**CITY OF FEDERAL WAY**

**REQUEST FOR QUOTE**

**Carpet Cleaning Services**

1. **PURPOSE OF REQUEST**

The City of Federal Way (“City”) is requesting quotes for the purpose of Carpet Cleaning Services. The City’s needs are outlined in the following Request for Quotes (“RFQ”).

1. **TIME SCHEDULE**

The City will follow the following timetable:

Issue RFQ 10/16/2020

On Site Informational Meetings: Need to be scheduled through Derreck Presnell

Parks & Facilities Manager @ 253- 329-8419.

Deadline for Submittal of Quotes 10/30/2020 @ 2:00 PM.

Preliminary Selection of Firm 11/2/2020

Notify Contractor Chosen 11/13/2020

1. **INSTRUCTIONS TO PROPOSERS**

A. All quotes shall be sent to:

Mary Jaenicke

City of Federal Way

33325 8th Ave S

Federal Way, WA 98003-6325

Office (253) 835-6901

Fax (253) 835-6969

E-mail: mary.jaenicke@cityoffederalway.com

1. All quotes must be received by the Deadline for Submittal of Quotes detailed in II. Time Schedule, using the attached **Quote Sheet** at which time they will be opened. All quotes must be emailed to Mary Jaenicke using the above information. Emailed proposals must be clearly labeled in the subject line. The label shall identify the contents as “RFQ – Carpet Cleaning Service.”
2. Quotes should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, and the like, are not desired. Emphasis should be on the completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever feasible. Use of both sides of paper sheets for any submittals to the City is desirable whenever feasible.
3. The Parks and Facilities Manageror representative will notify the contractor selected by the date stated in II. Time Schedule.
4. All quotes must include the following information:
   * 1. The names of individuals from those firms who will be working on the project and their areas of responsibility.
5. Specific experience of individuals relative to the proposed project.
6. A proposed outline of tasks, products and project schedule, including the number of hours required to complete each task or product.
7. A proposed budget based on the above outline of tasks, products and schedules.
8. References.
9. **SELECTION CRITERIA**

Factor Weight Given

1. Responsiveness of the written proposal 25%

to the purpose and scope of service.

2. Price. 50%

3. Ability and history of successfully 25%

completing contracts of this type,

meeting projected deadlines and

experience in similar work. \_\_\_\_\_\_\_\_\_\_\_

Total Criteria Weight 100%

Each quote will be independently evaluated on factors one through three.

1. **TERMS AND CONDITIONS**
   1. The City reserves the right to reject any and all quotes, and to waive minor irregularities in any quote.
   2. The City reserves the right to request clarification of information submitted, and to request additional information from the contractor.
   3. The City reserves the right to award the contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the contract.
   4. Any quote may be withdrawn up until the date and time set above for opening of the quotes. Any quote not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City the services described in the attached specifications, or until one or more of the quotes have been approved by the City administration, whichever occurs first.
   5. The contract resulting from acceptance of a quote by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFQ. A copy of the contract is available for review, and shall include requirements to comply with ADA, Civil Rights Act, and EEO requirements. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, and which is not approved by the City Attorney’s office.
   6. The City, as a recipient of federal funding, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.
   7. The City shall not be responsible for any costs incurred by the contractor in preparing, submitting or presenting its response to the RFQ.
2. **SCOPE OF SERVICES**
3. **Type carpet cleaning:**

• A low moisture and eco-friendly method of cleaning, no encapsulation, with a dry time

of forty five (45) minutes to one and one half (1 ½) hours maximum will be considered in

the selection criteria of the final bid award. Carpet sections must be clean, dry and

ready for use no later than 6:30 AM if it falls on a regular business day. Exceptions

will be in the 24-7 Police area and with prior approval from the Contract Administrator

or designee.

• ***No wet type extraction system methods with more than an hour and one half***

***(1½) average dry time will be allowed. The cleaning process shall not create a***

***condition in which the entire profile of the carpet becomes wet and the subfloor***

***must remain dry.***

1. **Acceptable method of carpet cleaning:**

• Carpet areas to be cleaned; will first be fully vacuumed with a heavy duty commercial

power pile lifting machine to get loose and embedded foreign objects out while the

carpet is dry.

• A combination of a low moisture, eco-friendly method and an appropriate cleaning

agent for each type of carpet and conditions may be applied to aid in the cleaning of

each type carpet along with an industrial spin bonnet for the cleaning process.

* All equipment to be used shall be self-contained so that no hoses are running outdoors through unsecured doors being left open.
* All cleaning products used shall be environmentally friendly, non-toxic, and low to no VOC and with no reports of sensitivity reactions.

• Any carpet area cleaned shall be dry to touch no longer than an hour and one half (1

½) average after completion of the section which was cleaned.

1. **Spot Cleaning:**

• Emergency spotting service shall be available 24/7 with a response time of no more

than two hours.

• Spot cleaning service shall include; experienced and trained staff who know how to

select and use the appropriate cleaning solution on a specific fabric and for a specific

stain.

• Spots to be dry to touch within forty five (45) minutes of cleaning with no adverse

effects, such as; lightening of the fabric of the cleaned spot in relation to the

surrounding carpet after fully dry.

# VIII. SPECIFICATIONS

1. The Contractor will furnish all labor, tools, specialized equipment, materials, and disposal of waste material generated by the work, unless other arrangements have been made with the Contract Administrator or appointed designee.
2. All fieldwork shall be performed under the supervision of a qualified employee. Laborers will be skilled working with equipment and cleaning products.

1. The Contractor will ensure that employees comply with all applicable City of Federal Way and Washington State regulations and practices with respect to work performed for the City of Federal Way.
2. While on site, the Contractor’s personnel will conduct themselves on site in a professional manner at all times.
3. The Contract Administrator or appointed designee will inspect work performed by the Contractor. In the event of work performance deficiencies, the Contract Administrator will notify the Contractor. Notification may be verbal or written. The City may choose to: **Require the Contractor to rectify the deficiency within 48 hours, or hold payment**.
4. Report any damage, or potential hazard, involving City property immediately to the City of Federal Way Parks Department, (253) 835-2700. After hours emergencies should be reported to the Police/Fire Communications Center - 911.
5. Hazardous conditions shall be immediately remedied or secured to prevent further damage and/or protect public from injury. It is the Contractor’s responsibility to provide close supervision of operations and management of the site.
6. Incidents, altercations, or accident involving the public shall be reported to the Contract Administrator within 24 hours. The Contract Administrator, at his or her discretion, may require a written report from the Contractor describing the incident or accident.
7. Contractor will coordinate with the Parks Department when all work is to be performed.
8. All technicians and Supervisors must be in a Company identifiable uniform with ID badges and must be able to pass a background check.
9. Managers and support personnel shall be available 24/7
10. All company vehicles must have signage identifying the Company.
11. **COMPENSATION**
    1. State the proposed fee for the Scope of Services inclusive of Washington state sales tax and any other applicable governmental charges.
12. Payment by the City for the services will be made only after the services have been performed, an itemized billing statement is submitted in the form specified by the City, and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.
13. **PUBLICATION**.

Name of Publication: Federal Mirror Dates: 10/16/2020 & 10/23/2020

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