



REQUEST FOR PROPOSAL

Janitorial Cleaning Services

for the

Washington State Transit Insurance Pool

Proposal due by September 10, 2010

Proposals shall be made to:

OFFICE MANAGER

Brenda Barnett, Receptionist

Washington State Transit Insurance Pool

2629 12th Court SW

Olympia, WA 98502

Organizational Overview

The Washington State Transit Insurance Pool (WSTIP) is a public agency formed for the purposes of risk sharing, loss prevention, and insurance purchasing. This request for proposal (RFP) is for the procurement of public works services, namely **janitorial cleaning services**, for its owned building located at 2629 12th Court SW, Olympia, WA 98502.

The WSTIP building is 4,400 square feet with 12 individual work areas, two conference rooms, one lobby/reception area, one common work area/kitchen, one network server room, and four restrooms (the network server room is restricted from access). The building's exterior includes the building perimeter, walkways and sidewalks, parking area, and courtesy smoking areas. WSTIP's public office hours are Monday through Friday, 8:00 am to 5:00 pm. However, employees with flexible schedules are in the building from 7:30 am to 7:00 pm on most days. WSTIP recognizes state holidays with the exception of Martin Luther King Day, President's Day, and Veteran's Day. The facility has one main dumpster and one mixed use recycling bin. The WSTIP facility is protected by a monitored burglar/fire system.

Request for Proposal Overview

WSTIP is seeking janitorial cleaning services inclusive of all the required labor, cleaning equipment, tools, and materials as outlined in the more detailed Scope of Work section of this Request for Proposal.

WSTIP is offering a one-year agreement with two one-year extensions. It is the bidder's responsibility to assess the necessary labor required based on the Scope of Work.

The bid shall be quoted based on an all-inclusive lump sum, per month, cost for the agreed scope of work including an additional hourly rate for any ad-hoc work requested that is outside the regular scope of work. The agreed price shall be constant with annual increases considered on a performance based review. The bidder must utilize prevailing wages in their bid and employee pay.



WSTIP is seeking services commencing October 1, 2010, or as soon as possible after October 1, 2010. Either party may cancel the contract with a 30 day written notice.

Contractor shall perform the regular services two days per week (preferably Wednesday and Friday) after public office hours. Contractor shall also be available for ad hoc cleaning services on an on call agreed upon fee for after public hours work and during the day for restricted area work (server room). Contractor may perform window washing during public office hours with prior approval of the office manager.

Scope of Work for Weekly / Monthly Cleaning

The table below details the work to be completed on a weekly (W), monthly (M), basis. *Kitchen means kitchen and common areas.

Category	Frequency	Description of Work
All Areas	W	Clean all glass doors inside and out (seven in total)
All Areas	W	Clean and disinfect desk and countertops (dust around items on desk)
All Areas	W	Clean and sanitize all phones
All Areas	W	Clean and sanitize doors, door frames, and light switches
All Areas	W	Detail clean and disinfect lobby/reception area
All Areas	W	Dust all horizontal surfaces to six feet high
All Areas	W	Dust all surfaces, polish metal and wood in entry ways and foyers
All Areas	W	Dust filing cabinets, bookcases, shelves and picture frames
All Areas	W	Polish all wood furniture and window sills
All Areas	W	Replace waste receptacles with new liners as needed
All Areas	W	Sweep, damp mop, or vacuum non-carpet areas
All Areas	W	Vacuum and spot clean all carpet areas
All Areas	X	Dust, Clean, remove cobwebs in sky lights, solar tubes, and interior windows
All Areas	W	Empty all waste receptacles and trash cans
All Areas	M	Dust and wipe clean all wall and ceiling ventilation grills
All Areas	X	Replace empty hand sanitizer stations
Conference Rm	W	Clean and disinfect conference room table (large conference room)
Conference Rm	W	Clean and polish wood conference table (small conference room)
Exterior	W	Police outside dumpsters and clean ashtrays-add sand as needed
Kitchen*	W	Empty and spot clean waste receptacles
Kitchen*	W	Clean and disinfect all counter tops and services
Kitchen*	W	Sanitize and clean sink
Kitchen*	W	Wipe Interior and exterior of both microwaves
Kitchen*	W	Clean and sanitize refrigerator exterior and dishwasher
Kitchen*	W	Fill all tissue and towel dispensers
Kitchen*	W	Dispose of all card board for recycling
Kitchen*	W	Empty and dispose of recycling bin to outside container
Restrooms	X	Remove spots, stains, and splashes from walls
Restrooms	X	Refill all soap dispensers
Restrooms	X	Clean and disinfect shower stall as needed
Restrooms	X	Remove spots, stains, and splashes from walls
Restrooms	W	Sweep, damp mop floors with neutral disinfectant detergent
Restrooms	W	Empty all trash receptacles
Restrooms	W	Replace new trash receptacle liners
Restrooms	W	Clean and disinfect toilet seats and toilet bowls
Restrooms	W	Sanitize and polish all sinks and fixtures



Scope of Work for Periodic Cleaning

The table below details the work to be completed either annually (A), semi annually (SA) or as needed.

****Require separate bidding.** Bidding shall be quoted based on per occurrence and with prior approval and in occurrence of office manager.

Category	Frequency	Description of Work
Carpets**	A	Deep clean all carpets annually (with prior approval and with concurrence of office manager)
Entry Way	A	Scrub, buff and recoat (wax) floors of front doors and conference room doors
Restrooms	A	Scrub, buff and recoat (wax) restroom floors
Restrooms	A	Pour bacterial digestive solution into floor drains and traps
Windows**	SA	Wash interior and exterior windows (with prior approval and concurrence of office manager)

Scope of Work – As Needed, Out of Scope Cleaning

WSTIP requests an hourly rate for as needed janitorial services due to extra building activity (training classes or meetings). Generally these services would be wiping down conference room tables and counters and emptying trash in the four restrooms. Actual work is coordinated by the Office Manager.

The following items are not included in the Scope of Work:

- **Unsupervised access to the server room – Janitorial services in the server room will be on a supervised, on call basis, with work to be coordinated by Office Manager using the out of scope hourly rate for services.**
- **Compost container on kitchen counter – WSTIP will dispose of materials and clean container.**

Scope of Work – As Needed, Out of Scope Cleaning

WSTIP requests and hourly rate for as needed janitorial services due to extra building activity (training classes or meetings). Generally these services would be wiping down conference room tables and counters and emptying trash in the four restrooms. Actual work is coordinated by the Office Manager.

WSTIP will supply:

Paper towels, toilet paper, toilet seat protectors, tissues, hand sanitizer, dish soap, dishwashing soap, and garbage bags.

General Assumptions

- The contractor shall provide competent, trained, and experienced staff of the highest standards.
- The contractor shall consider and plan for appropriate labor resources for illness, vacation, and other loss time events so service to WSTIP continues uninterrupted.
- The contractor shall provide all necessary equipment, tools, and materials for cleaning services with the exception of what is provided by WSTIP (see above).
- The contractor shall be responsible for any costs, fees, or fines due to misuse of the building's alarm system.
- The contractor will work cooperatively with the office manager.



- The contractor will be responsible for any loss of WSTIP property due to errors, mistakes, malfeasance or misfeasance of its employees.
- The contractor shall maintain appropriate insurance and workers compensation coverage for their employees.

Required Proposal Format

Consultant proposal must include the following:

- An outline of work to be completed addressing the Scope of Work.
- An outline of equipment, materials, and supplies the contractor will provide for the project.
- Consultant's experience in delivery of the services requested.
- A biography of the primary contact person assigned to the project that will be completing services.
- Project bid quoted all-inclusive lump sum, per month, cost for the scope of work including an additional hourly rate for any ad-hoc work requested that is outside the regular scope of work. The bidder must utilize prevailing wages in their bid and pay.
- References

Key Decision-Making Criteria

Consultant experience (Low = 0-2 years, Medium = 2-5 years, and High = 5+ years)

Cost (Low to High)

Equipment supplied (minimum required vacuum, dusters, buckets, squeegees, personal protective equipment, disinfectant)

References

Submission Deadline

September 10, 2010

WSTIP receives the right to reject all bids.