

## Janitorial Services - Request for Quotations

Public Utility District No. 1 of Thurston County (District) is seeking quotations from qualified parties to provide janitorial services at its Lacey office located at 1230 Ruddell Road SE and at its Tumwater satellite office, 8421 Old Highway 99 SE. **Services will begin on June 1, 2021.**

**Work Locations:** The District's Main Office Building is at 1230 Ruddell Road SE in Lacey and at its Satellite office is located at 8421 Old Highway 99 SE in WA. In September 2022, the District will be moving into a new Satellite office.

**Summary of Requirements:** Janitorial services as detailed in the scope of services.

**Quotation Deadline:** Quotations are required to be returned no later than **May 14, 2021, 3:30 p.m.** to Kurin Miller, at [kmiller@thurstonpud.org](mailto:kmiller@thurstonpud.org). A tour of our facilities is a requirement to be considered.

All inquiries regarding this Invitation for Quotations or to schedule an inspection of the facilities should be directed to Kurin Miller at [kmiller@thurstonpud.org](mailto:kmiller@thurstonpud.org).

The intent of this document is to describe the complete work, equipment, and materials needed to provide the District with janitorial services in compliance with the specifications contained herein or attached and in compliance with any governing bodies, agencies or any other codifying entities.

The Contractor is to provide all materials and supplies as specified by the District, tools, equipment, and cleaning supplies; and to provide labor, supervision, tools, equipment, transportation, and any other incidentals required to successfully complete all provisions of providing the services.

The Contractor warrants that: (1) the work will be performed/supplied in a workmanlike and skillful manner; (2) the work in all respects will be of good quality, free from all faults and defects in workmanship, material, design and title; (3) the work will strictly comply with the requirements of the contract documents; and (4) all materials, equipment and other items incorporated into the work or consumed in the performance/supply of the work will be new and of the most suitable grade for the purpose intended.

All monetary charges are to be included in the quoted price. No additional charges for costs other than those stated on the quotation proposal will be accepted for payment, unless prior written approval is provided by the District.

The District will not be liable to the Contractor for anticipated earnings or profits hereunder in the event the Contractor and the District are prevented from completing any project or provision as required by these specifications and contract.

Payments will be made monthly within thirty (30) days of receipt of invoice from the Contractor.

The work will be conducted under the general direction of the Ruth Clemens, the District's Administrative Services Manager. The presence or lack of presence of District representatives shall not relieve the Contractor or the Contractor's agent of any responsibility for the proper execution of any provisions of this contract.

Contractor is to schedule work so there is a minimum of disruption to employees and customers (office

hours are 8:00 a.m. to 4:30 p.m., Monday through Friday). **The specifications of the work are attached.**

It is the Contractor's responsibility to inform itself of all local codifying body requirements, laws of the United States of America and the State of Washington, governing any provision or requirements intended to be the Contractor's responsibility in fulfilling its responsibilities and obligations to the District under this Agreement.

Before the District makes any payment to a Contractor, the Contractor must submit a Department of Labor and Industries approved "Statement of Intent to Pay Prevailing Wage" document. All Labor and Industry forms, associated form fees, or any other fees relating to this Agreement and in compliance with the prevailing wage requirements of the Department of Labor and Industries are to be paid by the Contractor.

#### Contractor Liabilities

The Contractor shall be responsible for the strict observance by the Contractor's employees of the laws of the United States and of the State of Washington and all local ordinances and regulations. The Contractor shall comply with said laws, ordinances, and regulations.

The Contractor shall conduct the work with due regard to adequate safety and sanitary requirements and shall maintain the Contractor's equipment in safe condition. The Contractor shall conform to DOT, OSHA AND WISHA rules and regulations.

The Contractor shall be responsible for the preservation of all public and private property and assume all costs for full and complete restoration of any damaged property, facilities, or utilities. In the event the Contractor damages any property, the Contractor shall at once notify the District's representative and make or arrange to make full restitution. Should the Contractor injure any person, the Contractor shall at once make or arrange to make full settlement at Contractor's own expense. The Contractor shall report immediately, in writing to the District's representative all pertinent facts relating to such property damage or personal injury. A written report detailing the ultimate disposition of the claim or injury or damage will be required.

The Contractor shall release, indemnify, and hold harmless the District, its officers, employees, licensees, invitees, agents and all its representatives from all suits, actions, or claims for injury to persons (including death) or property (real or personal, tangible or intangible) of any character arising out of, or in any way connected to, Contractor's performance or failure to perform by omission, from any claim arising or recovered under the Workmen's Compensation Laws or any other law, by-law, ordinance, order or decree or on account of any other act or omission by the Contractor or Contractor's employees, or subcontractors while performing under this contract. This indemnity and hold harmless is to extend to, and include any expense incurred by the District for defense of such suits, actions or claims, including reasonable attorney's fees and costs.

#### Liability Insurance

The Contractor shall maintain during the life of this contract such Commercial General Liability Insurance, and automobile insurance as shall protect against claims for damages resulting from (1) bodily injury, including wrongful death, and (2) property damage including loss of use thereof, which may arise from or in consequence of the operations under this contract whether such operations be by the Contractor, any subcontractor or anyone directly or indirectly employed by either of them, with minimum policy limits of \$1,000,000.00 each person/\$2,000,000 each accident for bodily injury/death, \$1,000,000 for property damage, and \$1,000,000 for automobile liability, including that **the District will be named an additional insured.**

Subcontracts or Assignments

Should the Contractor sublet or assign any part of this contract, the Contractor shall be as fully responsible to the District for the acts and omissions of subcontractors and of the persons either directly or indirectly employed by the subcontractors as it is for the acts and omissions of persons directly employed by the Contractor. No subcontract shall be made without prior approval, in writing.

Any person or persons, or any firms or corporations, entering into a subcontract or other agreement with the Contractor to furnish labor under these specifications shall be subject to all the provisions respecting workers, orders, rates and payments of prevailing wages, hours of labor, and all other provisions regarding employees herein specified.

Equal Employment Opportunity

During the performance of the Agreement, the Contractor for itself, its assigns and successors in interest agrees to comply with U. S. Government regulations as set forth in the Civil Rights Act of 1964 and the Equal Opportunity Act of 1972, that he/she shall not discriminate. Further, the Contractor agrees to comply with all environmental requirements under RCW 43.21.

Attorney’s Fees and Venue

If either party brings an action to enforce the contract, or to recover damages for breach of same, the prevailing party shall be entitled to recover its reasonable attorney’s fees and costs. Venue for any such action shall be in Thurston County District or Superior Court.

**PROPOSAL SELECTION AND EVALUATION:**

**SELECTION PROCESS**

The District reserves the right to act as sole judge of the contents of the proposals and for selection of a contractor. The award of a contract will be based on the lowest responsive proposal submitted from a responsible contractor. **All applicants must coordinate a tour of the facilities.**

***Adherence to Form***

All proposals submitted in response to this RFP must adhere to the format set forth in this RFP. Failure of the contractor to adhere to this format may eliminate their proposal from any further consideration.

***Required Additional Material***

All bidders shall submit a brief statement of their proposed work schedule and work objective to achieve the required scope of work, description of qualifications with the total number of employees available to service this contract, and list a minimum of three (3) client references; and any other information which would be beneficial to the District for purposes of evaluating this proposal.

**EVALUATION PROCESS**

Evaluation of the proposals and their cost effectiveness to the District will be made by the District’s

management team. The management team will evaluate all information provided in the proposal documents to determine the compliance to requirements set forth in this RFP, and responsible qualifications of the individual(s) or firm(s) submitting a proposal.

**EVALUATION CRITERIA**

The evaluation and determination of the fulfillment of the following requirements will be made by the District and its judgment will be final. False, incomplete, or unresponsive statements in connection with a proposal may be sufficient cause for its rejection. Criteria to be used in the selection process will include, but may not be limited to, the following considerations;

- **Cost-** To be considered cost effective, a proposal shall provide the required services at the lowest cost to the District.
- **Contractor’s Experience** - Of particular interest will be those services provided to projects of similar size and scope of service.
- **Contractor’s Capability** - Contractor’s proposed scope of work, suggested materials, and visual enhancements.
- **Contractor’s Understanding of the Work** - Demonstration of the Contractor’s understanding of the magnitude and complexity of the maintenance services and expertise required to perform successfully under the contract. Ability to comply with minimum specifications as set forth in scope of work.

Janitorial Services

In compliance with your Invitation for Quotations, the undersigned hereby proposes to furnish all labor and supervision, material, tools and work equipment, except those materials and equipment specifically designated to be furnished by the District or by others, and to perform the work in strict accordance with the specifications designated and made a part of the Invitation for Quotations.

It is understood that this Quotation constitutes a firm offer which cannot be withdrawn for thirty (30) calendar days after the date set for Quotation opening, and prices stated will be in effect for at least one year from the date of award, unless canceled by the District.

The undersigned certifies that the documents have been examined, the premises to be cleaned have been examined, and the scope of work is understood.

All of the work will be performed for the amount(s) designated and the undersigned agrees, upon receipt of written notice of acceptance of this Quotation, within ten (10) days to complete the attached Contractor’s Agreement.

Item No.	Location	Bid Amount
1	Janitorial Services for the District’s Main Office <b>and</b> its Tumwater Satellite Office per attached Specifications.	\$

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Authorized Agent

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Address

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Contact Person

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Phone Number

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Print Name

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Date

---

Tax ID No.

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Washington UBI No.

Attachment: Specifications of Work

**LOCATION: Thurston PUD Headquarters 1230 Ruddell Road SE, Lacey**

WEEKLY SCHEDULE											
Item	AVERAGE WEEKLY PERFORMANCE REQUIREMENTS	SUGGESTED STANDARD	SQ. FEET OR # OF ITEMS	ACTUAL FREQUENCY REQUIRED FOR THIS WORK							
				S	M	T	W	T	F	S	N/A
<b>1.</b>	<b>Dust mop all uncarpeted areas</b>										
	Reception, entrance, lobby areas	2x week			X				X		
	General office areas	2x week			X				X		
	Lunchroom/coffee room areas	2x week			X				X		
	Supply/mailroom areas	2x week			X				X		
	Stairway/hall areas	2x week			X				X		
	Other										
<b>2.</b>	<b>Vacuum all carpeted areas</b>										
	Reception, entrance, lobby areas	3x week			X		X		X		
	General office areas	2x week			X			X			
	Lunchroom/coffee room areas	2x week			X			X			
	Supply/mailroom areas	1x week					X				
	Stairway/hall areas	3x week			X		X		X		
	Other										
<b>3.</b>	<b>Edge vacuum all carpeted surfaces (or as needed)</b>										
	Reception, entrance, lobby areas	1x week			X						
	General office areas	1x week			X						
	Lunchroom/coffee room areas	1x week			X						
	Supply/mailroom areas	1x week			X						
	Stairway/hall areas	1x week			X						
	Other										
<b>4.</b>	<b>Maintain carpeted/tiled elevator floors</b>	1x week								X	
<b>5.</b>	<b>Damp mop all tiled floors</b>										
	General office areas	2x week			X			X			
	Lunchroom/coffee room areas	3x week			X		X		X		
	Supply/mailroom area	1x week					X				
	Stairway/hall areas	2x week			X			X			
	Other										
<b>6.</b>	<b>Dust all low surfaces, including desk/table tops, computer monitors, desktop office equipment</b>	2x week			X			X			
<b>7.</b>	<b>Dust all high ledges, including picture frames, light fixtures and windowsills</b>	1x week			X						
<b>8.</b>	<b>Spot clean glass doors, glass partitions, door trim, light switches, walls, woodwork, file cabinets, etc.</b>	1x week					X				
<b>9.</b>	<b>Empty all waste Receptacles &amp; Deposit in outside container</b>	2x week			X			X			
<b>10.</b>	<b>Restroom Cleaning</b>										
	Clean and disinfect all toilet bowls and urinals	5x week			X	X	X	X	X		
	Clean and disinfect wash basins and attached fixtures	5x week			X	X	X	X	X		
	Clean and disinfect showers and shower curtains	1x week							X		
	Clean all mirrors (or as needed)	1x week					X				
	Sweep, damp mop and disinfect all restroom floors	5x week			X	X	X	X	X		
	Fill all toilet paper and towel receptacles, soap dispensers, air fresheners (Provided by Agency)	As needed			X	X	X	X	X		
<b>11.</b>	<b>Clean drinking fountains</b>	2x week				X		X			
<b>12.</b>	<b>Clean lunch room countertops &amp; tabletops</b>	2x week				X		X			
<b>13.</b>	<b>Sweep all outside entrances, stairs &amp; walkways</b>	1x week			X						
<b>14.</b>	<b>Pick-up litter and debris within a 10 foot radius of building and empty outside waste containers</b>	1x week					X				
<b>15.</b>	<b>Secure/lock doors and gates</b>	5x week			X	X	X	X	X		

ANNUAL SCHEDULE																	
Item	AVERAGE PERIODIC PERFORMANCE REQUIREMENTS	SUGGESTED STANDARD	SQ. FEET OR # OF ITEMS	ACTUAL FREQUENCY REQUIRED FOR THIS WORK													
				J	F	M	A	M	J	J	A	S	O	N	D	N / A	
<b>16.</b>	<b>Strip, seal, and wax all tiled floors</b>																
	Reception, entrance, lobby areas	3x year															X
	General office areas	3x year		X				X				X					
	Lunchroom/coffee room areas	3x year		X				X				X					
	Restroom Areas	3x year		X				X				X					
	Supply/mailroom area	1x year						X									
	Stairway/hall area	2x year				X								X			
	Other																
<b>17.</b>	<b>Spot wax and polish tiled floors</b>																
	Reception, entrance, lobby areas	3x year															X
	General office areas	3x year				X				X					X		
	Lunchroom/coffee room areas	3x year				X				X					X		
	Restroom Areas	2x year						X				X					
	Supply/mailroom area	2x year						X				X					
	Stairway/hall area	2x year				X								X			
	Other																
<b>18.</b>	<b>Wash and disinfect toilet partition walls</b>	12x year		X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>19.</b>	<b>Clean outer surfaces of vending machines</b>	2x month															X
<b>20.</b>	<b>Vacuum cloth covered chairs &amp; couches</b>	4x year				X			X			X				X	
<b>21.</b>	<b>Clean all plastic or vinyl covered furniture</b>	2x year				X						X					
<b>22.</b>	<b>Dust both horizontal &amp; vertical Venetian blinds</b>	1x year				X											
<b>23.</b>	<b>Wash both horizontal &amp; vertical Venetian blinds</b>	1x year															X
<b>24.</b>	<b>Wash all light fixtures and ceiling vents</b>	6x year		X		X		X		X		X		X		X	
<b>25.</b>	<b>Dust all ceiling vents (Exchange and Return)</b>	2x year				X										X	
<b>26.</b>	<b>Wash and disinfect restroom walls</b>	2x year					X							X			
<b>27.</b>	<b>Wash interior sides of windows</b>	2x year						X				X					
<b>28.</b>	<b>Wash exterior sides of windows</b>	2x year						X				X					
<b>29.</b>	<b>Clean and disinfect inside and outside of all waste receptacles – including restroom receptacles</b>	2x year						X						X			
<b>30.</b>	<b>Vacuum/clean cloth/vinyl partitions</b>	1x year								X							
<b>31.</b>	<b>Carpets Spot Cleaning</b>	As needed		X As Needed (January through December)													

## Contractor Provided Cleaning Supplies

Schedule Item # *	Product	Product	Product	Product
Weekly				
Weekly				
Annual				

\* refers to specific items from the weekly schedule and the annual schedule above

**LOCATION: Thurston PUD Satellite Office, 8421 Old Highway 99 SE, Tumwater**

WEEKLY SCHEDULE											
Item	AVERAGE WEEKLY PERFORMANCE REQUIREMENTS	SUGGESTED STANDARD	SQ. FEET OR # OF ITEMS	ACTUAL FREQUENCY REQUIRED FOR THIS WORK							
				S	M	T	W	T	F	S	N/A
<b>1.</b>	<b>Dust mop all uncarpeted areas</b>										
	Reception, entrance, lobby areas	2x week				X				X	
	General office areas	2x week				X				X	
	Lunchroom/coffee room areas	2x week				X				X	
	Supply/mailroom areas	2x week				X				X	
	Stairway/hall areas	2x week				X				X	
	Other										
<b>2.</b>	<b>Vacuum all carpeted areas</b>										
	Reception, entrance, lobby areas	2x week				X				X	
	General office areas	2x week				X				X	
	Lunchroom/coffee room areas	2x week				X				X	
	Supply/mailroom areas	2x week				X				X	
	Stairway/hall areas	2x week				X				X	
	Other										
<b>3.</b>	<b>Edge vacuum all carpeted surfaces (or as needed)</b>										
	Reception, entrance, lobby areas	1x week								X	
	General office areas	1x week								X	
	Lunchroom/coffee room areas	1x week								X	
	Supply/mailroom areas	1x week								X	
	Stairway/hall areas	1x week								X	
	Other									X	
<b>4.</b>	<b>Maintain carpeted/tiled elevator floors</b>	1x week								X	
<b>5.</b>	<b>Damp mop all tiled floors</b>										
	General office areas	2x week				X				X	
	Lunchroom/coffee room areas	2x week				X				X	
	Supply/mailroom area	2x week				X				X	
	Stairway/hall areas	2x week				X				X	
	Other										
<b>6.</b>	<b>Dust all low surfaces, including desk/table tops, computer monitors, desktop office equipment</b>	2x week				X				X	
<b>7.</b>	<b>Dust all high ledges, including picture frames, light fixtures and windowsills</b>	2x week				X				X	
<b>8.</b>	<b>Spot clean glass doors, glass partitions, door trim, light switches, walls, woodwork, file cabinets, etc.</b>	2x week				X				X	
<b>9.</b>	<b>Empty all waste Receptacles &amp; Deposit in outside container</b>	2x week				X				X	
<b>10.</b>	<b>Restroom Cleaning</b>										
	Clean and disinfect all toilet bowls and urinals	2x week				X				X	
	Clean and disinfect wash basins and attached fixtures	2x week				X				X	
	Clean and disinfect showers and shower curtains	2x week				X				X	
	Clean all mirrors (or as needed)	2x week				X				X	
	Sweep, damp mop and disinfect all restroom floors	2x week				X				X	
	Fill all toilet paper and towel receptacles, soap dispensers, air fresheners (Provided by Agency)	As needed									
<b>11.</b>	<b>Clean drinking fountains</b>	N/A									
<b>12.</b>	<b>Clean lunch room countertops &amp; tabletops</b>	2x week				X				X	
<b>13.</b>	<b>Sweep all outside entrances, stairs &amp; walkways</b>	1x week								X	
<b>14.</b>	<b>Pick-up litter and debris within a 10 foot radius of building and empty outside waste containers</b>	1x week								X	
<b>15.</b>	<b>Secure/lock doors and gates</b>	EVERY DAY				X	X	X	X	X	X



ANNUAL SCHEDULE																	
Item	AVERAGE PERIODIC PERFORMANCE REQUIREMENTS	SUGGESTED STANDARD	SQ. FEET OR # OF ITEMS	ACTUAL FREQUENCY REQUIRED FOR THIS WORK													
				J	F	M	A	M	J	J	A	S	O	N	D	N / A	
<b>16.</b>	<b>Strip, seal, and wax all tiled floors</b>																
	Reception, entrance, lobby areas	3x year															X
	General office areas	3x year		X				X				X					
	Lunchroom/coffee room areas	3x year		X				X				X					
	Restroom Areas	3x year		X				X				X					
	Supply/mailroom area	1x year						X									
	Stairway/hall area	2x year				X								X			
	Other																
<b>17.</b>	<b>Spot wax and polish tiled floors</b>																
	Reception, entrance, lobby areas	3x year															X
	General office areas	3x year				X			X						X		
	Lunchroom/coffee room areas	3x year				X			X						X		
	Restroom Areas	2x year						X				X					
	Supply/mailroom area	2x year						X				X					
	Stairway/hall area	2x year				X								X			
	Other																
<b>18.</b>	<b>Wash and disinfect toilet partition walls</b>	12x year		X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>19.</b>	<b>Clean outer surfaces of vending machines</b>	N/A															
<b>20.</b>	<b>Vacuum cloth covered chairs &amp; couches</b>	4x year				X			X				X				X
<b>21.</b>	<b>Clean all plastic or vinyl covered furniture</b>	2x year				X							X				
<b>22.</b>	<b>Dust both horizontal &amp; vertical Venetian blinds</b>	1x year				X											
<b>23.</b>	<b>Wash both horizontal &amp; vertical Venetian blinds</b>	1x year															X
<b>24.</b>	<b>Wash all light fixtures and ceiling vents</b>	6x year		X		X		X		X		X		X		X	
<b>25.</b>	<b>Dust all ceiling vents (Exchange and Return)</b>	2x year				X										X	
<b>26.</b>	<b>Wash and disinfect restroom walls</b>	2x year					X							X			
<b>27.</b>	<b>Wash interior sides of windows</b>	2x year						X					X				
<b>28.</b>	<b>Wash exterior sides of windows</b>	2x year						X					X				
<b>29.</b>	<b>Clean and disinfect inside and outside of all waste receptacles – including restroom receptacles</b>	2x year						X						X			
<b>30.</b>	<b>Vacuum/clean cloth/vinyl partitions</b>	1x year								X							
<b>31.</b>	<b>Carpets Spot Cleaning</b>	As needed		X As Needed (January through December)													

## Contractor Provided Cleaning Supplies

Schedule Item # *	Product	Product	Product	Product
Weekly				
Weekly				
Annual				

\* refers to specific items from the weekly schedule and the annual schedule above

**Other Duties:**

- 1. Dishes; wash coffee cups, dishes and silverware daily as needed in kitchen areas at the District's Main Office and at the Satellite Office.**