

**CITY OF FEDERAL WAY
REQUEST FOR QUOTE
JANITORIAL AND HOUSEKEEPING SERVICES FOR DUMAS BAY CENTRE**

I. PURPOSE OF REQUEST

The City of Federal Way ("City") is requesting quotes for the purpose of janitorial and housekeeping services at the Dumas Bay Centre. The City's needs are outlined in the following Request for Quotes ("RFQ").

II. TIME SCHEDULE

The City will follow the following timetable, which should result in a contract approval of a contractor by *August 31, 2019*.

Issue RFQ	June 19, 2019
Deadline for Submittal of Quotes	July 3, 2019 @ 10:30am
Notify Contractor Chosen	July 24, 2019

III. INSTRUCTIONS TO PROPOSERS

A. All quotes shall be sent to:

Rob Ettinger, Dumas Bay Centre Manager
City of Federal Way
33325 8th Ave S
Federal Way, WA 98003-6325
(253) 835- 2002

B. All quotes must be in a sealed envelope and clearly marked in the lower left-hand corner: RFQ – Janitorial and Housekeeping services at Dumas Bay Centre. All quotes must be received by July 3, 2019 at 10:30am at which time they will be opened. Three (3) copies of the RFQ must be presented. No faxed, emailed or telephone quotes will be accepted.

C. 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, etc., are not desired. Emphasis should be on 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 practicable. Use of both sides of paper sheets for any submittals to the City is desirable whenever practicable.

D. The Dumas Bay Centre Manager or representative will notify the contractor selected by July 24, 2019.

E. 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.
2. The names of individuals from those firms who will be supervising the project and their areas of responsibility.
3. Specific experience of individuals relative to the proposed project.
4. A minimum of three (3) references indicating experience pertaining to professional janitorial and housekeeping services. References to include company name, contact person and telephone number.
5. A narrative on employee training in blood borne pathogens, hospitality cleaning and sanitation, building orientation and sanitation, cross contamination prevention and all other staff training provided.
6. A completed quote form, attached as Exhibit "C".

IV. SELECTION CRITERIA

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the written proposal to the purpose and scope of service.	25%
2. Price.	50%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	25%
<hr/>	
Total Criteria Weight	100%

Each quote will be independently evaluated on factors 1 through 3.

V. TERMS AND CONDITIONS

- A. The City reserves the right to reject any and all quotes, and to waive minor irregularities in any quote.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from the contractor.
- C. 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 quote.
- D. 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 a contract has been executed for the services, whichever occurs first.

- E. 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.
- F. The City shall not be responsible for any costs incurred by the contractor in preparing, submitting or presenting its response to the RFQ.
- G. 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 23 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.

VI. SCOPE OF SERVICES

See attached "EXHIBIT A" and "EXHIBIT B"

VII. COMPENSATION

- A. Please present detailed information on the contractor's proposed quote for the specifications proposed and for any variation for non-routine services, inclusive of Washington State sales tax, and any other applicable governmental charges. Please provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
- B. 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.

VIII. PUBLICATION.

MRSC ROSTER
CITY OF FEDERAL WAY WEBSITE

EXHIBIT "A"
SERVICES

Site Location

1. Dumas Bay Centre 3200 SW Dash Point Road
Federal Way, WA 98023

Definitions

Owners: City of Federal Way and their authorized representatives shall be understood to mean one and the same.

Contract Administrator shall be the City of Federal Way Dumas Bay Centre authorized representatives.

Approved means approved by the owner.

Disinfectant: must be effective against a broad spectrum of gram negative and gram-positive organisms, such as: streptococcus, salmonella, staphylococcus, HIV-1, etc.

General

- A. The Contractor will furnish all labor, tools, specialized equipment, materials, disposal of waste material generated by the work, supervision and transportation to perform janitorial services as specifically outlined in the attached specifications.
- B. All work shall be performed under the supervision of a qualified technician.
- C. The Contractor will ensure that its 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.
- D. The Contractor's personnel will conduct themselves on site in a professional manner at all times.
- E. Each employee will wear uniform with the company's name, logo and a nametag with the first name of the employee as approved by the Dumas Bay Centre Manager.
- F. Contractor is required to provide the city with a current (past 30 days) copy (at their cost) of a Washington State Patrol background check before any work is performed on site for each individual employee.
- G. A penalty clause will be included in the contract for cleaning that is not properly cleaned and ready for use.
- H. The Contractor shall report any damage, or potential hazard, involving City property immediately to the City of Federal Way Dumas Bay Centre, telephone 253-835-2000. After hours emergencies should be reported to the Police/Fire Communications Center, by contacting 911.
- I. Hazardous conditions shall be immediately remedied or secured by Contractor to prevent further damage and/or protect public from injury. It is the Contractor's responsibility to provide close supervision of maintenance operations and management of the site.
- J. Incidents, altercations or accidents 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.

- K. Any damage to City structures or plant material due to Contractor negligence will be remedied by the Contractor, at his or her expense, in a timely manner.
- L. All wastewater or empty containers shall be disposed in the proper manner immediately after use.
- M. The City shall supply paper products, hand soap, garbage liners, and light bulbs, unless requested by the Contract Administrator.
- N. In addition to the services, Contractor, at City's request shall perform additional services, such as but not limited to: light bulb replacement, spill cleanup, carpet cleaning, window washing, etc.
- O. Universal precautions protecting all employees from blood borne pathogen and viruses must be strictly adhered to.
- P. Time tracking for all hourly services provided is the contractor's responsibility to submit to the City with invoices. Required items are time when cleaning started and completed for each hourly service billed. If the cleaning times billed are outside of the requested/scheduled times per the Dumas Bay Centre Manager, the City may elect to dispute charges and pay for only services provided at requested times.
- Q. Awarding contractor will be required to provide accurate time keeping equipment. Recorded time cards will be required to be submitted with any invoices monthly with corresponding invoices for services. All hours requested are at the sole discretion of the City as directed by the Dumas Bay Centre Manager based on rental activity. Any hours submitted that are outside the Dumas Bay Centre Managers requested timelines, the City may elect to dispute charges and pay for only services provided at requested times.

**JANITORIAL STANDARDS - DUMAS BAY CENTRE
EXHIBIT "B"**

Scope of Services

	AREA	STANDARD	FREQUENCY
FRONT ENTRANCE			
	Carpet	Vacuumed; no spots, edges clean and dusted	Daily
	windows/door	glass clean; fingerprints and marks removed	Daily
	lights	Clean and free of dust; bugs removed	Daily
	furniture	Clean and free of dust	Daily
	radiators	Clean and free of dust	Daily
	entrance mat	Clean; spots and marks removed	Daily
	trash cans	empty/wipe down	Daily
	Brass door fixtures	polish	Daily
MEN'S/WOMEN'S BATHROOM - 4 TOTAL RESTROOMS			
	trash	empty/wipe down	Daily
	counters	wipe/disinfect	Daily
	sinks	sanitized; fixtures polished	Daily
	toilets	base, stool, seat, tank sanitized	Daily
	doors	doors clean and free of marks	Daily
	glass/mirrors	glass clean; fingerprints and marks removed	Daily
	floors	sanitized; marks and scuffs removed	Daily
	walls	spot cleaned	Daily
	soap dispensers	refilled	as needed
	toilet paper dispenser	refilled	as needed
	towels dispenser	refilled	as needed
RECEPTION AREA			
	counters	clean and free of dust	Daily
	magazine rack	clean and free of dust and bugs	Daily
	trash cans/recycle bins	empty/wipe down	Daily
	windows	glass clean; fingerprints and marks removed	Daily
	carpet	vacuum; no spots, edges clean and dusted	Daily
HALLWAYS			
	carpet	vacuum; no spots, edges clean and dusted	Daily
	glass	clean; free of fingerprints and marks removed	Daily
	ledges/radiators	clean; free of dust	monthly
	light fixtures	Clean and free of dust; bugs removed	monthly or as needed
CONFERENCE ROOM, AND MEETING ROOMS-6			
	tables	clean; disinfected	Daily
	chairs	dust/straighten	Daily
	carpet	vacuumed; no spots, edges clean and dusted	Daily
	ledges	clean; free of dust	Daily
	radiators	clean; free of dust	Daily
	lights	Clean and free of dust; bugs removed	Daily
	trash	empty/wipe down	Daily
	recycle bins	empty/wipe down	Daily
	walls	spot clean	Daily
	glass	spot clean	Daily
	fans	dust/clean	bi-annually
	brass fixtures	polished	weekly or as requested per Coordinator
VENDING AREA			
	machines	clean; free of dust	Daily
	floors	sanitized; marks and scuffs removed	Daily
	counters	clean; free of dust	Daily
	water cooler	sanitized, drain pan emptied and sanitized.	Daily
	Refrigerator and microwave	sanitized and cleaned	Daily
OVERNIGHT ROOMS			
Mid Rental Service (non-checkout)			The following will be completed as requested by the Retreat Coordinator.
	bed linens	straighten bed linens	
	counters, dressers, tables, window sills, radiators	dust and clean	
	trash	empty	
	carpet	vacuum	
	bathrooms	clean/disinfect all bathroom fixtures, toilets, sinks, walls	
	bath linens	change all bath linens	
	toilet paper and tissues	replace/refill	
SERVICE (CHECK IN/OUT)			The following will be completed as requested by the Retreat Coordinator.
	bed linens	change bed linens	
	counters, dressers, window sills, radiators	dust and clean	

	trash	empty	
	carpet	vacuum	
	bathrooms	clean/disinfect all bathroom fixtures, toilets, sinks, walls	
	bath linens	change all bath linens	
	tissue paper	replace/refill	
	toilet paper	replace/refill	
	soap	replace/refill	
	sinks and fixtures	clean, disinfect and run water in all sinks minimum of 1 minute. Clear aerators as needed to increase water flow.	
			The following will be completed daily during all overnight retreats
SHOWERS, BATHS, AND TOILET FACILITIES IN BOTH WINGS, FIRST AND SECOND FLOOR CLEANING BEFORE, DURING AND AFTER EACH RENTAL			
	showers	9-clean, disinfect and run water in all shower stalls for minimum of 1 minute	
	bath tubs	8-clean, disinfect and run water in all bath tubs for minimum of 1 minute	
	bathrooms	5-base, stool, seat, tank sanitized, walls	
	sinks and fixtures	sanitized; fixtures polished	
	mirrors	clean; fingerprints removed; no streaks	
	tile floors	sanitized; marks and scuffs removed	
RECREATION CLASS AREA			
STAIRS			
	Handrail	clean and free of dust	bi-weekly
	stairs	vacuum	bi-weekly
ENTIRE BASEMENT AREA			
	floors	sanitized; marks and scuffs removed	bi-weekly
	tables/counter tops	clean; free of dust and debris	bi-weekly
	sink	sanitized, polished	bi-weekly
	window sills	clean; free of dust	bi-weekly
	trash	empty/wipe down	bi-weekly
BATHROOM			
	trash	empty/wipe down	Daily
	counters	wipe/disinfect	Daily
	sinks	sanitized; fixtures polished	Daily
	toilets	base, stool, seat, tank sanitized	Daily
	doors	doors clean and free of marks	Daily
	glass/mirrors	glass clean; fingerprints and marks removed	Daily
	floors	sanitized; marks and scuffs removed	Daily
	walls	spot cleaned	Daily
	soap dispensers	refilled	as needed
	toilet paper dispenser	refilled	as needed
	towels dispenser	refilled	as needed
HALLWAYS			
	Floor	Sanitized, marks and scuffs removed	As requested
	Lights	Clean and free of dust	As requested
ADMINISTRATIVE AREA			
	Carpet	Vacuumed, no spots, edges cleaned and dusted	As requested
	trash cans/recycle bins	Empty, wipe down	As requested
	Windows/Doors	Clean glass, fingerprints and marks removed	As requested
and other duties as requested on a per hour basis			

Deep cleaning. Clean toilets and sinks to prevent rust buildup, and remove dirt and dust. Dust ledges and other horizontal surfaces.

1. Set up shall include but not be limited to: linens for beds and towels, vacuuming of overnight rooms and hallway, sanitizing and cleaning of individual bathrooms floors, walls and fixtures, and cleaning and sanitizing of bathrooms and showers per the direction of the Conference Center Manager based on rental activity.
2. Take down shall include but not be limited to: stripping and removal of all bed linens, removal of all bath towels, remove garbage, vacuuming of overnight rooms and hallways, sanitizing and cleaning of individual bathroom floors, walls and fixtures, and cleaning and sanitizing of bathrooms and showers per the direction of the Dumas Bay Centre Manager based on rental activity. (Room cleaning shall occur a maximum of twenty four (24) hours after checkout has occurred)
3. Mid rental service shall include but not be limited to: exchange bath towels, common straightening of bed linens, remove garbage, vacuuming of overnight rooms and hallway, sanitizing and cleaning of individual bathroom floors, walls and fixtures, and cleaning and disinfecting of bathrooms and showers per the direction of the Dumas Bay Centre Manager based on rental activity.

EXHIBIT "C"
CITY OF FEDERAL WAY

DUMAS BAY CENTRE –CUSTODIAL AND HOUSEKEEPING SERVICES QUOTE FORM

Vendor Name:		
Address:		
City/State/Zip:		
Telephone:	Email Address:	Website:

Please quote the following options based upon Washington State Public Works Act RCW (39.12), Prevailing Wage Rate and the attached standards.

Contractor to furnish all necessary labor, equipment and cleaning supplies. This is a prevailing wage job and all employees must be compensated based on the prevailing wage at the time of the bid opening.

County	Trade	Job Classification	Wage	Holiday	Overtime	Notes
King	Building Service Employees	Janitor	\$24.63	5S	2F	

We are requesting pricing based on hourly rates and per job and will select the awarding janitorial service contractor based on the best rates for the City of Federal Way.

Daily/weekly custodial services

Cost per hour \$ _____

Retreat Custodial/housekeeping set up, cleanup cost and mid rental service

_____ Hourly time estimate per retreat room service

_____ Hourly time estimate for retreat shower, bath and toilet facility cleanup and sanitization

_____ Hourly time estimate for Banquet Rooms and public areas including 1st floor hallways, restrooms

Flat Rate Cleaning Services

Flat rate cost for Daily Janitorial Services.

_____ Cost for daily cleaning of Heron, Osprey, Eagleview, Goldfinch, vending room, guest kitchen, ADA restrooms, Theatre restrooms and 1st floor common area hallways and recreation floor restroom and all shower rooms.

_____ Cost per retreat room service (Setup or takedown)

_____ Cost per retreat room mid rental service (Includes swapping towels, removing garbage, quick sweep and general cleaning. Beds can be remade if guest has no personal belongings on bed at time however bed linens are not changed during this service)

_____ Cost per retreat service of all shower and restroom. (Does not include overnight room ½ baths)

_____ Basement area cleaning –Deep cleaning two times per week plus daily sanitization and cleaning of recreation floor restroom

_____ Theatre complex cleaning – includes Theatre, Lobby, Rehearsal Hall, backstage hallway, dressing rooms.

Signature/Title of authorized person completing the form

Date

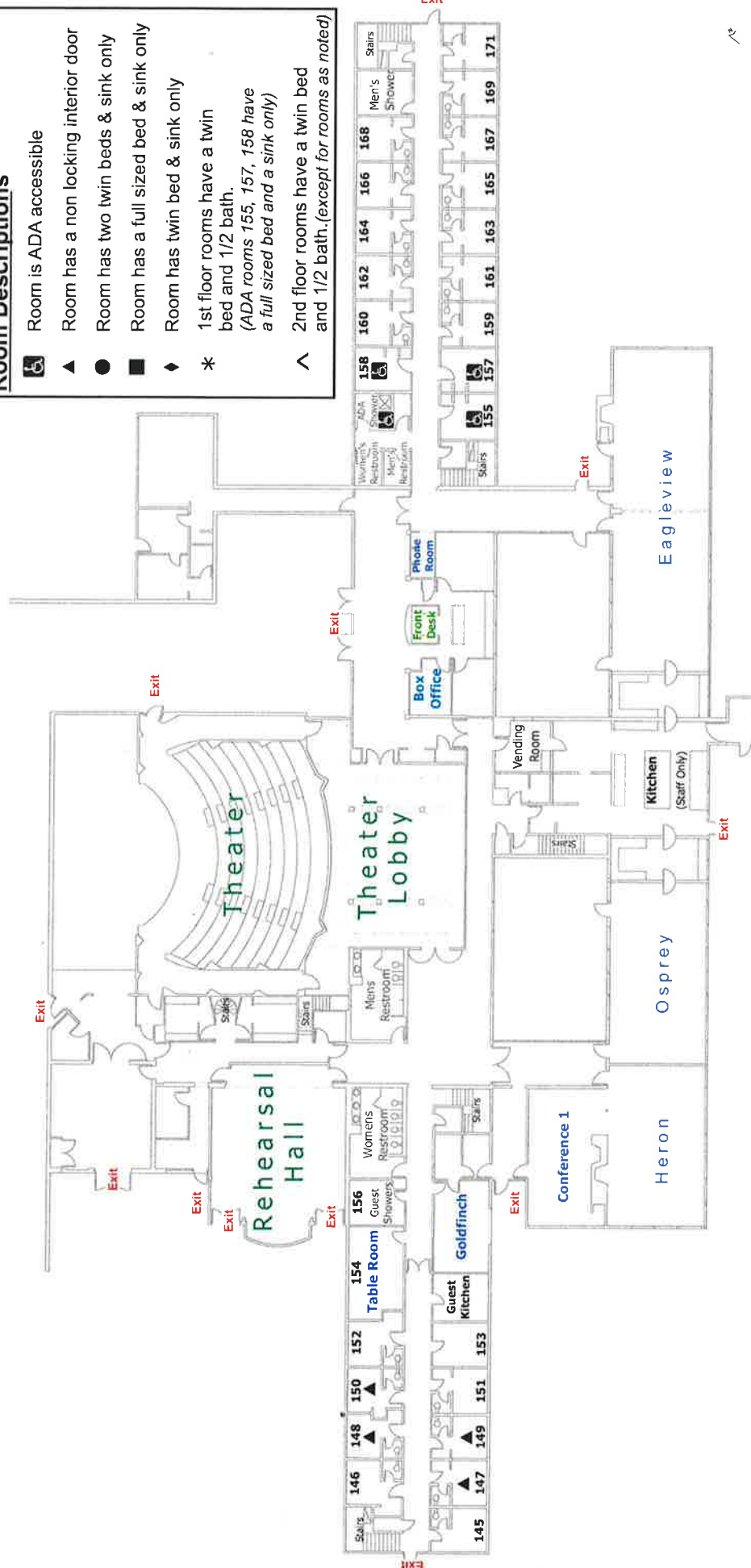
Dumas Bay Centre Building Layout & Overnight Room Descriptions

City of Federal Way
Dumas Bay Centre
3200 SW Dash Point Road
Federal Way, WA 98023
253-835-2000

First Floor*

Room Descriptions

- ♿ Room is ADA accessible
- ▲ Room has a non locking interior door
- Room has two twin beds & sink only
- Room has a full sized bed & sink only
- ◆ Room has twin bed & sink only
- * 1st floor rooms have a twin bed and 1/2 bath.
- ^ 2nd floor rooms have a twin bed and 1/2 bath. (except for rooms as noted)



Dumas Bay Centre does not have an elevator

Second Floor^

