



REQUEST FOR PROPOSALS

JANITORIAL CLEANING SERVICES

Request for Proposal Post Date: June 7, 2021
Proposal Due Date: July 30, 2021 by 5:00 p.m.

WSTIP Contract Number: C2022-01

Send Proposal to Attention:

Brandy Rhodes, Administrative Assistant
Washington State Transit Insurance Pool
2629 12th Court SW
Olympia, WA 98502
(360) 786-1620 Main Number
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brandy@wstip.org

Organization Overview

The Washington State Transit Insurance Pool (WSTIP) is a public agency formed for the purpose of risk sharing, loss prevention, and insurance purchasing. This RFP (Request for Proposals) is for the procurement of Janitorial Cleaning Services for its owned building located at 2629 12th Court SW, Olympia, WA 98502. The projected value of this contract on annual basis is less than \$10,000.

The WSTIP building is 4,400 square feet with 14 individual work areas, two conference rooms, one lobby/reception area, one kitchen/common area, four restrooms, and one outside smoking receptacle. Our facility has two large main dumpsters located at the end of the parking lot, one for mixed items, and one for cardboard (all cardboard must be broken down). There are also two small portable recycling bins located at the end of the building. The WSTIP facility is protected by a monitoring burglar/fire system.

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 except for Martin Luther King Day, President's Day, and Veteran's Day.

Request for Proposal Overview

WSTIP is seeking (all-inclusive) janitorial cleaning services commencing January 1, 2022 for all required labor, cleaning equipment, tools, and materials as outlined in the more detailed Scope of Work section of this RFP. WSTIP is offering a four-year agreement with three one-year extensions. It is the proposer's responsibility to assess the necessary labor required based on the scope of work. **The proposer must utilize prevailing wages** in their proposal and have no open L&I claims. Either party may cancel the contract with a 30-day written notice.

Proposer shall preform the regular services two days a week (Wednesday and Friday, Saturday, or Sunday) after public office hours. Proposer shall also be available for on-call services on an agreed upon fee for after public office hours. Proposer may perform window cleaning during public office hours with prior approval of the Administrative Assistant.



Scope of Work for Weekly/Monthly Cleaning

The table below details the work to be completed on a weekly (W) basis and billed on a monthly basis.

Frequency	Category	Weekly Description of Work (Propose as Monthly Cost)
W	All Areas	Clean and disinfect all horizontal surfaces up to six feet high (except where noted)
W	All Areas	Clean and disinfect all desks (do not move items on desks), on countertops, filing cabinets, bookcases, shelves, and phones with CDC approved cleaning products
W	All Areas	Clean and disinfect lobby/reception area with CDC approved cleaning products
W	All Areas	Clean and disinfect (2) conference room tables and all counter tops along with the arms of the chairs with CDC approved cleaning products
W	All Areas	Clean and disinfect all polished metal and wood in entry ways, foyers, and window seals.
W	All Areas	Clean and disinfect all glass surfaces including doors inside and out, door frames, light switch plates, doorknobs, and glass picture frame glass
W	All Areas	Vacuum all carpets areas, and spot clean as needed.
W	All Areas	Sweep, damp mop, or vacuum non-carpet areas with non-sticky disinfectant solutions
W	All Areas	Replace all waste receptacles with new liners, clean and disinfect inside small and large receptacles (trash cans) as needed
W	All Areas	Replace/Refill all tissue and paper towel dispensers
W	All Areas	Replace/Refill empty hand sanitizer stations and dispensers.
W	All Areas	Sanitize, clean, and polish all sinks and fixtures (kitchen & restrooms)
W	All Areas	Clean and disinfect shower stall, toilet seats, toilet bowls and base of toilets
W	All Areas	Remove all spots, stains, splashes on walls, baseboards, mirrors and behind toilet area
W	All Areas	Empty recycling bins to outside containers
W	All Areas	Break down cardboard and move to outside recycling bins
W	All Areas	Clean and disinfect interior and exterior of microwave.
W	All Areas	Clean and sanitize refrigerator (exterior only) Use only stainless-steel cleaning products (provided by WSTIP).



Frequency	Category	Weekly Description of Work (Propose as Monthly Cost)
W	All Areas	Clean and sanitize dishwasher inside and out. Use only stainless-steel cleaning products (provided by WSTIP)
W	All Areas	Clean ashtray receptacles adding sand when needed (sand provided by WSTIP)
W – as needed	All Areas	Check and replace burned out light bulbs inside and out (bulbs provided by WSTIP)
W	All Areas	Clean and Sanitize watercoolers. Front, sides, and water drip tray

Scope of Work for Periodic Cleaning

The table below details the work to be completed on a Semi-Annual (SA), and Annual (A) basis.

Frequency	Category	Semi-Annual and Annual Periodic Cleaning Description of Work (Propose each SA and A Item Separately)
SA	Blinds	Dust and clean all blinds through-out the building twice a year, (with prior approval) and coordinated with the Administrative Assistant. (Can also be performed along with window washing).
SA	All Areas	Dust, clean and remove cobwebs and bugs in sky lights, solar tubes, ceiling grills and vents (with prior approval) and coordinated with the Administrative Assistant.
SA	Restrooms	Pour bacterial digestive solutions into floor drains and traps (bacterial digestive solution provided by proposer).
SA	Chairs	Dust and clean all chair base, wheels, and other hard surfaces
A	Carpets	Deep clean all carpets (with prior approval) and coordinated with the Administrative Assistant.
A	Entry Ways and Restrooms	Scrub, buff, strip, and recoat (wax) hard surface floors in doorways (with prior approval) and coordinated with the Administrative Assistant.
A	Windows	Wash interior and exterior windows (with prior approval) and coordinated with the Administrative Assistant.



Supplied by WSTIP: Paper towels, toilet paper, toilet seat protectors, facial tissue, hand sanitizer, dish soap, dishwashing soap, garbage bags, stainless steel cleaning products, light bulbs, and sand. Proposer shall provide bacterial digestive solution, personal gloves, and any other PPE necessary to perform the work.

Scope of Work – For as Needed and Out of Scope Cleaning

WSTIP requests an hourly rate for (as needed) janitorial services due to extra building activity (training classes, meetings etc.). Generally, these services would be wiping down conference room tables, counters, arranging chairs and cleaning all four restrooms. The Administrative Assistant coordinates actual work.

General Assumptions

- The proposer shall provide competent, trained, and experienced staff to the highest standards.
- The proposer shall consider and plan for appropriate labor resources for illness, vacation, and other loss of time events so service to WSTIP continues uninterrupted.
- The proposer shall provide all necessary equipment, tools, vacuum, and materials for cleaning services except for what is provided by WSTIP (see above).
- The proposer shall be responsible for any cost, fees, or fines due to misuse of the building's alarm system.
- The proposer will be responsible for any loss of WSTIP property due to errors, mistakes, malfeasance, or misfeasance of its employees.
- The proposer shall maintain appropriate insurance and workers compensation coverage for their employees.
- The proposer shall provide or ensure their staff wears easily identifiable company-branded clothing. It is WSTIP's assumption that the staff will be easily recognizable while performing their duties on WSTIP property.
- The proposer will work cooperatively with the Administrative Assistant.
- The proposer must comply with all CDC guidelines and Washington State Labor and Industries health and safety rules concerning COVID-19.
- Prevailing wages apply.

Required Proposal Format

The proposer's proposal must include the following:

- Pricing must reflect monthly, semi-annual, annual, and as needed charges including all taxes and fees (see example spreadsheet).
- Hourly rate for on-call or out of scope work.
- An outline of work to be completed addressing the Scope of Work.
- An outline of equipment, materials, and supplies provided by the proposer.
- Proposer/company history/experience and biography of the project manager responsible for coordinating services. If known, a list of individuals providing actual services on site and short biography.
- Three professional references (companies you are performing similar services) to include contact name, company name, phone and/or email address.
- Proof of general liability insurance that includes liability assumed under a contract.



Key Decision-Making Criteria

- Understanding the scope of work/certification of ability to perform the tasks
 - Certification of weekly tasks/billed monthly
 - Certification of periodic cleaning tasks/billed at time of task
- Cost on an annual basis
- Experience
- References
- Equipment (extra charges)
- Employees have easily identifiable clothing with company logo
- Veteran owned business
- Minority and woman owned business

- **L&I Claims - proposer must have no open L&I claims. Any open claims will automatically disqualify your proposal.**

Proposal Submission Requirements and Deadline

WSTIP is seeking services commencing January 1, 2022. **Proposals are due by 5:00 pm on July 30, 2021.** All proposals shall remain sealed until August 2, 2021. Please submit proposals via email, mail (regular or certified), or in person. Mailed proposals must be postmarked by July 30, 2021. In person proposals must be delivered by 5:00 p.m. on July 30, 2021.

Email submissions can be sent to: rfp@wstip.org. **Subject: Janitorial Service Proposal**

WSTIP reserves the right to reject all proposals.

Site-Visits

Proposers are invited and encouraged to walk through the premises before submitting their RFP. Please make an appointment with Brandy Rhoades.

Proposals Subject to Public Records Requests

All proposals received shall remain confidential until the apparently successful bidder, if any, is announced. Thereafter, the Bids shall be deemed public records as defined in RCW 42.56.030 to 42.56.130 and RCW 42.56.210, .510, .520, .540 & .580 "Public Records."

Any information in the proposal that the proposer desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.56 (Public Records Act) must be clearly designated. The page must be identified and the particular exception from disclosure upon which the Bidder is making the claim. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" or "Proprietary" printed on the lower right-hand corner of the page.

WSTIP will consider a proposer's request for exemption from disclosure; however, we will make a decision predicated upon Chapter 42.56 RCW. Marking the entire Bid exempt from disclosure will not be honored. The proposer must be reasonable in designating information as confidential or proprietary. If any information is marked as confidential or proprietary in the proposal, such information will not be made



available until the affected Bidder has been given an opportunity to seek a court injunction against the requested disclosure.

Washington Electronic Bidding Systems
<https://fortress.wa.gov/ga/webs/home.html>
Janitorial Commodity Code (910-39)