employee Supervision:**

1. The County will not provide any supervision to Contractor's employees. Contractor must have sufficient staffing to oversee all staff, to include training, supervision, and the resolution of issues or problems that may arise.
2. Contractor shall provide an adequate number of employees to maintain cleaning in accordance to the specifications within and shall schedule work so that it does not disrupt the functions and normal day-to-day operations of the County Facilities.
3. Contractor will be held accountable for damages, theft, or any other breach of security caused by its employees and shall be held directly responsible for errors and omissions of his/her employees and other persons performing janitorial work under the Contractor's control at the County Facilities. The Contractor shall be responsible for

repair of any damage to County property and restoration of any facility damage beyond normal wear and tear, caused by the Contractor's janitorial activities. Repair and restoration shall be to the satisfaction of the County. Any repair or restoration of these damages shall be performed at no cost to the County.

**K. Holidays:**

Franklin County Facilities are closed and no cleaning will need to take place on the major holidays that are observed by Franklin County. If the cleaning days fall on an observed holiday, prior arrangements and agreements can be made to reschedule the cleaning day. A list of holidays observed by Franklin County follows:

- ◆ New Year's Day
- ◆ Martin Luther King Day
- ◆ President's Day
- ◆ Memorial Day
- ◆ Independence Day
- ◆ Labor Day
- ◆ Veteran's Day
- ◆ Thanksgiving Day
- ◆ Day Following Thanksgiving
- ◆ Christmas Eve
- ◆ Christmas Day

**L. Prevailing Wage:**

The Contractor will comply with all provisions of Chapter 39.12 RCW - Prevailing Wages on Public Work. Prevailing wages will be determined by the type of work being performed. The Employer must pay the rate that applies to the type of work being done. A current listing of Washington State Prevailing Wage rates for Building Service Employees is included at the end of this document. If you need further clarification, you can contact L&I directly at #360-902-5335, toll free at 866-219-7321 or on the website at <http://lni.wa.gov> and click on Trades and Licensing, then click Prevailing Wage, then click on Prevailing Wage Rates, then click on Look up, print and/or download Journey Level Rates, then click on Franklin County and finally click on Building Service Employees to get the most current Prevailing Wage rates; <https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx>

***What about Owner/Operators?***

An owner/operator does not need to pay themselves prevailing wages; HOWEVER, they do still need to pay their employees prevailing wages and file Intents and Affidavits with the Department of Labor and Industries, specifying that they are Owner/Operator.

1. RCW 39.12.010 - The Prevailing Rate of Wage. Contact the Department of Labor and Industries, to confirm current prevailing wage rate for applicable workers on this particular public work project.
2. RCW 39.12.040 - Statement of Intent to Pay Prevailing Wages and an Affidavit of Wages Paid. Before an awarding agency may pay any sum due on account, it must receive a statement of Intent to Pay Prevailing Wages approved by the Department of Labor and Industries. Following final acceptance of a public work project, and before any final money is disbursed, each Contractor and Subcontractor must submit to the awarding agency an Affidavit of Wages Paid, certified by the Department of Labor and Industries.
3. RCW 39.12.070 - Fees Authorized for Approval Certification and Arbitrations. Any fees charged by the Department of Labor and Industries for approvals or fees to cover costs of arbitration conducted shall be the responsibility of the Contractor.

**M. Length of Contract**

1. Vendor to provide for a three (3) year contract beginning January 2, 2021 and expiring on Midnight of January 3, 2024.

**N. Contractor's Qualification**

1. The Contractor shall state in the proposal on Attachment D their qualifications as a professional janitorial firm which shall include, but not be limited to, previous janitorial services offered to businesses within Washington state, current cleaning contracts being performed by the Contractor, the length of time this business has been performing this service, the length of time employees who will execute the service have been employed by the vendor, and any special qualifications those employees might have are to be added to Attachment G labeled "Personnel and Training".
2. The Contractor shall have a minimum of the last five (5) year's previous contracted experience in commercial type janitorial services.
3. Must currently provide janitorial service for 100,000 sq. ft. or more and have the ability to increase workload to provide the services described herein.
4. Must currently provide janitorial service to at least two (2) commercial accounts consisting of government, educational, library, office or other public access space.
5. Must currently have at least \$150,000.00 in annual gross revenue.
6. The Contractor shall include in their proposal responsibilities and relevant experience of the person(s) who will be actively engaged in the janitorial services.
7. Due to the three (3) year contract Contractor shall provide proof of insurance and prevailing wage annually.

**O. Contractor Employee Qualifications**

1. Due to the nature of business conducted at Franklin County, all Contractor employees or its County approved subcontractors executing janitorial services which work within restricted areas must pass a background check and be fingerprinted by the Franklin County Sheriff's Office and pass the criminal background check set by the Washington State Patrol and the Federal Bureau of Investigation before being issued an I.D. badge. (If a badge assigned to the Contractor, its employee, or its subcontractor is lost or an employee of the Contractor or subcontractor is terminated, Franklin County must be notified by the Contractor within twenty-four (24) hours).
2. All employees must be willing to sign a Confidentiality Statement.
3. All employees must be willing to be fingerprinted.
4. Employee Safety and Standards:
  - a. Contractor shall select individuals to perform janitorial services for County Facilities in conformance with accepted janitorial practices and standards. Custodial staff working in these facilities shall have relative experience.
  - b. Contractor shall complete criminal background checks for each employee assigned to this service contract. Results shall be made available to the County Contract Representative upon request and retained on file by the Contractor in accordance with privacy laws. Questionable backgrounds shall be brought to the attention of the Facility Manager and Sheriff. Throughout the life of the contract, County reserves the right to require the Contractor to have background checks updated or completed again. There will be no exceptions and no substitutions of personnel without prior background clearance checks.
  - c. The Contractor shall ensure that its staff is drug free. NO alcohol or drug use shall be permitted on County property. Smoking is not allowed in County buildings. Staff employed by the Contractor shall not work in any County building while under the influence of non-prescribed drugs.
  - d. Upon request by the County, Contractor will remove from the County Facility premises any employee who, in the sole opinion of the County, has participated in any improper conduct.
  - e. Contractor shall submit on Attachment G labeled "Personnel and Training", a current list of names, and assignments of all employees who will perform work under this contract. Changes in the employment list shall be reported to the County Contract Representative no less than twenty-four (24) hours before the changes become effective. Said list and changes shall be submitted to the County Contract Representative at 1016 N 4<sup>th</sup> Ave Pasco, WA 99301 or email.

- f. Contractor shall submit on Attachment G labeled “Personnel and Training”, any special certifications that the listed staff have received that are useful in but limited to specialty cleaning, standards in cleaning and first responder types.
- g. Contractor shall provide appropriate training to employees prior to the beginning of service under this contract to ensure competent performance of work during scheduled hours. When submitting names of employees, Contractor shall provide documentation of the type and amount of training received by each employee and add to Attachment G labeled “Personnel and Training”. All employees must understand correct use of all materials and equipment used to clean, including what to do if problems occur (i.e. proper use of MSDS and/or SDS Sheets).
- h. The Contractor must certify that all employees and representatives are trained to recognize and understand the Universal Safety Symbols.
- i. Contractor shall include a written safety plan for its employees on Attachment G labeled “Safety Plan”.
- j. Employees and representatives of the Contract must be fluent in English. If fluency is in a language other than English, then the Contractor shall:
  - aa. Provide all SDS sheets in both languages.
  - bb. All containers must be labeled in both languages.
  - cc. Custodial instructions and schedules shall be posted in both languages
  - dd. Contractor must provide one English fluent representative per shift and must be reachable via telephone if not on site.

**P. Facility Security**

1. A major violation of the contract specifications, terms and conditions dealing with building security or confidentiality may result in immediate termination of this contract.
2. Examples of a major violation are leaving a door or doors unlocked with the building unattended or failure to turn on the security system, breach of confidentiality regarding agency files, personal records, or any other agency information not intended for public disclosure, theft of personal or County property, and the drinking of alcoholic beverages, use of drugs, or being inebriated while in performance of contractual requirements.
3. The Contractor shall prohibit the moving and reading of papers on desks, the opening of desk drawers and cabinets, the using of telephones and office equipment provided for official business. Contractor will be assigned appropriate phones to use.

4. The Contractor's employees shall be instructed in the security of the building. The Contractor is responsible for the security of the facility during the performance of all contract services and shall ensure that facility entryways remain locked during work hours. Contractor's employees shall leave only designated lights on and shall check windows and doors for security upon completion of custodial work. All doors are to be locked upon Contractor's departure from facility.
5. Keys and access codes to County Facilities issued to the Contractor may not be reproduced or given to another person. The County Contract Administrator must issue additional keys with approval from the Counties Security division. The Contractor will be responsible to obtain any keys that may have been provided to employees who terminate employment with his/her firm. Keys or access codes must be safeguarded and accounted for. Contractor is responsible for lost keys and compromised access codes. In the event of contract termination or upon completion of the contract, all monies due the Contractor shall be withheld until the Contractor has surrendered all keys issued by the County. If the Contractor is unable to produce any of the keys issued, the Contractor shall assume full financial responsibility for changing the affected locks and providing necessary keys for the new locks.

**Q. General Obligations**

**The following general obligations are in effect for each employee working on the County Facilities Janitorial Service Contract(s) and shall be enforced at all times while on County Property:**

1. When at the County Facilities, Janitorial Service Contractor employees will park their private vehicles in the main parking lot only. No private vehicles will be allowed in any other areas.
2. All employees will remain in the designated work area during work shift, with the exception of using the restroom or for designated breaks. At those times employees may be in designated restroom/break areas but are not allowed to roam the County property.
3. The Contractor and its employees shall not use the County's telephone or equipment, or eat or remove food and beverages from County refrigerators, cabinets, or lockers. Telephone access may be designated by the County's site managers.
4. The County Facilities are "off Limits" to all unauthorized personnel. There will be no unauthorized visits by friends, family, or other people during work shift hours.
5. Contractor shall ensure that the janitor's closets are kept clean and orderly. Vacuum, mop buckets, etc. shall be returned to closets when not in use. Contractor's employees shall use only designated closets and areas for storage of equipment and supplies.

6. For all operations where furniture and equipment must be moved, no chairs, wastepaper baskets or other similar items shall be stacked on desks, tables or window sills. Upon completion of work, all furniture and equipment must be returned to its original position.
7. When finished cleaning, all items that were moved for cleaning must be returned to their original positions and, if the item was restrained, refastened or prevented from moving.
8. Baseboards, walls, furniture and equipment shall in no way be splashed, disfigured or damaged during cleaning operations.
9. The Contractor shall practice energy conservation and turn off lights in unoccupied areas, except where centrally controlled, and shall keep windows and doors closed. Water from sinks is not allowed to run continuously.
10. Contractor's employees shall not operate or adjust the settings of any of the heating, ventilating, or air conditioning systems in any of the facilities without authorization of the County.
11. Contractor's employees shall report any damaged or broken plumbing, glass or windows, light fixtures, furniture, lavatory fixtures, toilet stoppages, any security violations, vandalism, hazardous conditions, problems with heating and ventilating equipment, or any other condition to be considered unsafe, that may require attention for repairs, adjustment, replacement or correction to the County Contract Representative or designee within 24 hours.
12. All lost and found articles shall be turned in to the County Contract Representative or other specified office or location.

R. **Reference/Client List**

The Contractor shall provide a list of five (5) current references of clients whom are being provided the same or similar type and size of service. The reference list shall also include clients in which janitorial services have been provided within the past three (3) years and shall provide a contact person and telephone number. Three (3) of the five (5) references must be a government type institution. A recommendation for the Contractor is to also have references in older/historic facilities. Contractor's proposal includes at least three references that: 1) are relevant to Franklin County Services' needs, including those being of government type institutions; 2) are relevant to working in facilities similar in type to Franklin County's; and, 3) can provide feedback on the Contractor's past performance in areas of customer service, ability to work independently, willingness to work with others as needed, ability to meet required deadlines, and attitude of respect for co-workers and guests. Franklin County reserves the right to contact clients for references.



## S. Technical Specifications

1. Maintenance hours: County Facilities are available for cleaning between the hours of 3:00 p.m. to 8:00 a.m. Pacific Standard Time Monday, Tuesday, Wednesday, Thursday and Friday. Saturday and Sunday County Facilities are available for cleaning all day.

Franklin County has areas that require cleaning during Normal Business Hours such as, but not limited to the Sheriff's Office area, Clerks Vault, Treasurers Vault and Corrections Visitation and Administration area.

These areas can be started at 3:00 p.m., but must finished before 4:45 p.m. or close of normal business hours for that department.

Contractors must provide with its proposal a schedule of the dates of all proposed scheduled preventive maintenance services and the quantity of site visits broken down by month. Failure to do so will result in rejection of Contractor's proposal.

2. This service to be all-inclusive. Frequencies are minimum requirements. INCLUDES, BUT NOT LIMITED TO: ADMINISTRATIVE OFFICES, MULTIPURPOSE ROOMS, CORRIDORS; LOBBIES; ENTRYWAYS, HANDICAP RAMPS, EMPLOYEE BREAK ROOMS, LOUNGES, KITCHEN, RESTROOMS, STORAGE ROOMS, LOCKER ROOMS.
3. **Emergency Response:** At the request of Franklin County, Emergency Service Response shall be provided by the Contractor 24 hours per day, 7 days per week, 365 days per year with a minimum of one on-call service technician. The Contractor must have a full-time dispatcher and include a local phone number with its submitted proposal on Attachment G labeled "Emergency Service". Emergency service, including overtime that is necessary to keep the facilities in good operating condition shall be performed with reasonable promptness and minimal downtime.

The Contractor shall submit in its proposal on Attachment G labeled "Emergency Service" the hourly rate for emergency services with acknowledgment said hourly rate shall be pro-rated by the Contractor for services provided in less than one-hour increments. Total costs accrued by the Contractor for emergency services requested and approved by Franklin County shall not exceed forty thousand dollars (\$40,000) for the term of the Contract.

Contractor must respond to emergency service calls within one (1) hour after notification by making telephone contact with Franklin County, and arrive on site within four (4) hours. Contractor must respond to non-emergency service calls within twenty-four (24) hours or as arranged with Franklin County. Any failure by the Contractor to comply with the aforesaid response times shall subject the Contractor to a penalty up to five hundred dollars (\$500.00) per occurrence at the sole discretion of Franklin County and payable by the Contractor within thirty (30) days of invoicing from Franklin County. In addition, any failure by the Contractor to comply with the aforesaid response times may at the sole discretion of Franklin County be deemed a material breach of any contract between Franklin

County and the Contractor hereby granting Franklin County the right to immediately terminate said contract without notice to the Contractor.

When emergency service is made at the County's request, at times other than when the Contractor would have made a scheduled preventive maintenance call, and the inspection does not reveal any defect required to be serviced under this Contract, the Contractor may charge the County the prevailing service labor rate.

4. **Building Square Footage:**

1. Courthouse 1016 N 4<sup>th</sup> AVE Pasco, WA 99301

1. First Floor-----9,466

2. Second Floor-----9,204

3. Third Floor-----9,204

Total                   27,874

2. Public Safety Building 1016 N 4<sup>th</sup> AVE Pasco, WA 99301

1. First Floor-----8,526

2. Second Floor-----12,680

3. Third Floor-----13,015

Total                   34,221

3. Justice Center 1016 N 4<sup>th</sup> AVE Pasco, WA 99301

1. First Floor-----14,400

2. Second Floor-----12,300

Total                   26,700

4. Franklin County Correction Center 1016 N 4<sup>th</sup> AVE Pasco, WA 99301

Old Admin-----2,270

New Admin-----2,750

Total                   5,500

5. Franklin County Annex 404/412 W Clark ST Pasco, WA 99301

1. WSU-----2,100

2. Elections-----2,366

Total                   4,466

6. Public Works Admin. 3416 N Stearman AVE Pasco, WA 99301

Total-----4,423

7. Public Works Shop 3414 N Stearman AVE Pasco, WA 99301

Total-----3,168

8. Security Building 1016 N 4<sup>th</sup> AVE Pasco, WA 99301

Total-----1,200

9. Planning Department 502 Boeing St. Pasco, WA 99301

Total-----6,480

**Grand Total                   114,032 sq. feet**

**T. Evaluation of Proposal and Award**

All proposals will be evaluated per RCW 39.04.350(1) and scoring criteria set forth below to determine whether a bidder is “responsible.” A bidder shall be determined as “responsible” if said proposal meets the criteria set forth in RCW 39.04.350(1) and earns a minimum of seventy (70) total points based on the County’s application of its scoring criteria herein. Should a bidder be determined “not responsible” the County shall issue written notice to the bidder of said determination. The bidder shall have five (5) business days from said date of the written notice to submit a written appeal of the County’s determination. A written appeal must identify the RFP, must set forth the basis of appeal, must be signed and dated by the bidder, and must be directed to the Board of County Commissioners, 1016 North 4<sup>th</sup> Avenue, Pasco, Washington 99301. Should a written appeal omit any of the aforementioned or be untimely it shall be considered null and void. Upon the County’s timely receipt of a complete written appeal the County shall schedule a hearing before the Board of County Commissioners to allow the bidder to present said appeal. Within seven business (7) days of said hearing the Board of County Commissioners shall issue a written decision to the bidder in regards to said appeal which shall be final, absent any right the bidder might have to seek timely judicial relief.

1. Evaluation of proposals will be reviewed by the Franklin County Facilities Department and upon its discretion seek consultation from County Administration and the County Legal Department.  
Each proposal will be rated on a points system with the top scoring proposal being selected. Interviews will be at the discretion of the County and conducted by the County staff.
2. A maximum score of 105 points will be used to evaluate Proposals.  
Each of the following elements shall have the stated maximum point value:

	<i>Subject of scoring</i>	<i><u>Max Points</u></i>
<i>1.</i>	<i>Total price/proposal cost/fees</i>	<i><u>40 Points</u></i>
<i>2.</i>	<i>Customer service, responsiveness to specifications, licenses, insurance, certifications and bid bond</i>	<i><u>30 Points</u></i>
<i>3.</i>	<i>Proven ability, experience, reliability, references and written safety plan</i>	<i><u>30 Points</u></i>

4.	<i>CIMS 5% bonus (Cleaning Industry Management Standard)</i>	<u>5 Points</u>
	<b><i>TOTAL POINTS POSSIBLE</i></b>	<u>105</u>

3.
  - **EXPERIENCE** -Contractor's proposal demonstrates: 1)experience in providing professional janitorial service in similar environments (i.e. facilities with visitors, guests; older facilities; education centers; community centers; courthouses; city hall; public safety/justice center buildings; public works facilities; college campus; 24 hour - 7day per week facilities); 2) knowledge of current industry practices, green operations, equipment and materials; and, 3) safety standards/plans for the use of all cleaning products, materials and equipment.
  - **REFERENCES** -Contractor's proposal includes at least three references that: 1) are relevant to Franklin County Services' needs, including those being of government type institutions; 2) are relevant to working in facilities similar in type to Franklin County's; and, 3) can provide feedback on the Contractor's past performance in areas of customer service, ability to work independently, willingness to work with others as needed, ability to meet required deadlines, and attitude of respect for co-workers and guests.
  - **APPROACH/EVALUATION OF PERFORMANCE/ABILITY TO START** - Contractor's proposal outlines: 1) a defined approach to site staffing and supervision; 2) a defined process for initial and on-going training; 3) a defined process for service evaluation to ensure proper personnel are placed and meeting expectations; 4) the number of staff assigned to the contract, and the time needed to place them once the contract is awarded; 5) Contractors timeline; and, 6) Contractor's ability to perform the work on a consistent and timely basis as determined by information contained in the proposal and references.
  - **COST** -Contractor's proposal provides the best value for the County's business needs.
  - **QUALITY OF PROPOSAL** -The information contained in the Contractor's proposal is: 1) clearly stated; 2) presented in an organized manner; and, 3) complete- provided the information and materials requested.
  - **CLEANING INDUSTRY MANAGEMENT STANDARD (CIMS) (5%)**- An additional 5% bonus will be given to Contractors who provide proof of CIMS certification with their proposal response.
4. Any proposal that is set for a negotiation of Contract will be resolved in a documented conversation with the Contractor, Contract Administrator and County Legal Review Department.  
If the negotiation cannot be resolved the County reserves the right to contact the next responsive and lowest responsible Contractor.

At which point the County also reserves the right to abolish any part of the negotiations, and repost the Request for Proposal (RFP).  
If a mutual negotiation is unable to be resolved within 15 business days the County can elect to move to its next best bid proposal.

U. **Date Schedule**

1. A **mandatory** walk-through of the facilities will be conducted through appointment only. Please contact the Facilities Director at [jwagner@co.franklin.wa.us](mailto:jwagner@co.franklin.wa.us). Appointments will be scheduled between November 16 through December 9, 2020.
2. Deadline for questions submitted through email is December 11, 2020 at 1:00 p.m. Pacific Standard Time.
3. Sealed bids will be accepted until 4:30 p.m. Pacific Standard Time **Monday, December 14, 2020** and shall be opened in the Commissioner's Meeting Room located at 1016 N. 4<sup>th</sup> Avenue Pasco, WA on Tuesday, December 15, 2020 at 9:15 a.m. Pacific Standard Time.
4. Public Works Contract/Services Agreement signed by Contractor Monday, December 21, 2020 by 4:30 p.m. Pacific Standard Time.
5. The anticipated award of Contract will be on **Tuesday, December 29, 2020**. Time of award will be at 9:30 a.m. Pacific Standard.
6. The Anticipated Contractor is mobilized and ready to begin by **January 2, 2021**.
7. Above referenced numbers 4, 5 and 6 are subject to delay and change at the County's sole discretion.

## APPENDIX A

### ATTACHEMENT A - STANDARDS OF PERFORMANCE & WORKMANSHIP

The intent of this portion of the specifications is to clarify the County's expectation for the level of service and janitorial care of its County Facilities. The following statements indicate the general, minimum standards of cleanliness and workmanship to be furnished under the contract however, these standards are not meant to replace or supersede manufacturers' recommendations, or the latest industry standards for the use and application of materials and equipment. The level of service, as outlined in these specifications, shall be consistently maintained for the duration of the contract. The use of the word "daily" herein infers to the cleaning schedule as listed on Attachment C for three (3) days, two (2) days and one (1) day a week services.

#### **1.0 ENTRY AREAS (FRONT SIDEWALK TO FRONT DOOR UP TO 40 FEET)**

Satisfactory and acceptable entry areas, including foyers, stairways, and interior lobbies, shall be free of dirt, dust, debris, and stains. Acceptable entry areas shall present a clean, uniform appearance.

- All paper, trash, or other discarded materials shall be disposed of in the appropriate recycling or trash container.
- Vertical surfaces, shall be cleaned as necessary to remove cobwebs, dirt, dust, and other loose or foreign material.
- Interior entry areas shall be thoroughly swept and/or vacuumed. Vacuum attachments, or other tools, will be used to remove lose material from hard-to-reach areas including around stationary fixtures and furniture, baseboards, behind doors, and other corners and crevices.
- Entry mats shall be thoroughly vacuumed. Surfaces under entry mats shall be routinely checked and swept and/or vacuumed as needed to remove dirt, dust, and other loose or foreign material.
- Hard surface floor, carpet, and entry mat stains shall be removed with an appropriate stain removing product. Stains include, but are not limited to, coffee, grease, gum, heel and scuff marks, oil, and tar.
- Entry doors and door glass shall be cleaned inside to remove fingerprints, smudges, spots and streaks, floor to ceiling.
- Items moved during entry area cleaning operations shall be returned to their original location.

#### **2.0 FLOOR CARE (EXCEPT KITCHENS, RESTROOMS/LOCKER ROOMS & ELEVATOR CABS) *CARPET***

Satisfactory and acceptable carpet areas shall be free of dirt, dust, debris, and stains. Acceptable carpet areas shall present a clean, uniform appearance.

- Paper clips, staples, and other debris shall be picked up and thrown away.
- Carpeted areas shall be thoroughly vacuumed. Vacuum attachments, or other tools, will be used to remove lose material from hard-to-reach areas including around stationary fixtures and furniture, baseboards, behind doors, and other corners and crevices.
- Carpet stains shall be removed with an appropriate stain removing product. Stains include, but are not limited to, coffee, grease, gum, oil, and tar.
- Baseboards shall be cleaned and dusted.
- Items moved during carpet cleaning operations shall be returned to their original location.

### ***HARD SURFACE FLOORS***

Satisfactory and acceptable hard surface floor areas shall be free of dirt, dust, debris, heel marks, smears, smudges, spots, stains, and streaks. Acceptable hard surface floors shall present a clean, uniform appearance.

- Hard surface floors shall be dust mopped or swept to remove dirt, dust, and debris prior to wet mopping. Vacuum attachments, or other tools, will be used to remove loose material from hard-to-reach areas including around stationary fixtures and furniture, baseboards, behind doors, and other corners and crevices.
- Hard surface floors shall be wet mopped using an appropriate cleaning product for the floor it is being applied to. Mops shall be mechanically wrung out/squeezed to remove excess solution.
- Warning signs or barriers shall be posted during mopping operations for safety.
- Splash marks/spots shall be removed from baseboards, fixtures, furniture, and walls prior to completing wet mopping operations.
- Hard surface floor stains shall be removed with an appropriate stain removing product. Stains include, but are not limited to, grease, gum, heel and scuff marks, oil, and tar.
- Items moved during floor cleaning operations shall be returned to their original locations.

### **3.0 GLASS**

Satisfactory and acceptable glass, mirror, or vitreous surfaces shall be free from smears, spots, and streaks. Acceptable glass shall present a clean, clear, uniform appearance.

- Glass surfaces shall be cleaned with an appropriate glass cleaner to remove dirt, film, soil, spots, smears, streaks and other foreign substances. All excess cleaner will be removed from surrounding trim and surfaces.
- Items moved during glass cleaning operations shall be returned to their original location.

### **4.0 DUSTING**

*LOW DUSTING {UP TO 6 FEET IN HEIGHT} & HIGH DUSTING {OVER 6 FEET IN HEIGHT}*

Satisfactory and acceptable low and high dusting areas shall be free of cobwebs, dirt, dust, smears, smudges, spots, stains, and streaks.

- Cobwebs, dirt, dust, and other laden airborne matter shall be removed by either chemical, manual, or mechanical means. Devices, that merely displace or redistribute matter, such as feather dusters, will not be used unless treated to attract and hold the matter.
- Surface smears, smudges, spots, stains, and streaks created as a result of dusting activities shall be removed immediately with an appropriate cleaner.
- All horizontal fixtures, ceiling areas, ductwork and vents, including ceiling and wall-mounted air diffusers and return air grills, and exposed lighting fixtures shall be dusted and/or "brush vacuumed" as part of dusting operations.
- Items moved during low and high dusting operations shall be returned to their original location.

### ***WINDOW BLINDS & SHADES & ROOM DIVIDERS***

Satisfactory and acceptable window blinds and shades and room dividers shall be free of dirt, dust, debris, and stains. Acceptable window blinds and shades and room dividers shall present a clean, uniform appearance.

- Blinds shall be vacuumed using tools designed for cleaning blinds.
- Window shades shall be cleaned in-place whenever possible using an appropriate method. When it is more expeditious, effective, or safer to do so, shades may be removed for cleaning.

- Windowsills shall be vacuumed or dusted and spot cleaned or wiped down using an appropriate cleaner.
- Room dividers shall be vacuumed or dusted and spot cleaned or wiped down using an appropriate cleaner.
- Items moved during window blind and shade and room divider cleaning operations shall be returned to their original locations.

## **5.0 KITCHENS**

Satisfactory and acceptable kitchens, kitchenettes, and lunchrooms shall present an overall clean appearance and meet or exceed Health Department standards for food preparation areas.

- ***All surfaces, including floors, in this section shall be cleaned using a "restaurant grade" or other appropriate disinfectant cleaner.***
- Surfaces shall be dampened and wiped to remove dirt, food debris, grease, grime, spots, stains, and objectionable odors. Surfaces include, but are not limited to: appliance exteriors, microwave interiors, cabinets, ceilings, countertops, faucets, fixtures, handles, hood fans, sinks, tables and chairs, trash containers, and walls.
- Chrome or stainless appliances and fixtures shall also be polished to remove fingerprints, streaks, and watermarks.
- Floors shall be dust mopped or swept to remove dirt, dust, and debris prior to wet mopping. Vacuum attachments, or other tools, will be used to remove loose material from hard-to-reach areas including around stationary fixtures and furniture, baseboards, behind doors, and other corners and crevices.
- Floors shall be wet mopped using an appropriate disinfectant cleaning product for the floor it is being applied to. Mops shall be mechanically wrung out/squeezed to remove excess solution.
- Warning signs or barriers shall be posted during mopping operations for safety.
- Splash marks/spots shall be removed from appliances, baseboards, cabinets, fixtures, furniture, and walls prior to completing wet mopping operations.
- Floor stains shall be removed with an appropriate stain removing product. Stains include, but are not limited to, grease, gum, heel and scuff marks, oil, and tar.
- Product dispensers shall be checked, refilled and cleaned on a daily basis.
- Items moved during kitchen cleaning operations shall be returned to their original locations.

## **6.0 RESTROOMS/LOCKER ROOMS**

Satisfactory and acceptable restrooms and locker rooms shall present an overall clean appearance and be of "hospital" quality for sanitation.

- ***All surfaces, including floors, in this section shall be cleaned using a "hospital grade" or other appropriate disinfectant cleaner.***
- Surfaces shall be cleaned to *remove* all foreign materials including: debris, trash, dirt, dust, feces, grease, grime, hair, marks, mildew, mold, rings, smears, smudges, soap scum, spots, urine, and other biological growth or stains. Surfaces include, but are not limited to: cabinets, ceilings, countertops, faucets, fixtures, handles, mirrors, product dispensers, shower stalls (including ceilings, curtains, doors and mats, enclosures, fixtures, grout, and walls), sinks, stall doors and partitions, tables and chairs, toilets, trash containers, sanitary containers, urinals and walls.
- Mirrors, product dispensers, and chrome or stainless fixtures shall also be polished to remove fingerprints, streaks, and watermarks.
- Floors shall be dust mopped or swept to remove dirt, dust, and debris prior to wet mopping. Vacuum attachments, or other tools, will be used to remove loose material from hard-to-reach areas including around stationary fixtures and furniture, baseboards, behind doors, and other corners and crevices.



Floors shall be wet mopped using an appropriate disinfectant cleaning product for the floor it is being applied to. Mops shall be mechanically wrung out/squeezed to remove excess solution.

- Warning signs or barriers shall be posted during mopping operations for safety.
- Splash marks/spots shall be removed from baseboards, cabinets, fixtures, furniture, and walls prior to completing wet mopping operations.
- Floor stains shall be removed with an appropriate stain removing product. Stains include, but are not limited to, grease, gum, heel and scuff marks, oil, and tar.
- Product dispensers shall be checked, refilled and cleaned on a daily basis.
- Items moved during restroom/locker room cleaning operations shall be returned to their original locations.

### **7.0 RECYCLING & TRASH**

Satisfactory and acceptable trash collection shall be performed daily and result in refuse being deposited into the appropriate collection receptacle and clean trash containers returned to their original locations.

- Trash containers shall be cleaned as needed with an appropriate disinfectant to remove dirt, food waste, grease, grime, stains, streaks and objectionable odors.
- Trash can liners shall be replaced on a daily basis.
- Items moved during recycling and trash collection operations shall be returned to their original locations.

### **8.0 MISCELLANEOUS**

#### ***DRINKING FOUNTAINS***

Satisfactory and acceptable drinking fountains shall present an overall clean appearance and meet the same standards for faucet and fixture cleanliness as noted in "5. KITCHENS" above.

#### ***ELEVATOR CAB***

Satisfactory and acceptable elevators shall be free of dirt, dust, debris, and stains. Acceptable elevators shall present a clean, uniform appearance.

- Interior and exterior vertical elevator cab surfaces shall be cleaned with an appropriate cleaner to remove dirt, film, so it spots, smears, streaks and other foreign substances. All excess cleaner will be removed from surrounding trim and surfaces.
- Elevator cab floors shall be thoroughly swept and/or vacuumed. Vacuum attachments, or other tools, will be used to remove loose material from hard-to-reach areas including corners, crevices, and door tracks, and carpeted elevator cab walls.
- Hard surface floor and carpet stains shall be removed with an appropriate stain removing product. Stains include, but are not limited to, coffee grease, gum, heel and scuff marks, oil, and tar.

#### ***BLACKBOARDS & WHITE BOARDS***

Satisfactory and acceptable blackboards and white boards, that are clear of writing, shall present an overall clean, uniform appearance free of dust, fingerprints, marks and streaks. Acceptable boards shall have clean chalk/marker trays.

#### ***FABRIC FURNITURE***

Satisfactory and acceptable fabric furniture shall present an overall clean, uniform appearance free of dirt, dust and stains. Acceptable furniture shall present a clean and uniform appearance on a monthly basis.

## **9.0 ADDITIONAL CONTRACTED SERVICE OPTIONS**

### ***CARPET CLEANING***

Satisfactory and acceptable carpet areas shall be free of cleaning residue, dirt, dust, debris, and stains. Acceptable carpet areas shall present a clean, uniform appearance.

- Carpets shall be cleaned using appropriate products applied according to manufacturers' directions.
- Carpets shall be cleaned on a requested basis only.

### ***MACHINE SCRUB HARD SURFACE FLOORS***

Satisfactory and acceptable machine scrubbed hard surface floor areas shall be free of dirt, dust, debris, heel and scuff marks, smears, smudges, spots, stains, and streaks. Acceptable machine scrubbed hard surface floors shall present a clean, uniform appearance.

- Hard surface floors shall be machine scrubbed using appropriate products and equipment as specified by manufacturers' directions.
- Machine scrub hard surface shall be cleaned on a monthly schedule.

### ***SPRAY BUFF HARD SURFACE FLOORS (EXCEPT WOOD FLOORS}***

Satisfactory and acceptable spray buffed hard surface floors shall be free of dirt, dust, debris, heel and scuff marks, smears, smudges, spots, stains and streaks. Acceptable spray buffed floors shall present a "like new" waxed finish.

- Hard surface floors shall be spray buffed using appropriate products and equipment as specified by manufacturers' directions.
- Spray Buffing shall be done on an a quarterly schedule.

### ***STRIP, SEAL, WAX & BUFF HARD SURFACE FLOORS {EXCEPT WOOD FLOORS}***

Satisfactory and acceptable stripped, sealed, waxed and buffed hard surface floors shall be free of dirt, dust, debris, heel and scuff marks, smears, smudges, spots, stains and streaks. Acceptable floors shall present a glossy new "wet look" finish free of fogging and swirl marks.

- Hard surface floors shall be stripped, sealed, waxed and buffed using appropriate products and equipment as specified by manufacturers' directions.
- Strip, Seal, Wax and Buff shall be completed on no more than a quarterly schedule.
- Scrub and Recoats can be used in place of the above process on an as needed and/or recommended basis notifying the Contract Administrator in writing and both the Contractor and Contract Administrator agree.

### ***WINDOW WASHING***

Satisfactory and acceptable window and countertop glass shall be free from smears, spots, and streaks. Acceptable glass shall present a clean, clear, uniform appearance.

- Glass surfaces shall be cleaned with an appropriate glass cleaner to remove dirt, film, soil, spots, smears, streaks and other foreign substances. All excess cleaner will be removed from surrounding trim and surfaces.
- All interior glass doors, glass countertops, and pay windows will be done on a daily basis.
- All other interior glass cleaning will be done on quarterly basis; this includes, but not limited to, court room windows, hall and stairway windows.
- Items moved during glass cleaning operations shall be returned to their original location.

**ATTACHMENT B – PROPOSAL FORM**

**RFP PROPOSAL FORM  
RFP#  
Janitorial Services at Franklin County**

To: Franklin County Facilities

From: \_\_\_\_\_ Company Name  
\_\_\_\_\_ Company Address  
\_\_\_\_\_ City, State, Zip Code  
\_\_\_\_\_ Phone, Email & Fax

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**Submittal Requirements Checklist:**

- A completed and signed RFP Proposal Form.
- A completed and signed Proposer’s Qualification Certificate.
- A completed and signed Non-Collusion Certificate.
- A completed and signed Affidavit of Equal Opportunity and Title VI Compliance form.
- A completed Attachment G
- Evidence of Insurance Certificate verifying amounts of coverage.
- Evidence of Bid Bond Certificate.

**Exceptions:**

Except as noted below, the undersigned hereby agrees to comply withal the terms & conditions put forth in the County’s Request for Proposal.

- The signature below represents review and acknowledgement of the County’s Insurance Requirements as listed in Section II, Part G.
- Acknowledgement of Prevailing Wage, Section III, Part K Certificate verifying amounts of coverage
- Acknowledgement of Payment Performance Bond if awarded the Contract, Attachment G
- Acknowledgment of services outlined in Attachment A
- Acknowledgement of completing Attachments B, C, D, E, F and G

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

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

**ATTACHMENT C – DIRECTIONS**

- Cost is to include any monthly, quarterly, bi-yearly and annual cleanings
- Cost is to include appropriate taxes applied for Pasco, WA
- Cost is to include appropriate prevailing wage rates

**ATTACHMENT C – PROPOSAL Two (2) Days a Week**

FACILITY	B WEEKLY HOURS/ TOTAL	C COST PER WEEK	D COST PER MONTH	TOTAL FOR YEAR
Courthouse		\$	\$	\$
Public Safety Building		\$	\$	\$
Criminal Justice Center		\$	\$	\$
Corrections Center		\$	\$	\$
Public Works 3414/3416 Stearman		\$	\$	\$
Annex at 404/412 W. Clark WSU and Elections	WSU  Elections	WSU \$ Elections \$	WSU \$ Elections \$	WSU \$ Elections \$
Planning Dept. 502 Boeing St.		\$	\$	\$
<b><u>BASELINE TOTALS</u></b>		\$	\$	\$

The Basic Proposal shall include the Contractors’ standard uniform for all personnel.

**CONTRACTOR:** \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

**ATTACHMENT D – CONTRACTOR ADMINISTRATION INFORMATION AND QUALIFICATION STATEMENT**

**NAME OF COMPANY:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

WA State contractor's license number: \_\_\_\_\_

Federal tax identification number: \_\_\_\_\_

WA State UBI number: \_\_\_\_\_

Name of person preparing response: \_\_\_\_\_

Title of person preparing response: \_\_\_\_\_

Phone number of person preparing response: \_\_\_\_\_

Email of person preparing response: \_\_\_\_\_

**NAME OF INSURANCE COMPANY:** \_\_\_\_\_

Name of insurance agent: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**NAME OF BONDING COMPANY:** \_\_\_\_\_

Name of bonding agent: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Attachment D continued:

**CONTRACTOR QUALIFICATION STATEMENT:**

Contractor must complete all portions of this statement before Proposal will be considered. The following statements as to experience, equipment and general qualifications of the Contractor as submitted in conjunction with the proposal, as part thereof and truthfulness and accuracy of information is guaranteed by the Proposer and included in Proposal evaluation.

I. Name and address of principal business office, which Contract will be administered from:

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Telephone: \_\_\_\_\_

II. Number of years Contractor has been engaged in proposed business: \_\_\_\_\_ years

III. The Proposer as a Contractor has never failed to satisfactorily perform a contract awarded to him except as follows: (Name of any and all exceptions and reasons thereof)

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IV. Contractor must have at least five (5) years experience as a Contractor in this field of work and have satisfactorily completed two (2) projects of this nature in the last three (3) years:

1. Location and for who performed:

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Size, cost and duration of services

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**Attachment D continued:**

Phone \_\_\_\_\_ Contact Person \_\_\_\_\_

2. Location and for who performed:

---

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Size, cost and duration of services

---

Phone \_\_\_\_\_ Contact Person \_\_\_\_\_

3. Location and for who performed:

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Size, cost and duration of services

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Phone \_\_\_\_\_ Contact Person \_\_\_\_\_

4. Location and for who performed:

---

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Size, cost and duration of services

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Phone \_\_\_\_\_ Contact Person \_\_\_\_\_

5. Location and for who performed:

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Size, cost and duration of services

**Attachment D continued:**

\_\_\_\_\_  
Phone \_\_\_\_\_ Contact Person \_\_\_\_\_

- ◆ Contractor must meet the experience minimum experience noted in Section III, Part N.
- ◆ Contractor to attach copy of insurance certificate and 5% bid Bond Certificate noted in Section II, Part F and G.
- ◆ The Proposer is hereby advised that by signing this signature sheet he/she is deemed to have acknowledged all requirements contained herein.
- ◆ This proposal shall remain valid for at least ninety (90) days from the latest published RFP closing date. The County intends to award this contract within 30 to 90 days, pending approval of the County.
- ◆ Payment terms will be a net thirty (30) days from receipt of completed paperwork/invoice.
- ◆ Contractor to attach a safety plan for the company and its employees.
- ◆ Contractor to attach its intended equipment, products of use, green products and green certifications.
- ◆ Contractor to attach a proposed staff list including roles and any certifications.
- ◆ Contractor to have Subcontractor(s) complete and fill out Attachment “D” to go along with the Contractors Attachment “D” and label it “Subcontractor”.

\_\_\_\_\_ has reviewed, received and agrees to Addendum (addenda’s) \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.

The terms and conditions of this proposal are agreed to on this \_\_\_\_\_ day of \_\_\_\_\_ month, the year 2020.

**CONTRACTOR:** \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Print Name) \_\_\_\_\_ (Title)





NOTE: THIS FORM MUST BE USED – NO SUBSTITUTE IS ACCEPTABLE.  
ATTACHMENT F – AFFIDAVIT OF EQUAL OPPRTUNITY

AFFIDAVIT OF EQUAL OPPORTUNITY & NON-DISCRIMINATION

\_\_\_\_\_ certifies that:  
Vendor

1. If necessary to recruit additional employees, it has:
  - a. Notified relevant minority and women’s organizations, or
2. In sourcing subcontract work for trades listed above, it has notified in writing appropriate minority and women contractors of bids for subcontract work.
3. It will obtain from its subcontractors and submit upon request, an Affidavit of Equal Opportunity Compliance as required by these bid documents.
4. It has provided a written statement to all new employees or subcontractors indicating its commitment as an equal opportunity employer.
5. It has considered all eligible employees for promotion or advancement when promotion or advancement opportunities have existed.
6. Vendor to attach its policy of Equal Opportunity and Non-Discrimination

By: \_\_\_\_\_  
(Authorized Signature)

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

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

**ATTACHMENT F continued – EQUAL OPPORTUNITY POLICY**  
(Contractor to attach)

## **ATTACHMENT G**

Contractor is to attach in tabbed sub sections to Attachment G:

- ◆ **CIMS CERTIFICATE**
- ◆ **INSURANCE CERTIFICATE**
- ◆ **BID BOND SECURITY**
- ◆ **SAFETY PLAN**
- ◆ **PERSONNEL AND TRAINING**
- ◆ **TIMELINE/SCHEDULE OF ALL THE SERVICE LOCATIONS FOR TWO DAYS A WEEK EXCEPT THE SECURITY BUILDING WHICH IS ONE DAY A WEEK**
- ◆ **EQUIPMENT AND CLEANING MATERIALS**
- ◆ **EMERGENCY SERVICES**
- ◆ **QUALITY ASSURANCE, PLAN FOR HOW MINIMUM SERVICES ARE MET, COMPANY OVERVIEW AND EXPECTATIONS**

Contractor is to acknowledge on Attachment B that a Payment Performance Bond may be required at the Award of Contract- (see attached sheets)

**Attachment G continued:**

**Personnel-**

1. Staff Name: \_\_\_\_\_  
Role: \_\_\_\_\_  
Certifications: \_\_\_\_\_  
Years and Months in industry: \_\_\_\_\_
  
2. Staff Name: \_\_\_\_\_  
Role: \_\_\_\_\_  
Certifications: \_\_\_\_\_  
Years and Months in industry: \_\_\_\_\_
  
3. Staff Name: \_\_\_\_\_  
Role: \_\_\_\_\_  
Certifications: \_\_\_\_\_  
Years and Months in industry: \_\_\_\_\_
  
4. Staff Name: \_\_\_\_\_  
Role: \_\_\_\_\_  
Certifications: \_\_\_\_\_  
Years and Months in industry: \_\_\_\_\_
  
5. Staff Name: \_\_\_\_\_  
Role: \_\_\_\_\_  
Certifications: \_\_\_\_\_  
Years and Months in industry: \_\_\_\_\_

Contractor to attach additional sheets if necessary.

Attachment G continued:

**PROPOSAL BOND**

KNOW ALL MEN BY THESE PRESENTS, that we, \_\_\_\_\_  
Of \_\_\_\_\_ as principal, and the \_\_\_\_\_  
\_\_\_\_\_, a corporation duly organized to do business in the State of  
\_\_\_\_\_, as surety, are held and firmly bound unto Franklin County  
in the full and penal sum of five (5) percent of the total amount of the bid proposal of said principal for the  
work herein after described, for the payment of which, well and truly to be made, we bind our heirs,  
executors, administrators and assigns, and successors and assigns firmly by these presents.

The condition of this bond is such that whereas the principal herein is herewith submitting his or its sealed  
proposal for the County Moving and Relocation project, to with:

**2020 Franklin County Janitorial Services**

said bid and proposal, by reference thereto, being made a part hereof.

NOW THEREFORE, if the said proposal bid by said principal be accepted and the contract be awarded to  
said principal, and if said principal shall duly make and enter into and execute said contract and shall  
furnish bond as required by Franklin County within a period of ten (10) days from and after said award,  
otherwise it shall remain and be in full force and effect.

IN TESTIMONY WHEREOF, the principal and surety have caused these presents to be signed the  
\_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Surety

\_\_\_\_\_  
Attorney-in-Fact

**ATTACHMENT G continued:**

Payment Performance Bond –

Contractor to fill out if selected as the awarded vendor for Franklin County Janitorial Services.

Contractor to have a Payment Performance Bond included with its awarded contract.

**FRANKLIN COUNTY PAYMENT BOND**  
**to Franklin County, WA**

Bond No. \_\_\_\_\_

Franklin County, Washington, (County) has awarded to \_\_\_\_\_, (Principal) a contract for the services of the project designated as **Franklin County Janitorial Services**, in Franklin County, Washington (Contract), and said Principal is required under the terms of that Contract to furnish a payment bond in accord with Title 39.08 Revised Code of Washington (RCW) and (where applicable) 60.28 RCW.

The Principal, and \_\_\_\_\_ (Surety), a corporation organized under the laws of the State of \_\_\_\_\_ and licensed to do business in the State of Washington as surety and named in the current list of "Surety Companies Acceptable in Federal Bonds" as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury Dept., are jointly and severally held and firmly bound to the County, in the sum of \_\_\_\_\_ US Dollars (\$ \_\_\_\_\_) Total Contract Amount, subject to the provisions herein.

This statutory payment bond shall become null and void, if and when the Principal, its heirs, executors, administrators, successors, or assigns shall pay all persons in accordance with RCW Titles 60.28, 39.08, and 39.12 including all workers, laborers, mechanics, subcontractors, and material suppliers, and all persons who shall supply such contractor or subcontractor with provisions and supplies for the carrying on of such work, and all taxes incurred on said Contract under Title 50 and 51 RCW and all taxes imposed on the Principal under Title 82 RCW; and if such payment obligations have not been fulfilled, this bond shall remain in full force and effect.

The Surety for value received agrees that no change, extension of time, alteration or addition to the terms of the Contract, the specifications accompanying the Contract, or to the work to be performed under the Contract shall in any way affect its obligation on this bond, except as provided herein, and waives notice of any change, extension of time, alteration or addition to the terms of the Contract or the work performed. The Surety agrees that modifications and changes to the terms and conditions of the Contract that increase the total amount to be paid the Principal shall automatically increase the obligation of the Surety on this bond and notice to Surety is not required for such increased obligation.

This bond may be executed in two (2) original counterparts, and shall be signed by the parties' duly authorized officers. This bond will only be accepted if it is accompanied by a fully executed and original power of attorney for the officer executing on behalf of the surety.

PRINCIPAL

SURETY

\_\_\_\_\_  
Principal Signature \_\_\_\_\_ Date

\_\_\_\_\_  
Surety Signature \_\_\_\_\_ Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Name, address, and telephone of local office/agent of Surety Company is:

Acknowledged by Chair, Board of Franklin County, Washington Commissioners

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date



