



Skamania County

Request for Proposal Courthouse Annex Custodial Services

Requested By:
Skamania County
PO BOX 790
240 NW Vancouver Ave.
Stevenson, WA 98648

Contact:
Scott Pineo, Director
Skamania County Facilities & Recreation
509-427-3980 Office
pineo@co.skamania.wa.us Email

Project Description

The contractor will provide custodial services to Skamania County at the Skamania County Courthouse Annex per the attached scope of work.

Bidding Requirements

BIDDER QUALIFICATIONS

- Contractor must be licensed in the State of Washington
- Demonstrate the ability and knowledge necessary to perform scope of work
- Identification of depth of staffing to insure consistent on-time performance
- Ability to pass criminal background check

The successful bidder must enter into contract within 15 (fifteen) days of award of the bid. If not, the County may award the bid to another bidder or request new bids.

SUBMISSION OF BIDS

- All sealed bids must be received by the Board of County Commissioners of Skamania County Washington AT THE OFFICE OF THE COUNTY COMMISSIONERS IN THE SKAMANIA COUNTY COURTHOUSE, 240 NW VANCOUVER AVENUE, ROOM 15, STEVENSON, WASHINGTON, no later than **4:00pm on Tuesday, February 16, 2010.**
- Sealed bids will be opened and publicly read aloud on Wednesday, February 17, 2010 at 11:00am or shortly thereafter at the Facilities & Recreation Office located in the Rock Creek Center at 710 SW Rock Creek Drive Stevenson, WA 98648
- Bids received after 4:00pm on Tuesday, February 16, 2010 will not be considered.
- Skamania County reserves the right to reject any and all bids, to waive informalities that are not, in the sole opinion of the Board of County Commissioners, material.
- The Board of County Commissioners shall award the contract to the bidder who, in the sole opinion of the Board of County Commissioners, is the lowest responsible bidder.
- All bids submitted shall be sealed and shall be marked with the title "Courthouse Annex Custodial Services Bid" in the lower left hand corner of the envelope.
- **Bid proposals shall be accompanied by a proposal guarantee, in the form of a money order or cashiers check, in the amount of twenty five percent (25%) of the monthly amount bid.**
- **Bid proposals shall be accompanied by a certificate of insurance, with the limits and requirements as set forth in the attached DRAFT Services Contract.**
- The initial bid shall be for a the period of March 1, 2010 – January 31, 2011 which may be extended indefinitely, in two (2) year increments, upon agreement by Skamania County and the contractor. Renegotiation of the payment amount may take place at the end of each year of service, but shall not exceed 5% of the total contract amount.

Notice of Prebid Meeting/Inspection

A mandatory prebid meeting will be held on Wednesday, February 3, 2010 at 2:00pm at the Courthouse Annex. The meeting will include a tour of the facilities. Prospective bidders are encouraged to advise the Facilities & Recreation Office of their attendance at this meeting so that informational packets can be prepared in advance. Bidders are also welcome to inspect the Courthouse Annex by appointment during normal business hours. To make arrangements please contact Scott Pineo, Director of Facilities & Recreation at 509-427-3980 or via email at pineo@co.skamania.wa.us or Ann Lueders, Office Manager at lueders@co.skamania.wa.us

Scope of Work

PURPOSE OF DOCUMENT

The purpose of this document (Scope of Work) is to provide direction for the day-to-day custodial work required to be performed for the COUNTY. The objective of this project is to provide a neat, clean and orderly condition at the subject building – the Skamania County Courthouse Annex – resulting in public and employee satisfaction, health and safety. While these specifications lay out some detail as to methods and means, it is not intended to cover every event or requirement, which is necessary for satisfactory performance.

AREAS OF WORK

All hallways, corridors, stairways, entrances, restrooms, offices, meeting rooms and storage spaces shall be included in the areas to be cleaned, unless, at a later time, they are specifically excluded by agreement of both parties.

CONTRACTOR RESPONSIBILITIES

CONTRACTOR shall be responsible for cleaning all areas of the building(s) (from wall to wall, and ceiling to floor). CONTRACTOR shall also be responsible for shutting off all designated lights and ensuring all doors and exits are locked upon exiting the building after providing services, unless otherwise instructed by the County. A checklist will be developed for the CONTRACTOR'S employee(s) to complete and sign each evening. CONTRACTOR will maintain a service log at the facility that includes notice of any issues that require the attention of the County (i.e. light bulb replacement needs or the need for additional County furnished supplies.)

DUTIES

Daily Duties (four business days per week, Monday – Thursday or on business days as designated by the Board of County Commissioners):

- Sweep all non-carpeted areas
- Wet mop or Auto-Scrub all non-carpeted areas
- Clean and disinfect all bathroom sinks, toilets, urinals, dispensers and mirrors
- Fill all soap and paper towel dispensers
- Empty all wastebaskets and trash receptacles and remove trash from building and clean receptacles as needed to remove soiled smells or stuck on trash debris
- Vacuum all carpeted areas and spot clean all carpets
- Sift all outside ashtrays of refuse
- Shut off all designated lights and ensure all doors are locked upon exiting the building
- Clean and sanitize all drinking fountains
- Clean and dust all furniture in the public and private offices, meeting spaces, recycling centers and conference rooms
- Clean glass portion of entry doors, office doors and immediately adjacent windows (inside and out)
- Lock all doors and shut off all unused lights in any area not currently being occupied by the CONTRACTOR or county employees and as the CONTRACTOR exits the building

Weekly Duties:

- Remove spider webs in offices, hallways, restroom and entry areas
- Remove dust from computers, printers, and electric office machine surfaces
- Wash all hand/finger marks, stains, spots and dirt from doors and walls
- Wash work desks and public service desks when cleared by staff
- Clean and sanitize break room tables, counters and sinks with products approved for food service areas

As Needed Duties:

- Remove broken glass or sharp material from all surfaces
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- Remove excess water from floors during inclement weather

Biannual Duties:

- Extract all carpets and deep scrub and recoat all non-carpeted floors
- Clean all windows (inside and out)

Scope of Work

CONTRACTOR must supply all cleaning products and equipment.

CONTRACTOR must have in place an L&I compliant MSDS program and provide the COUNTY with a copy in addition to the copy required to be made available to employees. MSDS documents shall be updated as necessary with copies distributed to copyholders.

COUNTY will provide trash bags, toilet paper, hand soap, paper towels, toilet bowl/urinal blocks, feminine products, and toilet seat covers.

CONTRACTOR shall perform any and all other tasks required to maintain a professional janitorial level of service(s). The requirements stated above are to be used as a guideline. The actual requirements shall depend upon use conditions and may require additional duties or more frequent application in order to maintain the building(s) in a clean and sanitary condition.

Employees of CONTRACTOR must pass a criminal background check. Building keys may only be used by persons authorized by COUNTY to have access to such keys. COUNTY reserves the right to reject a CONTRACTOR employee's privilege to work at county facilities. Employees may not begin work until a background check has been conducted and the COUNTY clears the employee to work.

Attachments

The following attachments are included with this Request for Proposal:

- DRAFT Skamania County Service Contract
- DRAFT Attachments to Skamania County Service Contract

Important Dates

Call for Bids:	Tuesday, January 19, 2010
Prebid Meeting/Inspection:	Wednesday, February 3, 2010 (or by appt)
Bids Due:	Tuesday, February 16, 2010 @ 4:00pm
Bids Open:	Tuesday, February 16, 2010 @ 5:00pm
Anticipated Bid Award:	prior to Wednesday, February 24, 2010

Contact Information

For questions regarding the RFP for Courthouse Annex Custodial Services, please contact either of the following Facilities & Recreation Department:

Scott Pineo, Director
pineo@co.skamania.wa.us

Don Clack, Facilities Supervisor
clack@co.skamania.wa.us

Ann Lueders, Office Manager
lueders@co.skamania.wa.us
