



**Request for Proposals  
Janitorial Services – Professional and Recreational Facilities**

**Proposal Due Date: February 15, 2019**

**1. Proposal Time Line**

- a. RFP released: January 31, 2019
- b. Proposals Due: February 15, 2019
- c. Proposal Evaluations Completed: February 22, 2019
- d. Services Begin: March 1, 2019

**2. Guidelines for Submitting Proposal**

- a. To be considered for this project, the prospective proposer must submit a complete proposal to Eric Yakovich, Economic Development Manager, Port of Kalama, 110 W. Marine Drive, Kalama, WA 98625. **Proposals must be received no later than 3:00 P.M., February 15, 2019. A person authorized to bind the proposer to the proposal must sign the Certification and Contract Offer.**
- b. Each submittal shall contain the following:
  - i. Signed and dated Certification and Contract Offer sheet.
  - ii. Proposer Qualifications and References sheet.
  - iii. A statement of the insurance coverage your firm has in effect or will obtain for this agreement.
  - iv. Fee schedule, including base amount for standard janitorial services and hourly rates for additional services.
  - v. Qualifications of firm/firm's personnel who will be responsible to perform the services.
- c. Contractor must pay all employees prevailing wages for all work. Prevailing wages for all work performed shall be the prevailing wage rates in effect at the beginning date for each contract year. Prevailing wage rates applied to this contract shall be updated annually. Intents and affidavits for prevailing wages paid shall be submitted annually for all work completed within the previous twelve-month period.



- d. ***FAILURE TO SUBMIT ANY OF THE ABOVE REQUIRED ITEMS (2.2.1-5) MAY BE GROUNDS FOR REJECTION OF THE SUBJECT PROPOSAL RESPONSE.***

**3. Evaluation Criteria and Selection Process**

- a. All proposals received will be reviewed by Port staff based on the following criteria. Each evaluation criteria is assigned points based on its relative value to the scope of work as a whole. The criteria and the associated points are as follows:

<b><i>SCORING CRITERIA</i></b>		<b><i>POINTS</i></b>
<b>A.</b>	Adequacy and Completeness of the Proposal with regard to the information specified in the RFP, i.e., compliance with terms, conditions and other provisions contained in the RFP	15
<b>B.</b>	Cost of the Services	25
<b>C.</b>	Qualifications (prior janitorial experience; individual background checks; references)	35
<b>D.</b>	Previous Background and experience relevant to this RFP	25
<b>TOTAL POINTS</b>		<b>100</b>

- b. Up to three firms that are judged to be best able to meet the needs of the Port **may** be invited to participate in an interview. A contract will be entered into with the proposer, who, in the Evaluation Committee's judgment, is best qualified based on their overall evaluation of the written proposal and oral presentation.
- c. After the above activity has occurred, a single firm will be identified and a recommendation will be presented to the Board of Commissioners for their consideration. After the Board's action, the firm and the Port will enter into an agreement incorporating the terms and conditions of the RFP and the response of the successful firm.
- d. The Port reserves the right to consider past performance, historical information and fact, whether gained from the firm's proposal, question and answer conference, references, or any other source in the evaluation process. The Port further reserves the right to conduct background checks on personnel involved with providing services as well as those involved with the management or ownership of the janitorial firm. Information contained in such background checks may be used in the evaluation of the firm.



- e. The firm is cautioned that it is the firm's sole responsibility to submit information related to the evaluation categories, and that the Port is under no obligation to solicit such information if it is not included within the firm's proposal. Failure by the firm to submit such information may cause an adverse impact on the evaluation of the firm's proposal.
- f. If a contractor is unable or unwilling to meet any RFP requirement, an explicit statement to that effect must be made in the proposal as an exception.
- g. The Port reserves the right to reject any and all proposals and to waive any and all informalities in the best interest of the Port.

#### **4. Funding/Pricing**

- a. The firm must provide pricing for all requirements as set forth in this RFP and indicate such in their proposal. Reasonable price changes may be made during the term of the contract, provided the firm supply satisfactory documentation in advance to Port staff for their review and approval prior to any price changes.
- b. The Firm's pricing proposal must include:
  - i. Monthly cost of service to each site specified in 5.2.
  - ii. Hourly cost of urgent response services provided up Port request.
- c. Pricing must be based on prevailing wage.

#### **5. Overview of Required Services**

- a. General Services
  - i. Contractor provides all cleaning supplies and equipment.
  - ii. Contractor is not responsible for supplying and stocking paper products (toilet paper, hand towels, etc.).
  - iii. Provide urgent response availability for immediate cleaning needs. Onsite response time shall be no more than 1 hour. Such occurrences are not a component of the basic service and will be paid at an additional hourly rate.
  - iv. Pressure wash exterior restrooms as necessary and indicated by Port.
- b. Site-Specific Services
  - i. Site 1: Port Administration Office, 110 West Marine Drive, Kalama, WA
    - 1. Frequency: One cleaning day per week on a regular schedule
    - 2. Square Footage: approx. 13,530



3. Tasks at Every Cleaning
  - a. Clean restrooms, staff offices, conference rooms, interpretive center and common areas.
  - b. Vacuum all carpeted floors.
  - c. Wet mop all non-carpeted floors.
  - d. Wipe and disinfect all hand contact surfaces, such as counters, tables and doorknobs.
  - e. Dust all surfaces, including window frames, shelves and ledges.
  - f. Clean all interior glass surfaces lower than at 10 feet.
  - g. Empty garbage.
  
- ii. Site 2: Professional Building, 380 West Marine Drive, Kalama, WA
  1. Frequency: Two cleaning days per week on a regular schedule
  2. Schedule: Weekends or weekdays after 5:00 pm
  3. Square Footage: approx. 4,778
  4. Tasks at Every Cleaning
    - a. Clean restrooms, staff offices, conference rooms, interpretive center and common areas.
    - b. Vacuum all carpeted floors.
    - c. Wet mop all non-carpeted floors.
    - d. Wipe and disinfect all hand contact surfaces, such as counters, tables and doorknobs.
    - e. Dust all surfaces, including window frames, shelves and ledges.
    - f. Clean all interior glass surfaces lower than at 10 feet.
    - g. Empty garbage.
  
- iii. Site 3: Marina Public Restrooms
  1. Frequency: One cleaning day per week on a regular schedule
  2. Tasks at Every Cleaning
    - a. Clean two restrooms.
    - b. Wet mop floors.
    - c. Wipe and disinfect all hand contact surfaces, such as counters doorknobs.
    - d. Clean and disinfect toilets and sinks.
    - e. Wipe all interior surfaces.
    - f. Empty and remove garbage.
    - g. Immediately report any damages or necessary repairs to the Port.
  
- iv. Site 4: Marine Park Public Restrooms
  1. Frequency: One cleaning day per week on a regular schedule
  2. Tasks at Every Cleaning



- a. Clean two restrooms.
  - b. Wet mop floors.
  - c. Wipe and disinfect all hand contact surfaces, such as counters doorknobs.
  - d. Clean and disinfect toilets and sinks.
  - e. Wipe all interior surfaces.
  - f. Empty and remove garbage.
  - g. Immediately report any damages or necessary repairs to the Port.
- v. Site 5: Rasmussen Day Park Public Restrooms
- 1. Frequency: One cleaning day per week on a regular schedule
  - 2. Tasks at Every Cleaning
    - a. Clean two restrooms.
    - b. Wet mop floors.
    - c. Wipe and disinfect all hand contact surfaces, such as counters doorknobs.
    - d. Clean and disinfect toilets and sinks.
    - e. Wipe all interior surfaces.
    - f. Empty and remove garbage.
    - g. Immediately report any damages or necessary repairs to the Port.
- vi. Site 6: Haydu Park Public Restrooms
- 1. Frequency: One cleaning day per week on a regular schedule
  - 2. Tasks at Every Cleaning
    - a. Clean two restrooms.
    - b. Wet mop floors.
    - c. Wipe and disinfect all hand contact surfaces, such as counters doorknobs.
    - d. Clean and disinfect toilets and sinks.
    - e. Wipe all interior surfaces.
    - f. Empty and remove garbage.
    - g. Immediately report any damages or necessary repairs to the Port.
  - 3. Clean Exposition building as necessary and indicated by the Port.

## **6. Term of Agreement**

- a. March 1, 2019, to February 28, 2020. At the Port's sole discretion, this contract may be extended up to four additional years.



## **7. Firm Experience, Expertise, Reliability and Personnel**

- a. Please describe the services(s) you provide in detail, as it relates to the requirements of this RFP. The firm's proposal should be straightforward and limited to facts, equipment provided, and plans of proposed action.
- b. Experience and reliability of the firm's organization are considered in the evaluation process. Therefore, the firm is advised to provide any information that documents successful and reliable experience, especially those performances related to the requirements of this proposal.
- c. The qualifications of the personnel proposed by the firm will be considered in the evaluation. Therefore, the firm shall provide detailed information related to the experience, qualifications and capabilities of the staff proposed to perform Services.
- d. The firm shall provide a resume including at least two (2) references detailing education, qualifications, previous work assignments and experience as may relate to this proposal for key personnel who will be assigned to provide the required services. Certificates and licenses may be included as appropriate.
- e. The firm shall list on a separate page the name(s), title(s) and telephone number(s) of the contact person(s) as applicable, and the time of day they can be reached. List name, title, telephone and fax numbers of the contact person(s) in case of emergency and the person who will be responsible for administration of this contract.
- f. The firm shall have all personnel necessary to perform the services required under this contract and such personnel shall be qualified, experienced and licensed as required by laws and regulations to provide Services.

## **8. Insurance**

- a. Automobile Liability Insurance – Firm shall purchase and maintain during the term of the agreement automobile liability insurance covering all Firm vehicles used for providing services to the Port in the amount of one million dollars and shall provide Port with proof of said insurance.
- b. Commercial General Liability Insurance
  - i. Firm shall, at its sole cost and expense, carry at all times during the course of the agreement commercial general liability insurance as follows:



1. Bodily injury liability in an amount of not less than one million dollars for injuries, including death, to any one person in any one occurrence, and in an amount of not less than one million dollars covering injuries, including death, to more than one person in any one occurrence; together with
2. Property damage liability in an amount of not less than one million dollars covering damage or destruction of property in any one occurrence; or
3. Alternatively, Firm may carry combined single limit coverage in the amount of one million dollars, which insurance will satisfy the requirements of clauses 8.2.1.1. and 8.2.1.2. above.

## **9. Payment**

- a. The Port will pay as frequently as twice per month for services, provided that the services have been previously rendered and that proper invoices are received prior to the Port's regularly scheduled pay cycles. The Port typically pays on the second and fourth Wednesdays of each month, though some variation may occur in this process. The Firm must provide invoices no less than three business days prior to the payment cycle.



**10. Certification and Contract Offer**

CERTIFICATION AND CONTRACT OFFER

**PROPOSAL TITLE: Janitorial Services – Professional and Recreational Facilities**

**PROPOSAL DUE DATE: February 15, 2019**

I, the undersigned, having carefully examined the Request for Proposal for Janitorial Services – Professional and Recreational Facilities instructions and all other related material and information and agree to furnish services at the rates/fees proposed.

I further agree that this offer to furnish services will remain in effect at the rates/fees proposed for a period of not less than ninety (90) calendar days from the date that proposal are due, and that this offer may not be withdrawn or modified during that time.

If this offer, or portion thereof, is accepted by the Port and award is made thereon, I agree to enter into an agreement with Port of Kalama for Janitorial Services – Professional and Recreational Facilities as specified for the rates/fees proposed.

I hereby certify that this proposal is genuine and that I have not entered into collusion with any other vendor(s) or any other person(s).

\_\_\_\_\_  
SIGNED BY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
FIRM

\_\_\_\_\_  
ADDRESS CITY STATE ZIP CODE

\_\_\_\_\_  
PHONE

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FEDERAL TAX ID