



AGENDA

SHORELINE CITY COUNCIL BUSINESS MEETING

Monday, June 15, 2015
7:00 p.m.

Council Chamber · Shoreline City Hall
17500 Midvale Avenue North

	<u>Page</u>	<u>Estimated Time</u>
1. CALL TO ORDER		7:00
2. FLAG SALUTE/ROLL CALL		
3. REPORT OF THE CITY MANAGER		
4. COUNCIL REPORTS		
5. PUBLIC COMMENT		
<i>Members of the public may address the City Council on agenda items or any other topic for three minutes or less, depending on the number of people wishing to speak. The total public comment period will be no more than 30 minutes. If more than 10 people are signed up to speak, each speaker will be allocated 2 minutes. Please be advised that each speaker's testimony is being recorded. When representing the official position of a State registered non-profit organization or agency or a City-recognized organization, a speaker will be given 5 minutes and it will be recorded as the official position of that organization. Each organization shall have only one, five-minute presentation. Speakers are asked to sign up prior to the start of the Public Comment period. Individuals wishing to speak to agenda items will be called to speak first, generally in the order in which they have signed. If time remains, the Presiding Officer will call individuals wishing to speak to topics not listed on the agenda generally in the order in which they have signed. If time is available, the Presiding Officer may call for additional unsigned speakers.</i>		
6. APPROVAL OF THE AGENDA		7:20
7. CONSENT CALENDAR		7:20
(a) Minutes of Business Meeting of April 20, 2015	<u>7a-1</u>	
(b) Authorize the City Manager to Execute a Contract with Buenavista Services Inc. and Clean World Maintenance for Janitorial Services	<u>7b-1</u>	
(c) Authorize the City Manager to Execute Change Order No. 1 with MJ Hughes Construction Co. for the Salt Water Park Pedestrian Bridge Project	<u>7c-1</u>	
(d) Authorize the City Manager to Execute a Contract with Doolittle Construction, LLC for the 2015 Bituminous Surface Treatment (BST) Pavement Preservation Program	<u>7d-1</u>	
8. ACTION ITEMS		
(a) Discussion and Adoption of the 2015 Comprehensive Plan Amendment Docket	<u>8a-1</u>	7:20
9. STUDY ITEMS		
(a) Discussion of the Thornton Creek Low Impact Development Project and Basin Plan Update	<u>9a-1</u>	7:50
10. ADJOURNMENT		8:50

The Council meeting is wheelchair accessible. Any person requiring a disability accommodation should contact the City Clerk's Office at 801-2231 in advance for more information. For TTY service, call 546-0457. For up-to-date information on future agendas, call 801-2236 or see the web page at www.shorelinewa.gov. Council meetings are shown on Comcast Cable Services Channel 21 and Verizon Cable Services Channel 37 on Tuesdays at 12 noon and 8 p.m., and Wednesday through Sunday at 6 a.m., 12 noon and 8 p.m. Online Council meetings can also be viewed on the City's Web site at <http://shorelinewa.gov>.

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF BUSINESS MEETING

Monday, April 20, 2015
7:00 p.m.

Council Chambers - Shoreline City Hall
17500 Midvale Avenue North

PRESENT: Deputy Mayor Eggen, Councilmembers McGlashan, Hall, McConnell, Salomon, and Roberts

ABSENT: Mayor Winstead

1. CALL TO ORDER

At 7:00 p.m., the meeting was called to order by Deputy Mayor Eggen, who presided.

2. FLAG SALUTE/ROLL CALL

Deputy Mayor Eggen led the flag salute. Upon roll call by the Deputy City Clerk, all Councilmembers were present with the exception of Mayor Winstead.

Councilmember McConnell moved to excuse Mayor Winstead for personal reasons. The motion was seconded by Councilmember McGlashan and passed 6-0.

(a) Proclamation of Arbor day

Deputy Mayor Eggen read a proclamation declaring April 24, 2015 Arbor Day in the City of Shoreline. Al Wager, Parks, Recreation and Cultural Services/Tree Boardmember accepted the proclamation. He recognized Shoreline as a “Tree City USA” City and expressed hope that there will soon be a City arborist and staff to help care for Shoreline’s Urban Forest.

3. REPORT OF CITY MANAGER

Debbie Tarry, City Manager, provided reports and updates on various City meetings, projects and events.

4. COUNCIL REPORTS

There were no Council Reports presented.

Deputy Mayor Eggen recognized departing Parks, Recreation and Cultural Services/Tree Boardmembers Katie Beth, Al Wager, and Gary Lingerfelt for their outstanding services to the City of Shoreline. He read their accomplishments and presented them with a plaque of appreciation.

Councilmembers thanked the Boardmembers for their services to the Board and the Shoreline Community.

5. PUBLIC COMMENT

Tom Poitras, Shoreline resident, commented on development around the 145th Street Light Rail Station and recommended that initial efforts be concentrated in the smallest area possible so the fewest number of residents are negatively impacted. He referenced a publication entitled "*Getting to Smart Growth: 100 Policies for Implementation II*", talked about the use of Priority Funding Areas (PFAs) to fund infrastructure, and provided examples of PFAs.

Wendy DiPeso, Shoreline resident, commented that signs for the purchase of homes are appearing in the neighborhoods since the adoption of the 185th Street Station Subarea Plan. She expressed concern that unscrupulous persons are taking advantage of peoples' fears. She commented on a presentation made by Councilmember Hall regarding the 145th Street Subarea Station and quoted an excerpt from one of the presentation slides. She asked for Council to retain the trees in Shoreline.

Tom McCormick, Shoreline resident, provided two documents for the record: an email that he sent to the City Manager and City Council regarding a \$25,000 contract for a Point Wells Technical Report; and an email he sent to the City Attorney regarding the inclusion of the Transportation Corridor Study (TCS) in the Point Wells Environmental Impact Study. He asked the City to conduct a study of the financial impacts to Shoreline if there is no annexation of Point Wells. He asked for attached liabilities for Point Wells, whether it is annexed or not, and for an answer to a previously submitted question regarding the TCS.

Christopher Monson, Shoreline resident, talked about teaching people about the laws of the City to assist with crime prevention.

Ms. Tarry stated that she also saw signs about home purchases and said that Staff will follow up to see if additional information can be provided. She explained that a no annexation option of Point Wells will be studied in the TCS and that an economic analysis is being performed by BSRE and Snohomish County. She said that those analyses will be reviewed to help address and inform additional questions the City may have, and added that a financial analysis will also be performed.

6. APPROVAL OF THE AGENDA

Councilmember Salomon requested that Consent Calendar Items 7b and 7d be moved to Action items 8c and 8d. Councilmember McConnell requested that the February 23, 2015 Business Meeting Minutes be pulled for review and scheduled for the May 4, 2015 Agenda Consent Calendar.

The Agenda was approved as amended.

7. CONSENT CALENDAR

Upon motion by Councilmember Hall, seconded by Councilmember Roberts and unanimously carried 6-0, the following Consent Calendar items were approved:

- (a) Minutes of Special Meeting April 6, 2015**
- (b) Adoption of Res. No. 372 - Repealing Post-Issuance Tax Compliance Policies for Tax-Exempt Bonds Adopted in Resolution No. 308 and Approving the Revised Policies**
- (c) Adoption of Ord. No. 708 Amending the 2015 Budget for Uncompleted 2014 Operating and Capital Projects**

8. ACTIONS ITEMS

- (a) Public Hearing and Discussion of Ord. No. 715 - Amending SMC 3.60 Revenue Authority for the Transportation Benefit District

Alex Hertzog, Management Analyst, recounted Council's discussion of City Street Regulatory Options at the January 12, 2015 City Council Meeting. He explained that the proposed code amendment adds the use of tolling by the Transportation Benefit District (TBD), as authorized by Revised Code of Washington 36.73.040, to fund transportation improvements. He presented the proposed code amendment and stated that it aligns Shoreline Municipal Code with State Law. He stated that the passage of this Ordinance does not implement tolling, and he then described requirements that must be met before tolling could be put into effect.

Deputy Mayor Eggen opened the Public Hearing.

Tom Jamieson, Shoreline resident, read excerpts from the Staff Report and asked Council to clarify if the mention of tolls was intentionally omitted from the discussion on creating a Transportation Benefit District in Shoreline at the June 22, 2009 Council Meeting. He recalled the activity that took place in 2009 involving Snohomish County's Point Wells Draft Supplemental and Final Environmental Impact Study; action taken by Council opposing Snohomish County's designation of Point Wells as an Urban Center; the incorporation of Save Richmond Beach; a Richmond Beach Community Association design charrette; and adoption of the City Goals and Workplan. He asked if tolling was discussed at the Council Retreat held May 7-8, 2009.

Tom McCormick, Shoreline resident, thanked Council for the proposed code amendment making technical corrections to the Shoreline Municipal Code regarding tolling. He commented that placing a toll at the county line would provide additional revenue to the City. He talked about revenue that will be received from residents of Point Wells and stated that the City should be able to calculate how much revenue would be derived without annexing Point Wells.

Deputy Mayor Eggen asked if additional public comments can be accepted after the close of the Public Hearing and if they would be included in the deliberations.

Ms. Tarry responded that any comments received will be provided to Council, and explained that the City would move forward with action on this item on May 4, 2015, unless otherwise directed by Council.

Deputy Mayor Eggen closed the Public Hearing.

Councilmember Salomon commented that the change to the language provides the Transportation Benefit District tolling authority as allowed by State Law. He stated that the proposed code amendment is not a study on tolling and that it does not establish the implementation of tolling. He urged Council to support the amendment and stated that it strengthens the City's position in regards to the Point Wells Development.

Councilmember McGlashan asked if the amendment provides the opportunity for citywide tolling, if the City can implement tolling on a State Route, and what the costs are to implement and maintain tolling. Mr. Hertzog responded that the ballot measure would need to show how tolling revenue would be spent and define tolling locations. He stated that tolling can be implemented on a State Route under specific guidelines. He presented tolling options and stated they would have to be analyzed to determine cost.

Councilmember McConnell clarified that tolling can be implemented in different packages if more than one road was designated for tolling. She shared that she is in favor of tolling to help with mitigations if the Point Wells Developers are not cooperating. She requested that a study be completed for homes in Woodway that are on the County line to research whether they would be subject to the toll, only if tolling is considered for the Point Wells Development. She commented on the importance of having citizen support for a tolling ballot measure to succeed. Mr. Hertzog confirmed that tolling can be implemented on roads in different packages.

- (b) Adoption of Res. No. 373 - Approving Transfer of Telecommunications Franchise from AboveNet Communication, Inc. to Zayo Group, LLC

Mr. Hertzog provided background regarding the granting of a Franchise to AboveNet Communications in 2011 for ten years. He explained that AboveNet was acquired by Zayo Group, LLC in 2013 and that the Franchise needs to be transferred to Zayo. He then reviewed the terms and conditions of the Franchise.

Councilmember Hall moved adoption of Resolution No. 373 Approving Transfer of Telecommunications Franchise from AboveNet Communication, Inc. to Zayo Group, LLC. The motion was seconded by Councilmember Salomon.

Councilmember Roberts stated that he supports the Resolution and asked if the language in the Shoreline Municipal Code could be changed to make the transfer of succession of rights a more automatic process.

Deputy Mayor Eggen asked questions about Zayo assuming the terms of the existing contract. Mr. Hertzog explained that the First Amendment to Franchise Agreement, Attachment C, specifies the terms of the contract.

Councilmember McGlashan questioned the risks associated with not having the transfer of succession of rights approved by Council. Mr. Hertzog explained how Staff can perform due diligence and stated that there could be potential risks.

The motion passed unanimously, 6-0.

- (c) Authorizing a Cooperative Joint Agreement with the Washington State Department of Social and Health Services (DSHS) for Patrol and Emergency Police Services

Ms. Tarry explained that Fircrest is requesting a cooperative agreement for a half time dedicated police officer on their site and shared that they will pay for the costs. She said the police officer would also perform jail transport duties and additional policing duties in the City, and added that there are funds for the position in the budget.

Councilmember Hall moved to authorize the City Manager to enter into a Joint Cooperative Agreement with DSHS to provide campus patrol and emergency police services to Fircrest School for a period of three (3) years. The motion was seconded by Councilmember McGlashan.

Councilmember Salomon expressed concern with adding an on-going expense to the budget without a funding source to support it. He asked if a security guard can provide the services that Fircrest needs. He questioned funding a fully deputized police officer to be a jail transport officer. He stated that he believes there must be a less expensive alternative and urged Council to vote no.

Councilmember McGlashan commented on the need to preserve the number of officers on patrol in the City and the opportunity to support a good Cooperative Agreement with Fircrest. He explained that Fircrest is paying 50% of the cost and urged Council to vote yes.

Councilmember McConnell commented that the City is saving money by entering a Cooperative Agreement with Fircrest.

Councilmember Salomon asked if the new Police Station will help alleviate the number of jail transport trips.

Ms. Tarry recalled that when the City entered into the SCORE Agreement that the need for an additional jail transport officer would be evaluated. She stated that it has been determined that an additional officer is needed and explained the savings the City would realize by sharing the cost of the police officer. She stated that a transport can take 4-5 hours and takes an officer off the streets. She said that a deputized officer is required for transport and that transport time constraints are regulated by State law.

Deputy Mayor Eggen talked about the loss of officer time on the streets due to transports to SCORE, and stated he will support the motion.

The motion passed 5-1, with Councilmember Salomon voting no.

(d) Adoption of Ord. No. 709 - 2015 Budget Amendment

Patti Rader, Interim Administrative Services Director, recalled that Ordinance No. 709 was discussed at the April 6, 2015 Council Meeting and explained the purpose of the Ordinance.

Councilmember Roberts moved adoption of Ordinance No. 709 - 2015 Budget Amendment. The motion was seconded by Councilmember McConnell.

Councilmember Salomon moved to amend the motion to remove the current language in Ordinance 709, Parks Recreation and Cultural Services 2015 Extra Help Pay Schedule of “Extra Help Employees hired prior to the effective date will be Y-rated for the calendar year of 2015” and replace it with “Extra Help employees hired prior to the effective date will be Y-rated”. The motion was seconded by Councilmember Roberts.

Councilmember Salomon explained that some Extra Help Employees are currently compensated above the top rate on the Extra Help Pay Schedule and stated that they would have to take a pay cut if they return to the City in subsequent years. He commented on the need to provide more opportunities to low wage earners and said the amendment allows employees to maintain their Y rating indefinitely.

Councilmember McGlashan asked if these employees are currently hired and what affect the amendment would have on new employees. Ms. Rader explained that some employees are currently on staff, some were recently hired, and that some have returned over multiple years and that is why they are at a higher pay rate. Ms. Tarry clarified the intent of the amendment.

Councilmember Hall talked about hiring, separating and compensating Extra Help Employees. He asked if full-time employees that separate from the City and return have rights to previous compensation and benefits. He stated that employees should be subjected to compensation at the time the position is assumed, and stated he does not support the amendment. Ms. Tarry responded that employees who separate and return do not have rights to previous compensation and benefits.

Councilmember Roberts stated he supports hiring people based on their longevity and asked if the City Manager has discretion to hire above Step I. He stated that he supports the amendment and asked if the Extra Help Salary Pay Schedule will be included in the annual budget review. Ms. Tarry responded that an employee can be hired higher then Step I and that the City Manager does not have discretion to hire above the highest step. Ms. Rader added that the Extra Help Pay Schedule will be a part of the annual budget review.

Deputy Mayor Eggen talked about skill level differences within the steps, Y ratings for employees who leave and return to the City, and stated that he will support the amendment.

Councilmember Roberts suggested having a policy discussion about Extra Help Employees that address compensation practices for employees that leave and return to the City in the 2016 Budget Review Process.

The amendment failed 3-3, with Deputy Mayor Eggen and Councilmembers Salomon and Roberts voting yes.

Councilmember Salomon expressed disappointment that Extra Help Employees at the top step that return in 2016 will be subject to a pay cut; but stated he will support the motion.

Councilmember Roberts asked that the topic be brought back for discussion during the 2016 Budget Review Process and stated he will be supporting the motion.

The motion passed unanimously, 6-0.

9. STUDY ITEMS

(a) Discussion of Fourth Quarter Financial Report with CIP Update

Ms. Rader provided a summary of the City's 2014 financial activity and current financial position, and gave an update on Capital Improvement Projects. She reported that revenues exceed expenditures by \$1.1 million. She reviewed General Fund Revenues and Expenditures, Fund Balances and Other Funds. She explained that the City met the 10-Year Sustainability Plan goals to collect revenue at a rate of 100% of the budget and to spend at a rate 98% of budget. She reported that \$3.4 million has been added to General Fund Reserves. She reviewed Revenue Funds and stated that motor vehicle sales tax and ongoing construction are driving the increase in revenue. She stated that she anticipates this type of growth to continue in 2015, and then explained the increases in Development Revenue. She presented General Fund Expenditures, and talked about the outside legal services needed for the City Attorney's Office, and the SCORE and King County Police contracts. She reported that the 2014 General Fund Balance is \$11.6 million. She said the Real Estate Excise Tax is back to the City's revenue baseline, and commented that demand for property is higher than inventory. She then provided a status update on the Annual Surface Maintenance and Stormwater Pipe Replacement Capital Improvement Projects.

Councilmembers expressed gratitude to Staff for work completed to develop and maintain the City's Budget, and for the work accomplished on the 10 Year Sustainability Plan. They communicated that they are glad that the Plan is being used to benchmark the City's progress, and commended the Staff for displaying great financial discipline and management.

10. ADJOURNMENT

At 8:58 p.m., Deputy Mayor Eggen declared the meeting adjourned.

Bonita Roznos, Deputy City Clerk

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Motion to Authorize the City Manager to Execute Contracts with Buenavista Services, Inc. and Clean World Maintenance for Janitorial Services for the City of Shoreline
DEPARTMENT:	Administrative Services Department
PRESENTED BY:	Patti Rader, Interim Administrative Services Director
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The City janitorial contract with Allbright Floor Care, doing business as ProTeam, for all City facilities will expire on June 30, 2015. The vendor provides year-round janitorial services for the City’s twenty (20) buildings, including office, maintenance facilities, park restrooms, pool, and recreation centers.

The State of Washington Department of Enterprise Services’ (DES) has developed a process to assist state and local agencies with the selection of janitorial services and staff elected to use this process. Staff reassessed the janitorial needs of the City and elected to split the work into two segments: park standalone restrooms and all other city buildings. The low bidders in the Request for Proposal (RFP) process were Clean World Maintenance, who will provide janitorial services for the park standalone restroom facilities, and Buenavista Services, Inc., who will provide service at other City facilities. Both contracts are proposed for a period of one-year with an option for three additional one-year contract extensions, for a total of four years if all option years are executed.

RESOURCE/FINANCIAL IMPACT:

The 2015 budget for janitorial services totals \$229,997. Janitorial services for the first six months of the year totals \$127,472 and the expenditures from July 1 – December 31 are projected to cost \$109,705, for a total of \$237,177. There is expected to be a shortfall of \$7,180 which will be covered by savings from other areas within the operating budget. Below is the 2015 financial summary for this service:

2015 Janitorial Budget	\$229,997
Expenditures	
Janitorial Services (Jan-June 2015)	\$127,472
Clean World Maintenance (July–Dec 2015)	\$24,893
Buenavista Services, Inc.(July–Dec 2015)	\$84,812
Subtotal	\$237,177
Shortfall	\$7,180

The total cost of the initial 12 month (annual) contract is \$49,785 for Clean World Maintenance and \$169,623 for Buenavista Services, Inc., for an annual amount of \$219,408. The four-year projected total cost for both contracts is \$877,632. Additionally, each of the contracts will allow for increases to the contract amount based on changes (increases or decreases) to the prevailing wages as required by WAC 296-127-023 and potential significant increases to the market cost of the supplies.

RECOMMENDATION

Staff recommends that the City Council move to authorize the City Manager to execute janitorial services contracts with Buenavista Services, Inc. in an amount not to exceed \$680,000 plus cost increases or decreases equal to the prevailing wage rate changes and changes to the market cost of supplies, and Clean World Maintenance in an amount not to exceed \$200,000 plus cost increases or decreases equal to the prevailing wage rate changes and changes to the market cost of supplies.

Approved By: City Manager ***DT*** City Attorney ***MK***

BACKGROUND

The Central Services Division oversees the management of janitorial services for all City of Shoreline facilities. The City uses private companies to perform this work. Allbright Floor Care, doing businesses as Pro Team, has been the janitorial services provider for the City since January 1, 2011. The final contract extension with this vendor was approved by the City Council on March 23, 2015 and their contract will expire on June 30, 2015. This janitorial services vendor provides year-round janitorial services for the City's twenty (20) buildings, including office, maintenance facilities, park restrooms, pool, and recreation centers.

DISCUSSION

Historically, the City has conducted janitorial service Request for Proposal (RFP) processes in-house. This year however, staff made the decision to participate in the State of Washington, Department of Enterprise Services' (DES) janitorial contract selection process. This entails DES staff preparing the advertising documents and processing the responses. The City is involved in blind scoring during the rating process but remains the final decision-maker with regards to vendor selection. By participating in the DES janitorial contracting process, the City is able to leverage the buying power of a much larger entity while saving City staff time during the bidding process. Additionally, if there are problems with the vendor during the contracting period, the State will provide support to City staff.

Additionally, the City's historical practice regarding this service was to enter into a single janitorial services contract that included all City facilities. However, as part of this contract process this year, staff made the decision to advertise through the State for two separate contracts due to the scope differences between the office/recreation buildings that the City owns and the park standalone restrooms.

Thus, as part of this contract process, one service contract includes all 14 park standalone restrooms:

- Echo Lake Park Restroom
- Kayu Kayu Park Restroom
- Hamlin Park Lower Restroom
- Shoreview Park Lower Restroom
- Richmond Beach Saltwater Park Lower Restroom
- Shoreline Park Restroom
- Cromwell Park Restroom
- Hillwood Park Restroom
- Hamlin Park Upper Restroom
- Shoreview Park Upper Restroom
- Paramount Park Restroom
- Richmond Beach Saltwater Park Upper Restroom
- Twin Ponds Park Restroom
- Richmond Highlands Park Restroom

The other contract includes all other City buildings with custodial service:

- Shoreline City Hall
- Richmond Highlands Community Center
- Street Operations Buildings at Hamlin Park
- Shoreline Police Station
- Shoreline Swimming Pool
- Spartan Recreation Center

Additionally, in the planning process for this new contract advertisement, the following other considerations were taken into account:

- Currently, the Street Maintenance staff is responsible for cleaning their own facility located at Hamlin Park. It was recognized that each hour staff spends cleaning the restroom/shower, staff room, locker room kitchenette and offices takes them away from their primary mission of performing streets work. As a result, it was decided to add once per week cleaning at the Street Maintenance facility to the contract (as noted above).
- During the winter months (December through February), the park standalone restrooms are not cleaned on Tuesday and Thursday. Issues with plumbing, graffiti and other maintenance issues continue to occur on the non-service days that are not reported to City staff for repair. This results in the exposure of park patrons to dirty or non-functional restrooms two days per week.

As a result of these considerations, the costs provided in the bids were very competitive and the volume of responders was impressive. The scoring was based on the following criteria: experience, cost and historical performance. The two vendors recommended were highly rated by the committee members for their experience and past performance and were also the low bidders in their respective grouping of buildings.

For the park standalone restroom RFP, DES received eight (8) bids. The bids ranged from \$49,785 to \$210,873, with the low bidder being Clean World Maintenance at \$49,785. The RFP for all other City buildings received nine (9) submittals that ranged from \$169,623 to \$801,719. The low bidder for this contract was Buenavista Services, Inc. at \$169,623. Both contracts are for a period of a one-year with an option for three additional one-year contract extensions, for a total of four years if all option years are executed. The scopes of work for Clean World Maintenance and Buenavista Services, Inc. are attached to this staff report as Attachment A and B respectively.

RESOURCE/FINANCIAL IMPACT

The 2015 budget for janitorial services totals \$229,997 and included an expected increase in the cost. Janitorial services for the first six months of the year totals \$127,472 and the expenditures from July 1 – December 31 are projected to cost \$109,705, for a total of \$237,177. There is expected to be a shortfall of \$7,180 which will be covered by the operating budget. Below is the 2015 financial summary for this service:

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Subtotal	\$237,177
Shortfall	\$7,180

The total cost of the initial 12 month (annual) contract is \$49,785 for Clean World Maintenance and \$169,623 for Buenavista Services, Inc., for an annual amount of \$219,408. The four-year projected total cost for both contracts is \$877,632. Additionally, each of the contracts will allow for increases to the contract amount based on changes (increases or decreases) to the prevailing wages as required by WAC 296-127-023 and potential significant increases to the market cost of the supplies.

RECOMMENDATION

Staff recommends that the City Council move to authorize the City Manager to execute janitorial services contracts with Buenavista Services, Inc. in an amount not to exceed \$680,000 plus cost increases or decreases equal to the prevailing wage rate changes and changes to the market cost of supplies, and Clean World Maintenance in an amount not to exceed \$200,000 plus cost increases or decreases equal to the prevailing wage rate changes and changes to the market cost of supplies.

ATTACHMENTS

Attachment A: Scope of Work for Clean World Maintenance
Attachment B: Scope of Work for Buenavista Services, Inc.



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name:	<input type="text" value="City of Shoreline -Cromwell Park Restroom -Map S"/>	Work Request Number:	<input type="text"/>
Agency # or ID:	<input type="text"/>	County:	<input type="text" value="King"/>
Contract Life:	<input type="text" value="1 yr."/>	Original Start Date:	<input type="text"/>
Building Type:	<input type="text" value="Other"/>	Estimated Square Feet:	<input type="text" value="220"/>
		# of Floors:	<input type="text" value="1.00"/>
Approved working hours	<input type="text" value="4:00 am to 8:00 am - all year"/>		

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="Cromwell Park Restroom"/>	<input type="text"/>	<input type="text"/>
Street Address:	<input type="text" value="18030 Meridian Ave.N"/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="17500 Midvale Ave. N."/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Other (Interior Walls)
- m) Other (Interior Walls)
- n) Other

Additional Instructions:

7

Weekly

X	X	X	X	X	X	X
S	M	T	W	R	F	S

Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Other
- h) Other
- i) Other

Additional instructions:

Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Coiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains (Also see special instructions below)
- b) Elevators
- c) Faucets
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions: Remove and properly dispose of all foreign objects from the drinking fountain.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas. (Including exterior of the restroom).
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms:
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Other (Remove all garbage from site per special instructions)
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location

s) On designated day(s), take large receptacles to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. All trash shall be removed from the site (including outside trash cans within 10' of the entrance) and hauled and dumped at designated City dumpsters located at the Hamlin Maintenance Facility. The Hamlin Maintenance Facility is located at 16006 15th Avenue NE, Shoreline, WA 98155.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptacle as
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Other (Clean all interior and windows including ceiling windows)
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Other (Remove all foreign objects from toilets and sinks)
- i) Other (Squeegee floors dry after mopping)
- k) Other (See special instructions below)

- m) Other (Graffiti see special instructions)
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions: Verify restroom is free of graffiti and garbage cans are also free of dents and graffiti. Custodians are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other (See Special Instructions)
- d) Other
- e) Other
- g) Other

Special Instructions: Clean out "Chase area" (mechanical room) once per month; includes sweeping, mopping and removing cobwebs. The chase is used as storage for janitorial supplies and Park equipment. Clean out may require light organization in order to clean the area.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:-
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

- a) Clean inside of microwave(s)
- b) Clean inside of refrigerator(s)
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly)

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Other
- i) Other
- j) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

16 Clean resilient floors to include: (Daily / Weekly)

- a) Sweep floors
- b) Dry mop
- c) Wet mop
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.

↓ Check box to activate section:

17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)

- a) Strip old wax and remove stains and discolorations
- c) Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

- a) All carpeted areas
- c) Lobby / Reception area
- e) All open access areas along hallways and corridors
- g) Conference Rooms
- i) Private offices
- k) Employee cubicle areas
- m) Stairs and landing
- o) Rugs
- q) Other
- s) Other

Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand—to allow employees to remove any items from window sills etc.

↓ Check box to activate section:

20 Clean (ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

29 Emergency water damage cleanup

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

30 Other (i.e. Chemical Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

31 Other (i.e. Biological Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

32 Other (i.e. Bodily Fluids)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

33 Other

Special instructions:

Attachment A

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels - Eco Green 100% Recycled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment A

Liquid Soap		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags - Heavy Duty		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
 DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name: Work Request Number:

Agency # or ID: County: Monthly Budget Amt.

Contract Life: Original Start Date:

Building Type: Estimated Square Feet: # of Floors:

Approved working hours

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="Echo Lake Park Restroom"/>	<input type="text"/>	<input type="text"/>
Street Address:	<input type="text" value="19915 Ashworth Ave. N"/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="17500 Midvale Ave. N."/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98177"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Other (Interior Walls)
- m) Other (Interior Walls)
- n) Other

Additional Instructions:

7

Weekly

X	X	X	X	X	X	X
S	M	T	W	R	F	S

Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Other
- h) Other
- i) Other

Additional instructions:

Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Coiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains (Also see special instructions below)
- b) Elevators
- c) Faucets
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions: Remove and properly dispose of all foreign objects from the drinking fountain.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas. (Including exterior of the restroom).
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms:
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Other (Remove all garbage from site per special instructions)
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location

s) On designated day(s), take large receptacles to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. All trash shall be removed from the site (including outside trash cans within 10' of the entrance) and hauled and dumped at designated City dumpsters located at the Hamlin Maintenance Facility. The Hamlin Maintenance Facility is located at 16006 15th Avenue NE, Shoreline, WA 98155.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptacle as
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Other (Clean all interior and windows including ceiling windows)
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Other (Remove all foreign objects from toilets and sinks)
- i) Other (Squeegee floors dry after mopping)
- k) Other (See special instructions below)

- m) Other (Graffiti see special instructions)
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions: (Remove and replace red Sharp's container inside restroom and store full sharps containers safely in "Chase area" until proper pick up is arranged). Verify restroom is free of graffiti and garbage cans are also free of dents and graffiti. Custodians are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other (See Special Instructions)
- d) Other
- e) Other
- g) Other

Special Instructions: Clean out "Chase area" (mechanical room) once per month; includes sweeping, mopping and removing cobwebs. The chase is used as storage for janitorial supplies and Park equipment. Clean out may require light organization in order to clean the area.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:-
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

- a) Clean inside of microwave(s)
- b) Clean inside of refrigerator(s)
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly)

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Other
- i) Other
- j) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

16 Clean resilient floors to include: (Daily / Weekly)

- a) Sweep floors
- b) Dry mop
- c) Wet mop
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.

↓ Check box to activate section:

17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)

- a) Strip old wax and remove stains and discolorations
- c) Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

- a) All carpeted areas
- c) Lobby / Reception area
- e) All open access areas along hallways and corridors
- g) Conference Rooms
- i) Private offices
- k) Employee cubicle areas
- m) Stairs and landing
- o) Rugs
- q) Other
- s) Other

Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand—to allow employees to remove any items from window sills etc.

↓ Check box to activate section:

20 Clean (ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

29 **Emergency water damage cleanup**

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

30 **Other (i.e. Chemical Spills)**

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

31 **Other (i.e. Biological Spills)**

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

32 **Other (i.e. Bodily Fluids)**

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

33 **Other**

Special instructions:

Attachment A

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels - Eco Green 100% Recycled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment A

Liquid Soap		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags - Heavy Duty		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
 DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name: Work Request Number:

Agency # or ID: County: Monthly Budget Amt.

Contract Life: Original Start Date:

Building Type: Estimated Square Feet: # of Floors:

Approved working hours

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="Hamlin Lower Park Restroom"/>	<input type="text"/>	<input type="text"/>
Street Address:	<input type="text" value="16006 15th Ave NE"/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="17500 Midvale Ave. N."/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98155"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Other (Interior Walls)
- m) Other (Interior Walls)
- n) Other

Additional Instructions:

7

Weekly

X	X	X	X	X	X	X
S	M	T	W	R	F	S

Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Other
- h) Other
- i) Other

Additional instructions:

Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Coiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains (Also see special instructions below)
- b) Elevators
- c) Faucets
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions: Remove and properly dispose of all foreign objects from the drinking fountain.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas. (Including exterior of the restroom).
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms:
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Other (Remove all garbage from site per special instructions)
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location

s) On designated day(s), take large receptacles to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. All trash shall be removed from the site (including outside trash cans within 10' of the entrance) and hauled and dumped at designated City dumpsters located at the Hamlin Maintenance Facility. The Hamlin Maintenance Facility is located at 16006 15th Avenue NE, Shoreline, WA 98155.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptacle as
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Other (Clean all interior and windows including ceiling windows)
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Other (Remove all foreign objects from toilets and sinks)
- i) Other (Squeegee floors dry after mopping)
- k) Other (See special instructions below)

- m) Other (Graffiti see special instructions)
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions: Verify restroom is free of graffiti and garbage cans are also free of dents and graffiti. Custodians are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other (See Special Instructions)
- d) Other
- e) Other
- g) Other

Special Instructions: Clean out "Chase area" (mechanical room) once per month; includes sweeping, mopping and removing cobwebs. The chase is used as storage for janitorial supplies and Park equipment. Clean out may require light organization in order to clean the area.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:-
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

- a) Clean inside of microwave(s)
- b) Clean inside of refrigerator(s)
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly)

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Other
- i) Other
- j) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

16 Clean resilient floors to include: (Daily / Weekly)

- a) Sweep floors
- b) Dry mop
- c) Wet mop
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.

↓ Check box to activate section:

17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)

- a) Strip old wax and remove stains and discolorations
- c) Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

- a) All carpeted areas
- c) Lobby / Reception area
- e) All open access areas along hallways and corridors
- g) Conference Rooms
- i) Private offices
- k) Employee cubicle areas
- m) Stairs and landing
- o) Rugs
- q) Other
- s) Other

Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand—to allow employees to remove any items from window sills etc.

↓ Check box to activate section:

20 Clean (ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

29 **Emergency water damage cleanup**

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

30 **Other (i.e. Chemical Spills)**

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

31 **Other (i.e. Biological Spills)**

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

32 **Other (i.e. Bodily Fluids)**

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

33 **Other**

Special instructions:

Attachment A

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels - Eco Green 100% Recycled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment A

Liquid Soap		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags - Heavy Duty		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name:	<input type="text" value="City of Shoreline -Hamlin Park Upper Restroom-Map I"/>	Work Request Number:	<input type="text"/>
Agency # or ID:	<input type="text"/>	County:	<input type="text" value="King"/>
Contract Life:	<input type="text" value="1 yr."/>	Original Start Date:	<input type="text"/>
Building Type:	<input type="text" value="Other"/>	Estimated Square Feet:	<input type="text" value="435"/>
		# of Floors:	<input type="text" value="1.00"/>
Approved working hours	<input type="text" value="4:00 am to 8:00 am - all year"/>		

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="Hamlin Park Upper Restroom"/>	<input type="text"/>	<input type="text"/>
Street Address:	<input type="text" value="16006 15th Ave NE"/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="17500 Midvale Ave. N."/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98155"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Other (Interior Walls)
- m) Other (Interior Walls)
- n) Other

Additional Instructions:

7

Weekly

X	X	X	X	X	X	X
S	M	T	W	R	F	S

Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Other
- h) Other
- i) Other

Additional instructions:

Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Coiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains (Also see special instructions below)
- b) Elevators
- c) Faucets
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions: Remove and properly dispose of all foreign objects from the drinking fountain.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas. (Including exterior of the restroom).
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms:
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Other (Remove all garbage from site per special instructions)
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location

s) On designated day(s), take large receptacles to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. All trash shall be removed from the site (including outside trash cans within 10' of the entrance) and hauled and dumped at designated City dumpsters located at the Hamlin Maintenance Facility. The Hamlin Maintenance Facility is located at 16006 15th Avenue NE, Shoreline, WA 98155.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptacle as
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Other (Clean all interior and windows including ceiling windows)
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Other (Remove all foreign objects from toilets and sinks)
- i) Other (Squeegee floors dry after mopping)
- k) Other (See special instructions below)

- m) Other (Graffiti see special instructions)
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions: Verify restroom is free of graffiti and garbage cans are also free of dents and graffiti. Custodians are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other (See Special Instructions)
- d) Other
- e) Other
- g) Other

Special Instructions: Clean out "Chase area" (mechanical room) once per month; includes sweeping, mopping and removing cobwebs. The chase is used as storage for janitorial supplies and Park equipment. Clean out may require light organization in order to clean the area.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:-
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

- a) Clean inside of microwave(s)
- b) Clean inside of refrigerator(s)
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly)

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Other
- i) Other
- j) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

16 Clean resilient floors to include: (Daily / Weekly)

- a) Sweep floors
- b) Dry mop
- c) Wet mop
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.

↓ Check box to activate section:

17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)

- a) Strip old wax and remove stains and discolorations
- c) Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

- a) All carpeted areas
- c) Lobby / Reception area
- e) All open access areas along hallways and corridors
- g) Conference Rooms
- i) Private offices
- k) Employee cubicle areas
- m) Stairs and landing
- o) Rugs
- q) Other
- s) Other

Special instructions: Janitor to pre-vacuum all carpeted areas with an upright rollerbrush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand—to allow employees to remove any items from window sills etc.

↓ Check box to activate section:

20 Clean (ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

29 **Emergency water damage cleanup**

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

30 **Other (i.e. Chemical Spills)**

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

31 **Other (i.e. Biological Spills)**

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

32 **Other (i.e. Bodily Fluids)**

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

33 **Other**

Special instructions:

Attachment A

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

34 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels - Eco Green 100% Recycled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

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Bidder to propose Monthly Flat Service Fee >>>

\$0.00

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment A

Liquid Soap		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags - Heavy Duty		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name:	<input type="text" value="City of Shoreline -Hillwood Park Restroom-Map G"/>	Work Request Number:	<input type="text"/>
Agency # or ID:	<input type="text"/>	County:	<input type="text" value="King"/>
Contract Life:	<input type="text" value="1 yr."/>	Original Start Date:	<input type="text"/>
Building Type:	<input type="text" value="Other"/>	Estimated Square Feet:	<input type="text" value="260"/>
		# of Floors:	<input type="text" value="1.00"/>
Approved working hours	<input type="text" value="4:00 am to 8:00 am - Open March 1 to November 30 and closed December 1 through February 28."/>		

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="Hillwood Park Restroom"/>	<input type="text"/>	<input type="text"/>
Street Address:	<input type="text" value="19001 3rd Ave NW"/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="17500 Midvale Ave. N."/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98177"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Other (Interior Walls)
- m) Other (Interior Walls)
- n) Other

Additional Instructions:

7

Weekly

X	X	X	X	X	X	X
S	M	T	W	R	F	S

Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Other
- h) Other
- i) Other

Additional instructions:

Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Coiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains (Also see special instructions below)
- b) Elevators
- c) Faucets
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions: Remove and properly dispose of all foreign objects from the drinking fountain.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas. (Including exterior of the restroom).
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms:
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Other (Remove all garbage from site per special instructions)
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Other (Clean all interior and windows including ceiling windows)
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Other (Remove all foreign objects from toilets and sinks)
- i) Other (Squeegee floors dry after mopping)
- k) Other (See special instructions below)

- m) Other (Graffiti see special instructions)
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions: Verify restroom is free of graffiti and garbage cans are also free of dents and graffiti. Custodians are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other (See Special Instructions)
- d) Other
- e) Other
- g) Other

Special Instructions: Clean out "Chase area" (mechanical room) once per month; includes sweeping, mopping and removing cobwebs. The chase is used as storage for janitorial supplies and Park equipment. Clean out may require light organization in order to clean the area.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:-
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

- a) Clean inside of microwave(s)
- b) Clean inside of refrigerator(s)
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly)

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Other
- i) Other
- j) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

16 Clean resilient floors to include: (Daily / Weekly)

- a) Sweep floors
- b) Dry mop
- c) Wet mop
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.

↓ Check box to activate section:

17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)

- a) Strip old wax and remove stains and discolorations
- c) Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

- a) All carpeted areas
- c) Lobby / Reception area
- e) All open access areas along hallways and corridors
- g) Conference Rooms
- i) Private offices
- k) Employee cubicle areas
- m) Stairs and landing
- o) Rugs
- q) Other
- s) Other

Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand—to allow employees to remove any items from window sills etc.

↓ Check box to activate section:

20 Clean (ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment A

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

29 Emergency water damage cleanup

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

30 Other (i.e. Chemical Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

31 Other (i.e. Biological Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

32 Other (i.e. Bodily Fluids)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

33 Other

Special instructions:

Attachment A

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels - Eco Green 100% Recycled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment A

Liquid Soap		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags - Heavy Duty		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
 DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name: Work Request Number:

Agency # or ID: County: Monthly Budget Amt.

Contract Life: Original Start Date:

Building Type: Estimated Square Feet: # of Floors:

Approved working hours

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="Kayu Kayu Park Restroom"/>	<input type="text"/>	<input type="text"/>
Street Address:	<input type="text" value="19911 Richmond Beach Rd"/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="17500 Midvale Ave. N."/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98177"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
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Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Other (Interior Walls)
- m) Other (Interior Walls)
- n) Other

Additional Instructions:

7

Weekly

X	X	X	X	X	X	X
S	M	T	W	R	F	S

Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Other
- h) Other
- i) Other

Additional instructions:

Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Coiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains (Also see special instructions below)
- b) Elevators
- c) Faucets
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions: Remove and properly dispose of all foreign objects from the drinking fountain.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas. (Including exterior of the restroom).
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms:
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Other (Remove all garbage from site per special instructions)
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location

s) On designated day(s), take large receptacles to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. All trash shall be removed from the site (including outside trash cans within 10' of the entrance) and hauled and dumped at designated City dumpsters located at the Hamlin Maintenance Facility. The Hamlin Maintenance Facility is located at 16006 15th Avenue NE, Shoreline, WA 98155.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>											
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptacle as
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>											
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Other (Clean all interior and windows including ceiling windows)
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Other (Remove all foreign objects from toilets and sinks)
- i) Other (Squeegee floors dry after mopping)
- k) Other (See special instructions below)

- m) Other (Graffiti see special instructions)
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions: Verify restroom is free of graffiti and garbage cans are also free of dents and graffiti. Custodians are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other (See Special Instructions)
- d) Other
- e) Other
- g) Other

Special Instructions: Clean out "Chase area" (mechanical room) once per month; includes sweeping, mopping and removing cobwebs. The chase is used as storage for janitorial supplies and Park equipment. Clean out may require light organization in order to clean the area.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:-
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

- a) Clean inside of microwave(s)
- b) Clean inside of refrigerator(s)
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly)

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Other
- i) Other
- j) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

16 Clean resilient floors to include: (Daily / Weekly)

- a) Sweep floors
- b) Dry mop
- c) Wet mop
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.

↓ Check box to activate section:

17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)

- a) Strip old wax and remove stains and discolorations
- c) Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

- a) All carpeted areas
- c) Lobby / Reception area
- e) All open access areas along hallways and corridors
- g) Conference Rooms
- i) Private offices
- k) Employee cubicle areas
- m) Stairs and landing
- o) Rugs
- q) Other
- s) Other

Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand—to allow employees to remove any items from window sills etc.

↓ Check box to activate section:

20 Clean (ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment A

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

29 Emergency water damage cleanup

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

30 Other (i.e. Chemical Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

31 Other (i.e. Biological Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

32 Other (i.e. Bodily Fluids)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

33 Other

Special instructions:

Attachment A

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels - Eco Green 100% Recycled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

\$0.00

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment A

Liquid Soap		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags - Heavy Duty		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
 DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name: Work Request Number:

Agency # or ID: County: Monthly Budget Amt.

Contract Life: Original Start Date:

Building Type: Estimated Square Feet: # of Floors:

Approved working hours

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="Paramount Park Restroom"/>	<input type="text"/>	<input type="text"/>
Street Address:	<input type="text" value="15300 8th Ave. NE"/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="17500 Midvale Ave. N."/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98155"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Other (Interior Walls)
- m) Other (Interior Walls)
- n) Other

Additional Instructions:

7

Weekly

X	X	X	X	X	X	X
S	M	T	W	R	F	S

↓ Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Other
- h) Other
- i) Other

Additional instructions:

↓ Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Coiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains (Also see special instructions below)
- b) Elevators
- c) Faucets
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions: Remove and properly dispose of all foreign objects from the drinking fountain.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas. (Including exterior of the restroom).
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms:
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Other (Remove all garbage from site per special instructions)
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location

s) On designated day(s), take large receptacles to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. All trash shall be removed from the site (including outside trash cans within 10' of the entrance) and hauled and dumped at designated City dumpsters located at the Hamlin Maintenance Facility. The Hamlin Maintenance Facility is located at 16006 15th Avenue NE, Shoreline, WA 98155.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptacle as
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Other (Clean all interior and windows including ceiling windows)
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Other (Remove all foreign objects from toilets and sinks)
- i) Other (Squeegee floors dry after mopping)
- k) Other (See special instructions below)

- m) Other (Graffiti see special instructions)
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions: Verify restroom is free of graffiti and garbage cans are also free of dents and graffiti. Custodians are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other (See Special Instructions)
- d) Other
- e) Other
- g) Other

Special Instructions: Clean out "Chase area" (mechanical room) once per month; includes sweeping, mopping and removing cobwebs. The chase is used as storage for janitorial supplies and Park equipment. Clean out may require light organization in order to clean the area.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:-
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

- a) Clean inside of microwave(s)
- b) Clean inside of refrigerator(s)
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly)

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Other
- i) Other
- j) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

16 Clean resilient floors to include: (Daily / Weekly)

- a) Sweep floors
- b) Dry mop
- c) Wet mop
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.

↓ Check box to activate section:

17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)

- a) Strip old wax and remove stains and discolorations
- c) Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

- a) All carpeted areas
- c) Lobby / Reception area
- e) All open access areas along hallways and corridors
- g) Conference Rooms
- i) Private offices
- k) Employee cubicle areas
- m) Stairs and landing
- o) Rugs
- q) Other
- s) Other

Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand—to allow employees to remove any items from window sills etc.

↓ Check box to activate section:

20 Clean (ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment A

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

29 Emergency water damage cleanup

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

30 Other (i.e. Chemical Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

31 Other (i.e. Biological Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

32 Other (i.e. Bodily Fluids)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

33 Other

Special instructions:

Attachment A

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels - Eco Green 100% Recycled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment A

Liquid Soap		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags - Heavy Duty		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name: Work Request Number:

Agency # or ID: County: Monthly Budget Amt.

Contract Life: Original Start Date:

Building Type: Estimated Square Feet: # of Floors:

Approved working hours

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="Richmond Bch Lower Park"/>	<input type="text"/>	<input type="text"/>
Street Address:	<input type="text" value="2021 NW 190th Street"/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="17500 Midvale Ave. N."/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98177"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Other (Interior Walls)
- m) Other (Interior Walls)
- n) Other

Additional Instructions:

7

Weekly

X	X	X	X	X	X	X
S	M	T	W	R	F	S

Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Other
- h) Other
- i) Other

Additional instructions:

Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Coiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains (Also see special instructions below)
- b) Elevators
- c) Faucets
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions: Remove and properly dispose of all foreign objects from the drinking fountain.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas. (Including exterior of the restroom).
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms:
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Other (Remove all garbage from site per special instructions)
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location

s) On designated day(s), take large receptacles to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. All trash shall be removed from the site (including outside trash cans within 10' of the entrance) and hauled and dumped at designated City dumpsters located at the Hamlin Maintenance Facility. The Hamlin Maintenance Facility is located at 16006 15th Avenue NE, Shoreline, WA 98155.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptacle as
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Other (Clean all interior and windows including ceiling windows)
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Other (Remove all foreign objects from toilets and sinks)
- i) Other (Squeegee floors dry after mopping)
- k) Other (See special instructions below)

- m) Other (Graffiti see special instructions)
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions: Verify restroom is free of graffiti and garbage cans are also free of dents and graffiti. Custodians are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other (See Special Instructions)
- d) Other
- e) Other
- g) Other

Special Instructions: Clean out "Chase area" (mechanical room) once per month; includes sweeping, mopping and removing cobwebs. The chase is used as storage for janitorial supplies and Park equipment. Clean out may require light organization in order to clean the area.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:-
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

- a) Clean inside of microwave(s)
- b) Clean inside of refrigerator(s)
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly)

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Other
- i) Other
- j) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

16 Clean resilient floors to include: (Daily / Weekly)

- a) Sweep floors
- b) Dry mop
- c) Wet mop
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.

↓ Check box to activate section:

17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)

- a) Strip old wax and remove stains and discolorations
- c) Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

- a) All carpeted areas
- c) Lobby / Reception area
- e) All open access areas along hallways and corridors
- g) Conference Rooms
- i) Private offices
- k) Employee cubicle areas
- m) Stairs and landing
- o) Rugs
- q) Other
- s) Other

Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand—to allow employees to remove any items from window sills etc.

↓ Check box to activate section:

20 Clean (ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment A

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

29 Emergency water damage cleanup

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

30 Other (i.e. Chemical Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

31 Other (i.e. Biological Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

32 Other (i.e. Bodily Fluids)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

33 Other

Special instructions:

Attachment A

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels - Eco Green 100% Recycled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Bidder to propose Monthly Flat Service Fee >>> \$0.00

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment A

Liquid Soap		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags - Heavy Duty		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
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Trash Can Liners		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
 DEPARTMENT OF ENTERPRISE SERVICES

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Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name: Work Request Number:

Agency # or ID: County: Monthly Budget Amt.

Contract Life: Original Start Date:

Building Type: Estimated Square Feet: # of Floors:

Approved working hours

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="Richmond Bch Upper Park"/>	<input type="text"/>	<input type="text"/>
Street Address:	<input type="text" value="2021 NW 190th Street"/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="17500 Midvale Ave. N."/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98177"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Other (Interior Walls)
- m) Other (Interior Walls)
- n) Other

Additional Instructions:

7

Weekly

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
S	M	T	W	R	F	S

↓ Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Other
- h) Other
- i) Other

Additional instructions:

↓ Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Coiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains (Also see special instructions below)
- b) Elevators
- c) Faucets
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions: Remove and properly dispose of all foreign objects from the drinking fountain.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas. (Including exterior of the restroom).
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms:
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Other (Remove all garbage from site per special instructions)
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location

s) On designated day(s), take large receptacles to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. All trash shall be removed from the site (including outside trash cans within 10' of the entrance) and hauled and dumped at designated City dumpsters located at the Hamlin Maintenance Facility. The Hamlin Maintenance Facility is located at 16006 15th Avenue NE, Shoreline, WA 98155.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptacle as
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Other (Clean all interior and windows including ceiling windows)
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Other (Remove all foreign objects from toilets and sinks)
- i) Other (Squeegee floors dry after mopping)
- k) Other (See special instructions below)

- m) Other (Graffiti see special instructions)
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions: Verify restroom is free of graffiti and garbage cans are also free of dents and graffiti. Custodians are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other (See Special Instructions)
- d) Other
- e) Other
- g) Other

Special Instructions: Clean out "Chase area" (mechanical room) once per month; includes sweeping, mopping and removing cobwebs. The chase is used as storage for janitorial supplies and Park equipment. Clean out may require light organization in order to clean the area.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:-
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

- a) Clean inside of microwave(s)
- b) Clean inside of refrigerator(s)
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly)

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Other
- i) Other
- j) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

16 Clean resilient floors to include: (Daily / Weekly)

- a) Sweep floors
- b) Dry mop
- c) Wet mop
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.

↓ Check box to activate section:

17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)

- a) Strip old wax and remove stains and discolorations
- c) Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

- a) All carpeted areas
- c) Lobby / Reception area
- e) All open access areas along hallways and corridors
- g) Conference Rooms
- i) Private offices
- k) Employee cubicle areas
- m) Stairs and landing
- o) Rugs
- q) Other
- s) Other

Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand—to allow employees to remove any items from window sills etc.

↓ Check box to activate section:

20 Clean (ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment A

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

29 Emergency water damage cleanup

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

30 Other (i.e. Chemical Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

31 Other (i.e. Biological Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

32 Other (i.e. Bodily Fluids)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

33 Other

Special instructions:

Attachment A

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels - Eco Green 100% Recycled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment A

Liquid Soap		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags - Heavy Duty		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
 DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name: Work Request Number:

Agency # or ID: County: Monthly Budget Amt.

Contract Life: Original Start Date:

Building Type: Estimated Square Feet: # of Floors:

Approved working hours

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="Richmond Bch Upper Park"/>	<input type="text"/>	<input type="text"/>
Street Address:	<input type="text" value="16554 Fremont Ave N."/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="17500 Midvale Ave. N."/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
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Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Other (Interior Walls)
- m) Other (Interior Walls)
- n) Other

Additional Instructions:

7

Weekly

X	X	X	X	X	X	X
S	M	T	W	R	F	S

Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Other
- h) Other
- i) Other

Additional instructions:

Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Coiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains (Also see special instructions below)
- b) Elevators
- c) Faucets
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions: Remove and properly dispose of all foreign objects from the drinking fountain.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas. (Including exterior of the restroom).
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms:
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Other (Remove all garbage from site per special instructions)
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location

s) On designated day(s), take large receptacles to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. All trash shall be removed from the site (including outside trash cans within 10' of the entrance) and hauled and dumped at designated City dumpsters located at the Hamlin Maintenance Facility. The Hamlin Maintenance Facility is located at 16006 15th Avenue NE, Shoreline, WA 98155.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptacle as
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Other (Clean all interior and windows including ceiling windows)
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Other (Remove all foreign objects from toilets and sinks)
- i) Other (Squeegee floors dry after mopping)
- k) Other (See special instructions below)

- m) Other (Graffiti see special instructions)
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions: Verify restroom is free of graffiti and garbage cans are also free of dents and graffiti. Custodians are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other (See Special Instructions)
- d) Other
- e) Other
- g) Other

Special Instructions: Clean out "Chase area" (mechanical room) once per month; includes sweeping, mopping and removing cobwebs. The chase is used as storage for janitorial supplies and Park equipment. Clean out may require light organization in order to clean the area.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:-
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

- a) Clean inside of microwave(s)
- b) Clean inside of refrigerator(s)
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly)

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Other
- i) Other
- j) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

16 Clean resilient floors to include: (Daily / Weekly)

- a) Sweep floors
- b) Dry mop
- c) Wet mop
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.

↓ Check box to activate section:

17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)

- a) Strip old wax and remove stains and discolorations
- c) Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

- a) All carpeted areas
- c) Lobby / Reception area
- e) All open access areas along hallways and corridors
- g) Conference Rooms
- i) Private offices
- k) Employee cubicle areas
- m) Stairs and landing
- o) Rugs
- q) Other
- s) Other

Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand—to allow employees to remove any items from window sills etc.

↓ Check box to activate section:

20 Clean (ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment A

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

29 Emergency water damage cleanup

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

30 Other (i.e. Chemical Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

31 Other (i.e. Biological Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

32 Other (i.e. Bodily Fluids)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

33 Other

Special instructions:

Attachment A

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels - Eco Green 100% Recycled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment A

Liquid Soap		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags - Heavy Duty		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
 DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name: Work Request Number:

Agency # or ID: County: Monthly Budget Amt.

Contract Life: Original Start Date:

Building Type: Estimated Square Feet: # of Floors:

Approved working hours

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="Shoreline Park Restroom"/>	<input type="text"/>	<input type="text"/>
Street Address:	<input type="text" value="19030 1st Ave NE"/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="17500 Midvale Ave. N."/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98177"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Other (Interior Walls)
- m) Other (Interior Walls)
- n) Other

Additional Instructions:

7

Weekly

X	X	X	X	X	X	X
S	M	T	W	R	F	S

Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Other
- h) Other
- i) Other

Additional instructions:

Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Coiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains (Also see special instructions below)
- b) Elevators
- c) Faucets
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions: Remove and properly dispose of all foreign objects from the drinking fountain.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas. (Including exterior of the restroom).
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms:
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Other (Remove all garbage from site per special instructions)
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location

s) On designated day(s), take large receptacles to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. All trash shall be removed from the site (including outside trash cans within 10' of the entrance) and hauled and dumped at designated City dumpsters located at the Hamlin Maintenance Facility. The Hamlin Maintenance Facility is located at 16006 15th Avenue NE, Shoreline, WA 98155.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptacle as
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Other (Clean all interior and windows including ceiling windows)
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Other (Remove all foreign objects from toilets and sinks)
- i) Other (Squeegee floors dry after mopping)
- k) Other (See special instructions below)

- m) Other (Graffiti see special instructions)
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions: Verify restroom is free of graffiti and garbage cans are also free of dents and graffiti. Custodians are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other (See Special Instructions)
- d) Other
- e) Other
- g) Other

Special Instructions: Clean out "Chase area" (mechanical room) once per month; includes sweeping, mopping and removing cobwebs. The chase is used as storage for janitorial supplies and Park equipment. Clean out may require light organization in order to clean the area.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:-
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

- a) Clean inside of microwave(s)
- b) Clean inside of refrigerator(s)
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly)

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Other
- i) Other
- j) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

16 Clean resilient floors to include: (Daily / Weekly)

- a) Sweep floors
- b) Dry mop
- c) Wet mop
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.

↓ Check box to activate section:

17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)

- a) Strip old wax and remove stains and discolorations
- c) Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

- a) All carpeted areas
- c) Lobby / Reception area
- e) All open access areas along hallways and corridors
- g) Conference Rooms
- i) Private offices
- k) Employee cubicle areas
- m) Stairs and landing
- o) Rugs
- q) Other
- s) Other

Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand—to allow employees to remove any items from window sills etc.

↓ Check box to activate section:

20 Clean (ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment A

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

29 Emergency water damage cleanup

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

30 Other (i.e. Chemical Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

31 Other (i.e. Biological Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

32 Other (i.e. Bodily Fluids)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

33 Other

Special instructions:

Attachment A

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels - Eco Green 100% Recycled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment A

Liquid Soap		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags - Heavy Duty		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name: Work Request Number:

Agency # or ID: County: Monthly Budget Amt.

Contract Life: Original Start Date:

Building Type: Estimated Square Feet: # of Floors:

Approved working hours

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="Shoreview Lower Restroom"/>	<input type="text"/>	<input type="text"/>
Street Address:	<input type="text" value="700 NW Innis Arden Way"/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="17500 Midvale Ave. N."/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98177"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Other (Interior Walls)
- m) Other (Interior Walls)
- n) Other

Additional Instructions:

7

Weekly

X	X	X	X	X	X	X
S	M	T	W	R	F	S

Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Other
- h) Other
- i) Other

Additional instructions:

Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Coiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains (Also see special instructions below)
- b) Elevators
- c) Faucets
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions: Remove and properly dispose of all foreign objects from the drinking fountain.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas. (Including exterior of the restroom).
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms:
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Other (Remove all garbage from site per special instructions)
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location

s) On designated day(s), take large receptacles to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. All trash shall be removed from the site (including outside trash cans within 10' of the entrance) and hauled and dumped at designated City dumpsters located at the Hamlin Maintenance Facility. The Hamlin Maintenance Facility is located at 16006 15th Avenue NE, Shoreline, WA 98155.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptacle as
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Other (Clean all interior and windows including ceiling windows)
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Other (Remove all foreign objects from toilets and sinks)
- i) Other (Squeegee floors dry after mopping)
- k) Other (See special instructions below)

- m) Other (Graffiti see special instructions)
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions: Verify restroom is free of graffiti and garbage cans are also free of dents and graffiti. Custodians are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other (See Special Instructions)
- d) Other
- e) Other
- g) Other

Special Instructions: Clean out "Chase area" (mechanical room) once per month; includes sweeping, mopping and removing cobwebs. The chase is used as storage for janitorial supplies and Park equipment. Clean out may require light organization in order to clean the area.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:
- k) Other
- m) Other
- o) Other

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly)

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Other
- i) Other
- j) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

16 Clean resilient floors to include: (Daily / Weekly)

- a) Sweep floors
- b) Dry mop
- c) Wet mop
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.

↓ Check box to activate section:

17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)

- a) Strip old wax and remove stains and discolorations
- c) Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

- a) All carpeted areas
- c) Lobby / Reception area
- e) All open access areas along hallways and corridors
- g) Conference Rooms
- i) Private offices
- k) Employee cubicle areas
- m) Stairs and landing
- o) Rugs
- q) Other
- s) Other

Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand—to allow employees to remove any items from window sills etc.

↓ Check box to activate section:

20 Clean (ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment A

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

29 Emergency water damage cleanup

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

30 Other (i.e. Chemical Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

31 Other (i.e. Biological Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

32 Other (i.e. Bodily Fluids)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

33 Other

Special instructions:

Attachment A

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

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Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels - Eco Green 100% Recycled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

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Bidder to propose Monthly Flat Service Fee >>>

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Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment A

Liquid Soap		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags - Heavy Duty		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
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 Master Contracts & Consulting

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Building Type: Estimated Square Feet: # of Floors:

Approved working hours

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="Shoreview Upper Restroom"/>	<input type="text"/>	<input type="text"/>
Street Address:	<input type="text" value="700 NW Innis Arden Way"/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="17500 Midvale Ave. N."/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98177"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Other (Interior Walls)
- m) Other (Interior Walls)
- n) Other

Additional Instructions:

7

Weekly

X	X	X	X	X	X	X
S	M	T	W	R	F	S

Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Other
- h) Other
- i) Other

Additional instructions:

Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Coiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains (Also see special instructions below)
- b) Elevators
- c) Faucets
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions: Remove and properly dispose of all foreign objects from the drinking fountain.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas. (Including exterior of the restroom).
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms:
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Other (Remove all garbage from site per special instructions)
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location

s) On designated day(s), take large receptacles to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. All trash shall be removed from the site (including outside trash cans within 10' of the entrance) and hauled and dumped at designated City dumpsters located at the Hamlin Maintenance Facility. The Hamlin Maintenance Facility is located at 16006 15th Avenue NE, Shoreline, WA 98155.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptacle as
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Other (Clean all interior and windows including ceiling windows)
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Other (Remove all foreign objects from toilets and sinks)
- i) Other (Squeegee floors dry after mopping)
- k) Other (See special instructions below)

- m) Other (Graffiti see special instructions)
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions: Verify restroom is free of graffiti and garbage cans are also free of dents and graffiti. Custodians are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other (See Special Instructions)
- d) Other
- e) Other
- g) Other

Special Instructions: Clean out "Chase area" (mechanical room) once per month; includes sweeping, mopping and removing cobwebs. The chase is used as storage for janitorial supplies and Park equipment. Clean out may require light organization in order to clean the area.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:-
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

- a) Clean inside of microwave(s)
- b) Clean inside of refrigerator(s)
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly)

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Other
- i) Other
- j) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

16 Clean resilient floors to include: (Daily / Weekly)

- a) Sweep floors
- b) Dry mop
- c) Wet mop
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.

↓ Check box to activate section:

17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)

- a) Strip old wax and remove stains and discolorations
- c) Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

- a) All carpeted areas
- c) Lobby / Reception area
- e) All open access areas along hallways and corridors
- g) Conference Rooms
- i) Private offices
- k) Employee cubicle areas
- m) Stairs and landing
- o) Rugs
- q) Other
- s) Other

Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand—to allow employees to remove any items from window sills etc.

↓ Check box to activate section:

20 Clean (ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment A

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

29 Emergency water damage cleanup

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

30 Other (i.e. Chemical Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

31 Other (i.e. Biological Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

32 Other (i.e. Bodily Fluids)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

33 Other

Special instructions:

Attachment A

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels - Eco Green 100% Recycled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment A

Liquid Soap		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags - Heavy Duty		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name: Work Request Number:

Agency # or ID: County: Monthly Budget Amt.

Contract Life: Original Start Date:

Building Type: Estimated Square Feet: # of Floors:

Approved working hours

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="Twin Ponds Park Restroom"/>	<input type="text"/>	<input type="text"/>
Street Address:	<input type="text" value="15401 1st Ave NE"/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="17500 Midvale Ave. N."/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98155"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Other (Interior Walls)
- m) Other (Interior Walls)
- n) Other

Additional Instructions:

7

Weekly

X	X	X	X	X	X	X
S	M	T	W	R	F	S

Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Other
- h) Other
- i) Other

Additional instructions:

Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Coiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains (Also see special instructions below)
- b) Elevators
- c) Faucets
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions: Remove and properly dispose of all foreign objects from the drinking fountain.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas. (Including exterior of the restroom).
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms:
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Other (Remove all garbage from site per special instructions)
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location

s) On designated day(s), take large receptacles to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. All trash shall be removed from the site (including outside trash cans within 10' of the entrance) and hauled and dumped at designated City dumpsters located at the Hamlin Maintenance Facility. The Hamlin Maintenance Facility is located at 16006 15th Avenue NE, Shoreline, WA 98155.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptacle as
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Other (Clean all interior and windows including ceiling windows)
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Other (Remove all foreign objects from toilets and sinks)
- i) Other (Squeegee floors dry after mopping)
- k) Other (See special instructions below)

- m) Other (Graffiti see special instructions)
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions: Verify restroom is free of graffiti and garbage cans are also free of dents and graffiti. Custodians are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other (See Special Instructions)
- d) Other
- e) Other
- g) Other

Special Instructions: Clean out "Chase area" (mechanical room) once per month; includes sweeping, mopping and removing cobwebs. The chase is used as storage for janitorial supplies and Park equipment. Clean out may require light organization in order to clean the area.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:-
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

- a) Clean inside of microwave(s)
- b) Clean inside of refrigerator(s)
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly)

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Other
- i) Other
- j) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

16 Clean resilient floors to include: (Daily / Weekly)

- a) Sweep floors
- b) Dry mop
- c) Wet mop
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.

↓ Check box to activate section:

17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)

- a) Strip old wax and remove stains and discolorations
- c) Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

- a) All carpeted areas
- c) Lobby / Reception area
- e) All open access areas along hallways and corridors
- g) Conference Rooms
- i) Private offices
- k) Employee cubicle areas
- m) Stairs and landing
- o) Rugs
- q) Other
- s) Other

Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand—to allow employees to remove any items from window sills etc.

↓ Check box to activate section:

20 Clean (ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

29 **Emergency water damage cleanup**

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

30 **Other (i.e. Chemical Spills)**

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

31 **Other (i.e. Biological Spills)**

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

32 **Other (i.e. Bodily Fluids)**

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

33 **Other**

Special instructions:

Attachment A

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels - Eco Green 100% Recycled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment A

Liquid Soap		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags - Heavy Duty		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name:	<input type="text" value="City of Shoreline City Hall - Map A"/>	Work Request Number:	<input type="text"/>
Agency # or ID:	<input type="text"/>	County:	<input type="text" value="King"/>
Contract Life:	<input type="text" value="1 yr."/>	Original Start Date:	<input type="text"/>
Building Type:	<input type="text" value="General Office"/>	Estimated Square Feet:	<input type="text" value="66179"/>
		# of Floors:	<input type="text" value="4"/>
Approved working hours	<input type="text" value="After 6:00 pm to 6:00am"/>		

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="17500 Midvale Ave. N."/>
Street Address:	<input type="text"/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text"/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>
Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Outer surfaces of vending machines
- m) Other
- n) Other Clean light switches and door handles

Additional Instructions:

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S

↓ Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Baseboards
- h) Vents/grills to include ceiling vents
- i) Other

Additional instructions: Horizontal surfaces & moldings (within reach), Picture frames and signage within reach, and Chairs (including rungs, ledges and arms) cleaned on Fridays

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S

↓ Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Ceiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains
- b) Elevators
- c) Faucets
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

Frequency: x

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas.
- b) General open areas, hallways, and corridors.
- c) The following Conference Rooms: (All Conference Rooms)
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Courtyard - Big Belly Receptacles.
- o) Empty Food waste items. See special instructions.
- q) Empty smaller trash / recycle items into large receptacles at specified location

s) On designated day(s), take large receptacles to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. Food waste liners made from 100% compostable bags, certified by the Biogradable Products Institute (BPI) to meet the ASTM D6400 specification.

Frequency: x

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into dumpster.
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions: The Outside Trash cans (big belly receptacles) to be checked daily. When indicator shows yellow, the receptacle must be emptied into the dumpster.

Frequency: x

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies.
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>												
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep/dry mop, damp mop and disinfect floors.
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles.
- d) Fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Wipe diaper changing tables with disinfectant cleaner.
- i) Remove hair and debris from drain Strainer, showers, benches & wash walls, floors & fixtures.
- k) Other

- m) Other
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls.
- b) Clean and disinfect shower areas and fixtures.
- c) Remove trash from small bins (including sanitary disposal in women's' restrooms and locker rooms.
- d) Other
- e) Other
- g) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor.
- i) Clean inside of following appliances:
- k) Other
- m) Other
- o) Turn off coffee makers and tea makers that are left on after hours.

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly) Estimated # of square feet:

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: (All conference rooms)
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Other
- i) Other
- j) The above square footage is estimated, Vendors should confirm actual square footage at site visit.

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include: Estimated # of square feet:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) The above square footage is estimated, Vendors should confirm actual square footage at site visit.

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

<input checked="" type="checkbox"/>	16 Clean resilient floors to include: (Daily / Weekly)	Estimated # of square feet:	1,691
-------------------------------------	--	-----------------------------	-------

- a) Sweep/dry mop floors
- b) Wet mop
- c) Other
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.

Frequency: x S M T W R F S

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

<input type="checkbox"/>	17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)
--------------------------	--

- a) Strip old wax and remove stains and discolorations
- c) Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

<input checked="" type="checkbox"/>	18 Shampoo Carpet As follows	Estimated # of square feet:	39,030
-------------------------------------	-------------------------------------	-----------------------------	--------

a)	<input checked="" type="checkbox"/>	All carpeted areas
c)	<input checked="" type="checkbox"/>	Lobby / Reception area
e)	<input checked="" type="checkbox"/>	All open access areas along hallways and corridors
g)	<input checked="" type="checkbox"/>	Conference Rooms
i)	<input checked="" type="checkbox"/>	Private offices
k)	<input checked="" type="checkbox"/>	Employee cubicle areas
m)	<input type="checkbox"/>	Stairs and landing
o)	<input type="checkbox"/>	Rugs
q)	<input type="checkbox"/>	Other
s)	<input type="checkbox"/>	Other

Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.

Frequency: x

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Miscellaneous:

↓ Check box to activate section:

<input checked="" type="checkbox"/>	19 Clean inside of interior/exterior windows	Total # of windows>>	429	Ave Sqr Ft.>>>	22	Estimated # Sqr Ft: >>	9,427
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a)	<input checked="" type="checkbox"/>	All interior windows (M-Th As Needed)
b)	<input checked="" type="checkbox"/>	All interior windows (Friday)
c)	<input checked="" type="checkbox"/>	All windows in exterior doors (M-F)
d)	<input checked="" type="checkbox"/>	Exterior windows in Council Chambers (M-F)
e)	<input checked="" type="checkbox"/>	Council Chamber Doors (M-F)
f)	<input type="checkbox"/>	Other
g)	<input type="checkbox"/>	Other
h)	<input type="checkbox"/>	Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand -- to allow employees to remove any items from window sills etc.

Frequency: x

	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Check box to activate section:

<input checked="" type="checkbox"/>	20 Clean (ground level) exterior windows	Total # of windows>>	19	Ave Sq. Ft. >>>	18	Estimated # Sq. Ft. >>	343
-------------------------------------	---	----------------------	----	-----------------	----	------------------------	-----

- a) Exterior doors ground level.
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Check box to activate section:

<input type="checkbox"/>	21 Clean (non-ground level) exterior windows
--------------------------	---

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

Check box to activate section:

<input checked="" type="checkbox"/>	22 Clean additional interior windows	(Sizes to be determined at site visit)
-------------------------------------	---	--

- a) Entry way windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Corridor and interior bay windows
- f) Council Chambers interior windows
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>														
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Workstation surfaces, file cabinets, table tops, and partition edge walls
- c) Sweep both internal stairs and stairwells.
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>														
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions: As needed prior to or after events we may request additional services on nights and weekends.

Frequency: x <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment B

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

29 Emergency water damage cleanup

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

30 Other (i.e. Chemical Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

31 Other (i.e. Biological Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

32 Other (i.e. Bodily Fluids)

Special instructions: Special clean up in restrooms for feces or urine in excessive quantities.

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

33 Other

Special instructions:

Attachment B

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels - Eco Green 100% Recycles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deicer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attachment B

Liquid Soap Brighten Unscented foam ADX	<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>
Floor Care Products	<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>
Garbage Bags	<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>
Glass Cleaner	<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>
Restroom Disinfectants & Cleaners	<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>
Trash Can Liners	<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>
Other (please specify) Food Scrap Compos	<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name: Work Request Number:

Agency # or ID: County: Monthly Budget Amt.

Contract Life: Original Start Date:

Building Type: Estimated Square Feet: # of Floors:

Approved working hours

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="1206 N. 185th Street"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Street Address:	<input type="text"/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="17500 Midvale Ave. N."/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>
Email:	<input type="text" value="Cooka@shorelinewa.gov"/>	<input type="text" value="Cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Other (Surfaces protruding from walls).
- m) Other (Window sills and blinds).
- n) Other (Walls and ceilings- see special instructions).

Additional Instructions: Use brush and wipe with cotton towels (the cotton mop used on high surfaces will be used in hard to reach locations and back areas on the underside of the bed racks.

7 x Weekly

S M T W R F S

↓ Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Other (Vents/grills (including ceiling vents).
- h) Other
- i) Other

Additional instructions:

Frequency: 7 x a Week

S M T W R F S

↓ Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Ceiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains (Remove all foreign objects from fountains).
- b) Elevators
- c) Faucets
- e) Other (Clean chrome, mirrors, mirror frames, metal work and dispensers).
- g) Other (Wipe down and disinfect fixtures in Holding area).
- i) Other
- k) Other

Special instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas.
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms:
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Other (Empty all trash cans (except recycle containers).
- o) Other (Remove any large debris, body fluids or material & dispose in appropriate container based on waste type.
- q) Empty smaller trash / recycle items into large receptacles at specified location

s) On designated day(s), take large recepticals to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. All janitors employees must have Barrier Protection Attire (BPA) and adhere to local, state and federal regulations.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptacles as
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) **Stock, and monitor all janitorial supplies**
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Other
- i) Other
- k) Other

- m) Other
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions: All janitorial employees must adhere to have Barrier Protection Attire (BPA) and to local, state & federal regulations. Equipment & supplies will be purchased by the vendor for the jail cell cleaning and will not be used for another site on campus. All cleaning shall be maintained & stored in a manner that will not support growth & spread of pathogen organisms. Mops & rags shall be disinfected in a soaking solution after each service day & replaced on a weekly basis. All equipment will be washed with a germinal solution, rinsed & air dried.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
S	M	T	W	R	F	S	

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect jail cell including toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other Spray interior and exterior entry door surfaces (incl. food surfaces) with bacterial disinfectants.
- d) Other Spray jail cell bed rack, shelves, hinges & underside surfaces of racking with Grade 1 bacterial disinfectant.
- e) Other Remove & clean mattress from rack. Spray
- g) Other Spray entire cell with disinfectant and exit

Special Instructions: All janitorial employees must adhere to have Barrier Protection Attire (BPA) and to local, state & federal regulations. Equipment and supplies will be purchased for the jail cell cleaning and will not be used for another site on campus. All cleaning shall be maintained and stored in a manner that will not support growth and spread of pathogen organisms. Mops and rags shall be disinfected in a soaking solution after each service day and replaced on a weekly basis. All equipment will be washed with a germinal solution, rinsed and air dried.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
S	M	T	W	R	F	S	

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:-
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

- a) Clean inside of microave(s)
- b) Clean inside of refrigerator(s)
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

- a) Other Walls & Ceilings with bacterial disinfectant & allow 5 minutes to localize. Wipe with cotton cloth.
- b) Other
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions: All janitorial employees must adhere to have Barrier Protection Attire (BPA) and to local, state & federal regulations. Equipment and supplies will be purchased for the jail cell cleaning and will not be used for another site on campus. All cleaning shall be maintained and stored in a manner that will not support growth and spread of pathogen organisms. Mops and rags shall be disinfected in a soaking solution after each service day and replaced on a weekly basis. All equipment will be washed with a germinal solution, rinsed and air dried.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly)

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Other
- i) Other
- j) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

<input checked="" type="checkbox"/>	16 Clean resilient floors to include: (Daily / Weekly)	Estimated # of square feet:	492
-------------------------------------	--	-----------------------------	-----

- a) Sweep floors
- b) Dry mop
- c) Wet mop (With Grade 1 bacterial disinfectant.)
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise. All janitorial employees must have Barrier Protection Attire (BPA) and comply with local, state and federal regulations.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
S	M	T	W	R	F	S

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			

↓ Check box to activate section:

<input type="checkbox"/>	17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)
--------------------------	--

- a) Strip old wax and remove stains and discolorations
- c) Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

- a) All carpeted areas
- c) Lobby / Reception area
- e) All open access areas along hallways and corridors
- g) Conference Rooms
- i) Private offices
- k) Employee cubicle areas
- m) Stairs and landing
- o) Rugs
- q) Other
- s) Other

Special instructions: Janitor to pre-vacuum all carpeted areas with an upright rollerbrush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows Total # of windows>> Ave Sqr Ft.>>> Estimated # Sqr Ft: >>

- a) Clean inside of jail holding area and interview room.
- b) Other
- c) Other
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand -- to allow employees to remove any items from window sills etc.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

20 Clean (ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment B

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

29 Emergency water damage cleanup

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

30 Other (i.e. Chemical Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

31 Other (i.e. Biological Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

32 Other (i.e. Bodily Fluids)

Special instructions: All janitorial employees must have Barrier Protection Attire (BPA) and comply with all local, state and federal requirements.

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

33 Other

Special instructions:

Attachment B

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment B

Liquid Soap		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other (BPA Attire, supplies & Equipment)		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name: Work Request Number:

Agency # or ID: County: Monthly Budget Amt.

Contract Life: Original Start Date:

Building Type: Estimated Square Feet: # of Floors:

Approved working hours

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="1206 N. 185th Street"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Street Address:	<input type="text"/>	<input type="text" value="17500 Midvale Avenue N."/>	<input type="text" value="17500 Midvale Avenue N."/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>
Email:	<input type="text" value="Cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Walls and ceilings
- m) Other (Clean entryway and front desk windows)
- n) Other (Picture frames and signage within reach - Fridays)

Additional Instructions:

S M T W R F S

↓ Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Other Baseboards - Tuesdays and Fridays)
- h) Other (Chairs including rungs, ledges and arms-Fridays)
- i) Other (Low ledges - Mondays)

Additional instructions:

Frequency: x
 S M T W R F S

↓ Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Ceiling vents, grills, and recesses
- g) Dust blinds (both sides) and spot clean as necessary
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains
- b) Remove foreign objects from fountains.
- c) Faucets
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas.
- b) Recycling and Food waste (see special instructions)
- c) Pickup loose debris from under tables and desks, etc.
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Other
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location

s) On designated day(s), take large receptacles to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. (Remove waste paper from office recycling containers and food waste items from kitchen areas and place in appropriate bldg. containers (trash/recycle).

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance (including steps).
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions: Empty outside trash cans in proper dumpsters for disposal.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition movable office furniture (chairs, tables, furniture with wheels or on rollers).
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Other (Clean entry lobby and windows- Sundays)
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors.
- c) Clean chrome mirrors, mirror frames, faucets, metal work and dispensers, vanity counters.
- d) Fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Other
- i) Other
- k) Other

- m) Other
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other
- d) Other
- e) Other
- g) Other

Special Instructions:

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Wiping kitchen sinks and fixtures
- b) Reposition furniture in an orderly manner
- c) Refill soap dispensers and paper products dispensers
- d) Clean surfaces of cabinets, appliances(i.e., microwaves, refrigerators)
- e) Clean out surfaces of vending machines
- g) Vendor will turn off any coffee makers, tea makers, etc left on after hours in the kitchen area as safety precaution.
- i) Clean inside of following appliances:
- k) Other
- m) Other
- o) Other

Special Instructions: Cleaning tools (sponge, brushes, etc.) used in kitchen area shall be used only in the kitchen area and shall not be used in any other area of the building.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		

↓ Check box to activate section:

12 Additional Kitchen Cleaning

- a) Clean inside of microwave(s)
- b) Clean inside of refrigerator(s)
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

<input checked="" type="checkbox"/>	16 Clean resilient floors to include: (Daily / Weekly)	Estimated # of square feet:	233
-------------------------------------	--	-----------------------------	-----

- a) Sweep floors
- b) Dry mop
- c) Wet mop
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.

Frequency: x S M T W R F S

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

<input checked="" type="checkbox"/>	17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)	Estimated # of square feet:	
-------------------------------------	--	-----------------------------	--

- a) Strip old wax and remove stains and discolorations. (See special instructions).
- c) Re-wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions: Strip and wax floors as necessary and determined by Facilities staff.

Frequency: x S M T W R F S

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

<input checked="" type="checkbox"/>	18 Shampoo Carpet As follows	Estimated # of square feet:	3,415
-------------------------------------	-------------------------------------	-----------------------------	-------

a) All carpeted areas

c) Lobby / Reception area

e) All open access areas along hallways and corridors

g) Conference Rooms

i) Private offices

k) Employee cubicle areas

m) Stairs and landing

o) Rugs

q) Other

s) Other

Special instructions: Janitor to pre-vacuum all carpeted areas with an upright rollerbrush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.

Frequency: x

								X	X	X	X	X	X	X	X	X	X	X	X
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

Miscellaneous:

↓ Check box to activate section:

<input checked="" type="checkbox"/>	19 Clean inside of interior/exterior windows	Total # of windows>>	13	Ave Sqr Ft.>>>	23.46	Estimated # Sqr Ft: >>	305
-------------------------------------	---	----------------------	----	----------------	-------	------------------------	-----

a) Other (Clean interior and exterior windows)

b) Other

c) Other

d) Other

e) Other

f) Other

g) Other

h) Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand -- to allow employees to remove any items from window sills etc.

Frequency: x

X	X	X	X	X	X	X													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

Check box to activate section:

<input checked="" type="checkbox"/>	20 Clean (ground level) exterior windows	Total # of windows>>	<input type="text" value="33"/>	Ave Sq. Ft. >>>	<input type="text" value="23.18"/>	Estimated # Sq. Ft. >>	<input type="text" value="765"/>
-------------------------------------	---	----------------------	---------------------------------	-----------------	------------------------------------	------------------------	----------------------------------

- a) Other (Clean exterior windows)
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Check box to activate section:

<input checked="" type="checkbox"/>	21 Clean (non-ground level) exterior windows	Total # of windows>>	<input type="text" value=""/>	Ave Sq. Ft. >>	<input type="text" value=""/>	Estimated # Sqr Ft. >>	<input type="text" value="0"/>
-------------------------------------	---	----------------------	-------------------------------	----------------	-------------------------------	------------------------	--------------------------------

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Check box to activate section:

<input checked="" type="checkbox"/>	22 Clean additional interior windows	(Sizes to be determined at site visit)					
-------------------------------------	---	--	--	--	--	--	--

- a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Frequency: x

S	M	T	W	R	F	S

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment B

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

29 Emergency water damage cleanup

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

30 Other (i.e. Chemical Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

31 Other (i.e. Biological Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

32 Other (i.e. Bodily Fluids)

Special instructions: Janitorial employees must have Barrier Protection Attire (BPA) and comply with all local, state and federal regulations.

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

33 Other

Special instructions:

Attachment B

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (please specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment B

Liquid Soap		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other (please specify)		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name: Work Request Number:

Agency # or ID: County: Monthly Budget Amt.

Contract Life: Original Start Date:

Building Type: Estimated Square Feet: # of Floors:

Approved working hours

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="19030 1st Avenue NE"/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="17500 Midvale Ave. N."/>
Street Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98155"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>
Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Balcony Ledge
- m) Horizontal surfaces & moldings
- n) Baseboards (Tuesday & Thursdays)

Additional Instructions:

7 Weekly

S M T W R F S

Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Vents/grilles to include ceiling vents- Tuesdays & Thursdays.
- h) Other
- i) Other

Additional instructions:

Frequency: 7 x a Week

S M T W R F S

Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames (and signage within reach - Fridays)
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Ceiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains (Remove foreign objects from fountains)
- b) Elevators
- c) Faucets
- e) Mirrors, mirror frames, metal work, dispensers, vanity counters, doors, etc.
- g) Other
- i) Other
- k) Other

Special instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas.
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms: (All conference rooms).
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Pick up loose debris from under tables and desks, etc.
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location

- s) On designated day(s), take large recepticals to the specified area. (Site dumpsters)

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. Food waste liners made from 100% compostable bags, certified by the Biogradable Products Institute (BPI) to meet the ASTM D6400 specification.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptacle
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition furniture in conference room (Tuesday, Friday & Sunday)
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Clean counter and table tops in conference room Tuesday, Friday & Sunday.
- e) Clean surfaces of cabinets, outer surfaces of appliances (i.e., microwaves, refrigerators-Tues,Fri & Sun).
- g) Refill soap dispensers and paper product dispensers-Tuesday, Friday & Sunday.
- i) Sweep floors.
- k) Clean outer surfaces of vending machines -Tuesday, Friday & Sunday.
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Clean mirrors, wipe down front of lockers, wipe horizontal surfaces.
- i) Remove hair and other items at all traps, around shower trees, benches and changing areas.
- k) Squeegee excess water from floors and wall.

- m) Clean showers, shower tiles & grout, stall walls, locker room walls and locker doors.
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other
- d) Other
- e) Other
- g) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:
- k) Other
- m) Other
- o) Other

Special Instructions: Vendor to turn off any coffee makers, etc. left on after hours in the kitchen area as a safety precaution. Cleaning tools (sponges, brushes, etc.) used in the kitchen area shall be used only in the kitchen area.

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly) Estimated # of square feet:

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Vacuum entryway area rugs
- h) Other (Rugs and mats)
- i) Other
- j) The above square footage is estimated, Vendors should confirm actual square footage at site visit.

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) The above square footage is estimated, Vendors should confirm actual square footage at site visit.

Special instructions:

↓ Check box to activate section:

<input checked="" type="checkbox"/>	16 Clean resilient floors to include: (Daily / Weekly)	Estimated # of square feet:	3,495
-------------------------------------	--	-----------------------------	-------

- a) Sweep all floors
- b) Dry mop all floors exclude all showers and pool deck
- c) Wet mop all floors
- d) Clean floors of the men's & women's locker rooms, lobby, office, hallway.
- e) Clean the on-deck handicap shower, unisex bathroom and break room.
- f) Clean pool deck with water wand broom. See special instructions.
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise. Move dirty water away from the wall (under the bleachers) to the drains without allowing any water to drain into the pool). Pick up hair and other debris.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
S	M	T	W	R	F	S

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

<input type="checkbox"/>	17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)
--------------------------	--

- a) Strip old wax and remove stains and discolorations
- c) Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

- a) All carpeted areas
- c) Lobby / Reception area
- e) All open access areas along hallways and corridors
- g) Conference Rooms
- i) Private offices
- k) Employee cubicle areas
- m) Stairs and landing
- o) Rugs
- q) Other
- s) Other

Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows Total # of windows>> 33 Ave Sqr Ft.>>> 30 Estimated # Sqr Ft: >> 978

- a) Clean entryway and natatorium windows.
- b) Clean all interior windows.
- c) Other
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand -- to allow employees to remove any items from window sills etc.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Check box to activate section:

<input checked="" type="checkbox"/>	20 Clean (ground level) exterior windows	Total # of windows>>	<input type="text" value="8"/>	Ave Sq. Ft. >>>	<input type="text" value="97"/>	Estimated # Sq. Ft. >>	<input type="text" value="779"/>
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- a) Clean exterior windows.
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Check box to activate section:

<input checked="" type="checkbox"/>	21 Clean (non-ground level) exterior windows	Total # of windows>>	<input type="text" value=""/>	Ave Sq. Ft. >>	<input type="text" value=""/>	Estimated # Sqr Ft. >>	<input type="text" value="0"/>
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- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Check box to activate section:

<input checked="" type="checkbox"/>	22 Clean additional interior windows	(Sizes to be determined at site visit)
-------------------------------------	---	--

- a) Entry way Windows

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment B

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

29 **Emergency water damage cleanup**

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

30 **Other (i.e. Chemical Spills)**

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

31 **Other (i.e. Biological Spills)**

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

32 **Other (i.e. Bodily Fluids)**

Special instructions: Janitorial employees must have Barrier Protection Attire (BPA) and comply with all local, state and federal regulations.

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

33 **Other**

Special instructions:

Attachment B

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (please specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment B

Liquid Soap		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other (please specify)		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name: Work Request Number:

Agency # or ID: County: Monthly Budget Amt.

Contract Life: Original Start Date:

Building Type: Estimated Square Feet: # of Floors:

Approved working hours

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="16006 15th Ave. NE"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Street Address:	<input type="text"/>	<input type="text" value="17500 Midvale Ave N."/>	<input type="text" value="17500 Midvale Ave. N"/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98155"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>
Email:	<input type="text" value="Cooka@shorelinewa.gov"/>	<input type="text" value="Cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Other Low ledges
- m) Other (Vents/grills including ceiling vents)
- n) Other (Vacuum and wipe baseboards)

Additional Instructions:

1 Weekly
 S M T W R F S

Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Other (Wipe down lockers)
- h) Other
- i) Other

Additional instructions:

Frequency: 1 x a Week
 S M T W R F S

Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Ceiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

Frequency: x

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains
- b) Elevators
- c) Faucets
- e) Other Mirrors, mirror frames, dispensers, vanity counter and doors.
- g) Other
- i) Other
- k) Other

Special instructions:

Frequency: x

S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas.
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms:
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Other (pick up loose debris from under tables and desks, etc.
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location

- s) On designated day(s), take large receptacles to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn.

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptacle
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Other
- i) Other
- k) Other

- m) Other
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions: Report all types of issues to Facilities.

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
S	M	T	W	R	F	S												

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other
- d) Other
- e) Other
- g) Other

Special Instructions:

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
S	M	T	W	R	F	S												

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:
- k) Other Chairs (rungs, ledges and arms)
- m) Other
- o) Other

Special Instructions: Vendor will turn off any coffee makers, tea makers, etc. left on after hours in the kitchen areas as a safety precaution.

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

12 Additional Kitchen Cleaning

- a) Clean inside of microwave(s)
- b) Clean inside of refrigerator(s)
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly) Estimated # of square feet:

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Vacuum carpet 10' x 20' and entry mats.
- i) Offices
- j) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

<input checked="" type="checkbox"/>	16 Clean resilient floors to include: (Daily / Weekly)	Estimated # of square feet:	1,260
-------------------------------------	--	-----------------------------	-------

- a) Sweep floors
- b) Dry mop
- c) Wet mop
- d) Other -Re-seal resilient floors as necessary- City will schedule.
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.

Frequency: x S M T W R F S

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

<input checked="" type="checkbox"/>	17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)	Estimated # of square feet:	
-------------------------------------	--	-----------------------------	--

- a) Strip old wax and remove stains and discolorations
- c) Re-wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

Frequency: x S M T W R F S

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

x	18 Shampoo Carpet As follows	Estimated # of square feet:																				
<p>a) <input type="checkbox"/> All carpeted areas</p> <p>c) <input type="checkbox"/> Lobby / Reception area</p> <p>e) <input type="checkbox"/> All open access areas along hallways and corridors</p> <p>g) <input type="checkbox"/> Conference Rooms</p> <p>i) <input type="checkbox"/> Private offices</p> <p>k) <input type="checkbox"/> Employee cubicle areas</p> <p>m) <input type="checkbox"/> Stairs and landing</p> <p>o) <input type="checkbox"/> Rugs</p> <p>q) <input type="checkbox"/> Other</p> <p>s) <input type="checkbox"/> Other</p>																						
<p>Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.</p>																						
<p>Frequency: <input style="width: 20px; text-align: center;" type="text" value="1"/> x <input style="width: 50px; text-align: center;" type="text" value="a Year"/></p> <table style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <td style="border: 1px dashed gray; width: 15px; text-align: center;">S</td> <td style="border: 1px dashed gray; width: 15px; text-align: center;">M</td> <td style="border: 1px dashed gray; width: 15px; text-align: center;">T</td> <td style="border: 1px dashed gray; width: 15px; text-align: center;">W</td> <td style="border: 1px dashed gray; width: 15px; text-align: center;">R</td> <td style="border: 1px dashed gray; width: 15px; text-align: center;">F</td> <td style="border: 1px dashed gray; width: 15px; text-align: center;">S</td> <td style="border: 1px solid gray; width: 20px; text-align: center;">Jan</td> <td style="border: 1px solid gray; width: 20px; text-align: center;">Feb</td> <td style="border: 1px solid gray; width: 20px; text-align: center;">Mar</td> <td style="border: 1px solid gray; width: 20px; text-align: center;">Apr</td> <td style="border: 1px solid gray; width: 20px; text-align: center;">May</td> <td style="border: 1px solid gray; width: 20px; text-align: center;">Jun</td> <td style="border: 1px solid gray; width: 20px; text-align: center;">Jul</td> <td style="border: 1px solid gray; width: 20px; text-align: center;">Aug</td> <td style="border: 1px solid gray; width: 20px; text-align: center;">Sep</td> <td style="border: 1px solid gray; width: 20px; text-align: center;">Oct</td> <td style="border: 1px solid gray; width: 20px; text-align: center;">Nov</td> <td style="border: 1px solid gray; width: 20px; text-align: center;">Dec</td> </tr> </table>				S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				

Miscellaneous:

↓ Check box to activate section:

x	19 Clean inside of interior/exterior windows	Total # of windows>>	<input style="width: 20px; text-align: center;" type="text" value="8"/>	Ave Sqr Ft.>>>	<input style="width: 20px; text-align: center;" type="text" value="9.75"/>	Estimated # Sqr Ft: >>	<input style="width: 20px; text-align: center;" type="text" value="78"/>																				
<p>a) <input checked="" type="checkbox"/> Interior Windows</p> <p>b) <input type="checkbox"/> Other</p> <p>c) <input type="checkbox"/> Other</p> <p>d) <input type="checkbox"/> Other</p> <p>e) <input type="checkbox"/> Other</p> <p>f) <input type="checkbox"/> Other</p> <p>g) <input type="checkbox"/> Other</p> <p>h) <input type="checkbox"/> Other</p>																											
<p>Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand -- to allow employees to remove any items from window sills etc.</p>																											
<p>Frequency: <input style="width: 20px; text-align: center;" type="text" value="1"/> x <input style="width: 50px; text-align: center;" type="text" value="a Week"/></p> <table style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <td style="border: 1px dashed gray; width: 15px; text-align: center;">S</td> <td style="border: 1px dashed gray; width: 15px; text-align: center;">M</td> <td style="border: 1px dashed gray; width: 15px; text-align: center;">T</td> <td style="border: 1px dashed gray; width: 15px; text-align: center;">x</td> <td style="border: 1px dashed gray; width: 15px; text-align: center;">W</td> <td style="border: 1px dashed gray; width: 15px; text-align: center;">R</td> <td style="border: 1px dashed gray; width: 15px; text-align: center;">F</td> <td style="border: 1px dashed gray; width: 15px; text-align: center;">S</td> <td style="border: 1px solid gray; width: 20px; text-align: center;">Jan</td> <td style="border: 1px solid gray; width: 20px; text-align: center;">Feb</td> <td style="border: 1px solid gray; width: 20px; text-align: center;">Mar</td> <td style="border: 1px solid gray; width: 20px; text-align: center;">Apr</td> <td style="border: 1px solid gray; width: 20px; text-align: center;">May</td> <td style="border: 1px solid gray; width: 20px; text-align: center;">Jun</td> <td style="border: 1px solid gray; width: 20px; text-align: center;">Jul</td> <td style="border: 1px solid gray; width: 20px; text-align: center;">Aug</td> <td style="border: 1px solid gray; width: 20px; text-align: center;">Sep</td> <td style="border: 1px solid gray; width: 20px; text-align: center;">Oct</td> <td style="border: 1px solid gray; width: 20px; text-align: center;">Nov</td> <td style="border: 1px solid gray; width: 20px; text-align: center;">Dec</td> </tr> </table>								S	M	T	x	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
S	M	T	x	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec								

Check box to activate section:

<input checked="" type="checkbox"/>	20 Clean (ground level) exterior windows	Total # of windows>>	6	Ave Sq. Ft. >>>	11.5	Estimated # Sq. Ft. >>	69
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a) Exterior Windows
 c) Other
 e) Other
 g) Other
 i) Other
 k) Other
 m) Other
 o) Other
 q) Other
 s) Other

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Check box to activate section:

<input checked="" type="checkbox"/>	21 Clean (non-ground level) exterior windows	Total # of windows>>		Ave Sq. Ft. >>		Estimated # Sqr Ft. >>	0
-------------------------------------	---	----------------------	--	----------------	--	------------------------	---

a) Other
 c) Other
 e) Other
 g) Other
 i) Other
 k) Other

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Check box to activate section:

<input checked="" type="checkbox"/>	22 Clean additional interior windows	(Sizes to be determined at site visit)
-------------------------------------	---	--

a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			

↓ Check box to activate section:

24 Other

- a) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: x <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment B

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

29 Emergency water damage cleanup

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

30 Other (i.e. Chemical Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

31 Other (i.e. Biological Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

32 Other (i.e. Bodily Fluids)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

33 Other

Special instructions:

Attachment B

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment B

Liquid Soap		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other (please specify)		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name:	<input type="text" value="Richmond Highlands Recreation Center - Map C"/>	Work Request Number:	<input type="text"/>
Agency # or ID:	<input type="text"/>	County:	<input type="text" value="King"/>
Contract Life:	<input type="text" value="1 yr."/>	Original Start Date:	<input type="text"/>
Building Type:	<input type="text" value="Other"/>	Estimated Square Feet:	<input type="text" value="6560"/>
		# of Floors:	<input type="text" value="1.00"/>
Approved working hours	<input type="text" value="After 6:00 pm to 6:00am"/>		

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="16554 Fremont Ave N."/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="17500 Midvale Ave. N."/>
Street Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>
Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Clean vents/grills including ceiling vents-Tuesdays & Thursdays.
- m) Horizontal surfaces & moldings
- n) Clean and wipe baseboards (Tuesdays & Thursdays)

Additional Instructions:

7 Weekly
 S M T W R F S

↓ Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Other (Vents/grilles to include ceiling vents)
- h) Pictures frames and signage within reach. Fridays
- i) Chairs (including rungs, ledges and arms.

Additional instructions:

Frequency: 1 x a Week
 S M T W R F S

↓ Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Ceiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains (Remove foreign objects from fountains)
- b) Elevators
- c) Faucets
- e) Other (Clean chrome, mirrors, mirror frames, dispensers, vanity counters, doors, etc.)
- g) Other
- i) Other
- k) Other

Special instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas.
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms: (All conference rooms).
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Remove waste from office recycling containers and kitchen area.
- m) Pick up loose debris from under tables and desks, etc.
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location

s) On designated day(s), take large recepticals to the specified area. (Site dumpsters)

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. Food waste liners made from 100% compostable bags, certified by the Biogradable Products Institute (BPI) to meet the ASTM D6400 specification.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep and clean within 10 feet of each entrance incl. ADA ramps & steps.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans.
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition furniture in an orderly manner.
- b) Clean workstation surfaces, file cabinets, tabletops, partition edges, walls, etc.
- c) Stock, and monitor all janitorial supplies
- d) Other (Clean counter and table tops)
- e) Other (Clean surfaces of cabinets, outer surfaces of appliances (i.e., microwaves, refrigerators)
- g) Other (Clean outside and refill soap dispensers and paper product dispensers)
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) Fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Clean mirrors and wipe horizontal surfaces.
- i) Fill all paper towel dispensers, toilet tissue holders and soap dispensers.
- k) Clean and disinfect toilet stall doors and walls.

- m) Clean stall walls, locker room walls and locker doors.
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other
- d) Other
- e) Other
- g) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and wipe kitchen sinks, splashguard areas around sink and fixtures.
- b) Clean surfaces of cabinets, appliances (i.e., microwaves, refrigerators)
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean tables and counters in lunch room / eating area.
- g) Dry mop, and sweep to remove all spills and stains on floor
- i) Clean chrome, mirrors, mirror frames, dispensers, vanity counters, doors, etc.
- k) Clean chairs including rungs, ledges and arms.
- m) Wet mop once per week on Sunday
- o) Other

Special Instructions: Vendor to turn off any coffee makers, etc. left on after hours in the kitchen area as a safety precaution. Cleaning tools (sponges, brushes, etc.) used in the kitchen area shall be used only in the kitchen area.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		

↓ Check box to activate section:

12 Additional Kitchen Cleaning

- a) Clean inside of microwave(s)
- b) Clean inside of refrigerator(s)
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

- a) Clean Kitchen stove
- b) Other
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly) Estimated # of square feet:

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee office area
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Other
- i) Other
- j) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

<input checked="" type="checkbox"/>	16 Clean resilient floors to include: (Daily / Weekly)	Estimated # of square feet:	4,825
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- a) Sweep floors
- b) Dry mop
- c) Wet mop floors on Sundays. See special instructions for cleaning requirements.
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise. Rubber and Marmoleum Floors shall be maintained per maintenance specifications and coordinated with Facilities. Gym floor shall be swept and wet mopped with water.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
S	M	T	W	R	F	S

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			

↓ Check box to activate section:

<input type="checkbox"/>	17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)
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- a) Strip old wax and remove stains and discolorations
- c) Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

- a) All carpeted areas
- c) Lobby / Reception area
- e) All open access areas along hallways and corridors
- g) Conference Rooms
- i) Private offices
- k) Employee cubicle areas
- m) Stairs and landing
- o) Rugs
- q) Other
- s) Other

Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows Total # of windows>> Ave Sqr Ft.>>> Estimated # Sqr Ft: >>

- a) Other
- b) Clean entryway and office windows.
- c) Gym windows have wood grills.
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand -- to allow employees to remove any items from window sills etc.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

<input checked="" type="checkbox"/>	20 Clean (ground level) exterior windows	Total # of windows>>	<input type="text"/>	Ave Sq. Ft. >>>	<input type="text"/>	Estimated # Sq. Ft. >>	<input type="text" value="0"/>
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a) Other
 c) Other
 e) Other
 g) Other
 i) Other
 k) Other
 m) Other
 o) Other
 q) Other
 s) Other

Special instructions:

Frequency: x
 S M T W R F S

 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

<input checked="" type="checkbox"/>	21 Clean (non-ground level) exterior windows	Total # of windows>>	<input type="text"/>	Ave Sq. Ft. >>	<input type="text"/>	Estimated # Sqr Ft. >>	<input type="text" value="0"/>
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a) Other
 c) Other
 e) Other
 g) Other
 i) Other
 k) Other

Special instructions:

Frequency: x
 S M T W R F S

 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

<input type="checkbox"/>	22 Clean additional interior windows
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a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment B

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

29 Emergency water damage cleanup

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

30 Other (i.e. Chemical Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

31 Other (i.e. Biological Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

32 Other (i.e. Bodily Fluids)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

33 Other

Special instructions:

Attachment B

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment B

Liquid Soap		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other (please specify)		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

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Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name:	<input type="text" value="Spartan Recreation Center -Map E"/>	Work Request Number:	<input type="text"/>
Agency # or ID:	<input type="text"/>	County:	<input type="text" value="King"/>
Contract Life:	<input type="text" value="1 yr."/>	Original Start Date:	<input type="text"/>
Building Type:	<input type="text"/>	Estimated Square Feet:	<input type="text" value="25000"/>
		# of Floors:	<input type="text" value="1.00"/>
Approved working hours	<input type="text" value="After 6:00pm to 6:00am"/>		

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="202 NE 185th Street"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Street Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98155"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98155"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98155"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>
Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Furniture
- m) Horizontal services and moldings within reach (including the Display Case in Lobby).
- n) Interior glass

Additional Instructions:

S M T W R F S

↓ Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Clean fingerprints from windows at Cascade, Olympic , Gym, dance, exercise and general offices.
- h) Other
- i) Other

Additional instructions:

Frequency: x

S M T W R F S

↓ Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Ceiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

Frequency: x

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains
- b) Elevators
- c) Faucets
- e) Clean chrome, mirrors, mirror frames, metal work & Dispensers, counters & doors.
- g) Other
- i) Other
- k) Other

Special instructions:

Frequency: x

S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas.
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms: Cascade, Olympic, Gymnastics, Dance, Exercise & Gymnasium.
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Pickup loose debris from behind couches, under tables, chairs, etc.
- o) Wipe down trash bin covers.
- q) Empty smaller trash / recycle items into large receptacles at specified location

- s) On designated day(s), take large recepticals to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. Janitors must have Barrier Protection Attire (BPA) and required supplies and equipment to clean and properly perform sanitary disposal in restrooms and lockers rooms as required.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptical
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

- m) Other
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Clean restrooms and locker rooms (men & women's).
- d) Wipe and disinfect showers in locker rooms.
- e) Wipe diaper changing table with disinfectant
- g) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:
- k) Fill soap and paper towel dispensers.
- m) Other
- o) Other

Special Instructions: Turn off and unplug coffee makers, toaster, etc. left on after hours in the kitchen area as a safety precaution.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

12 Additional Kitchen Cleaning

- a) Clean inside of microave(s)
- b) Clean inside of refrigerator(s)
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

Check box to activate section:

<input checked="" type="checkbox"/>	16 Clean resilient floors to include: (Daily / Weekly)	Estimated # of square feet:	21,770
-------------------------------------	--	-----------------------------	--------

- a) Sweep floors
- b) Dry mop
- c) Wet mop (Use cleaner approved by Facilities)
- d) Wet mop gymnasium floor with water on Sundays. Contact Facilities for assistance.
- e) Exercise/Fitness Rooms - wipe down mats in dance & gymnastics rooms. (Thursday & Sundays).
- f) Wet mop dance floor with water. Contact Facilities for assistance.
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise. Includes Cascade, Olympic, Small Exercise Room, Dance Room throughout the recreation facility.

Frequency: x S M T W R F S

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Check box to activate section:

<input checked="" type="checkbox"/>	17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)	Estimated # of square feet:	4095
-------------------------------------	--	-----------------------------	------

- a) Strip old wax and remove stains and discolorations
- b) Re-wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- c) All non-carpeted floors
- d) Kitchen, Lunchroom areas
- e) Restrooms
- f) Print, Copy, Storage Rooms
- g) Stairs and Landings
- h) Entryways
- i) Other
- j) Other

Special instructions: Scrub, wax and buff all tiled floors.

Frequency: x S M T W R F S

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

<input checked="" type="checkbox"/>	18 Shampoo Carpet As follows	Estimated # of square feet:	3985
-------------------------------------	-------------------------------------	-----------------------------	------

a) All carpeted areas

c) Lobby / Reception area

e) All open access areas along hallways and corridors

g) Conference Rooms

i) Private offices

k) Employee cubicle areas

m) Stairs and landing

o) Rugs

q) Other Scrub and polish thresholds.

s) Other

Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.

Frequency: x

S	M	T	W	R	F	S	X		X		X		X				
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec						

Miscellaneous:

↓ Check box to activate section:

<input checked="" type="checkbox"/>	19 Clean inside of interior/exterior windows	Total # of windows>>	20	Ave Sqr Ft.>>>	26	Estimated # Sqr Ft: >>	521
-------------------------------------	---	----------------------	----	----------------	----	------------------------	-----

a) All lower level windows inside the Spartan Recreation Center Facility.

b) Other

c) Other

d) Other

e) Other

f) Other

g) Other

h) Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand -- to allow employees to remove any items from window sills etc.

Frequency: x

X	X	X	X	X	X	X												
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Check box to activate section:

<input checked="" type="checkbox"/>	20 Clean (ground level) exterior windows	Total # of windows>>	4	Ave Sq. Ft. >>>	28	Estimated # Sq. Ft. >>	113
-------------------------------------	---	----------------------	---	-----------------	----	------------------------	-----

a) Clean ground level windows
 c) Other
 e) Other
 g) Other
 i) Other
 k) Other
 m) Other
 o) Other
 q) Other
 s) Other

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Check box to activate section:

<input checked="" type="checkbox"/>	21 Clean (non-ground level) exterior windows	Total # of windows>>	30	Ave Sq. Ft. >>	62	Estimated # Sqr Ft. >>	1,855
-------------------------------------	---	----------------------	----	----------------	----	------------------------	-------

a) Clean all exterior windows
 c) Other
 e) Other
 g) Other
 i) Other
 k) Other

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Check box to activate section:

<input type="checkbox"/>	22 Clean additional interior windows
--------------------------	---

a) Entry way Windows

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: x <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment B

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

29 **Emergency water damage cleanup**

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

30 **Other (i.e. Chemical Spills)**

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

31 **Other (i.e. Biological Spills)**

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

32 **Other (i.e. Bodily Fluids)**

Special instructions: Janitors must use Barrier Protection Attire (BPA) and comply with local, state and federal regulations.

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

33 **Other**

Special instructions:

Attachment B

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment B

Liquid Soap		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other (Provide BPA , supplies & equipmen		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Motion to Authorize the City Manager to execute Change Order No. 1 with MJ Hughes Construction in the amount of \$61,055.12 for the Richmond Beach Saltwater Park Pedestrian Bridge Repair Project
DEPARTMENT:	Public Works Parks, Recreation and Cultural Services
PRESENTED BY:	Noel Hupprich, Capital Projects Manager Eric Friedli, Parks, Recreation and Cultural Services Director
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The recently completed Richmond Beach Saltwater Park Pedestrian Bridge Repair project experienced additional construction costs due to complications with Burlington Northern Santa Fe Railroad (BNSF), staff availability and unforeseen conditions of the bridge. Change Order No. 1 has been prepared to account for these additional costs.

RESOURCE/FINANCIAL IMPACT:

The cost of Change Order No. 1 will be paid based on the following funding:

EXPENDITURES

Design:		
Staff	\$42,000	
Professional Services	\$62,000	
Total Design		\$104,000
Construction:		
Staff and other Direct Expenses		\$36,000
Construction Contract	\$270,424	
Change Order No. 1	\$61,055	
Change Order No. 1	-\$1,524	
Total Construction Contract		\$329,955
Railroad Inspection and Flagging	\$50,000	
Contingency	\$3,041	
Total Construction		\$418,996
1% for the Arts:		\$2,543
Total Project Cost:		\$525,539

REVENUE

KC Trail Levy ¹	\$154,800
General Capital Fund ²	\$370,739
<hr/>	
Total Funding:	\$525,539

RECOMMENDATION

Staff recommends that Council move to authorize the City Manager to execute Change Order No. 1 to complete the construction contract for the Richmond Beach Saltwater Park Pedestrian Bridge Repair project.

Approved By: City Manager **DT** City Attorney **MK**

¹ \$70,000 of KC Trail Levy funding was re-allocated from the Regional Trail Signage project as well as other surplus funding to support this project. Construction of the Regional Trail Signage project has been moved to 2016 and will utilize KC Trail Levy Renewal funding.
² General Capital Fund was increased by approximately \$15,000 from additional Real Estate Excise Tax funding and remains within the authorized budget.

INTRODUCTION

On November 26, 2014 the City entered in to a contract with MJ Hughes Construction Co. in the amount of \$270,424 to complete planned repairs to the Richmond Beach Saltwater Park Pedestrian Bridge. During the construction phase, several factors impacted the project's schedule and cost. Change Order No. 1 accounts for changes in contract time and cost related to the following:

1. Construction delay,
2. Contractor overtime pay,
3. Fence post replacement,
4. Bridge pile repair, and
5. Decrease in original contract due to unused bid quantities.

BACKGROUND

The 50-year-old Saltwater Park Pedestrian Bridge that serves Richmond Beach had been in need of structural repairs and upgrades. In 2011, City staff worked with the King County Bridge and Structural Design Unit to complete a thorough inspection of the bridge. The inspection report identified repair work and advised that the work be completed within the next five to ten years.

Repairs included replacement of the bridge deck, deck curbing, and repairs to the bridge substructure. The repairs were necessary to maintain a safe bridge and allow continued access for emergency and maintenance vehicles. Completion of these repairs will extend the life of the bridge by 20 or more years.

A majority of the repairs involved working within BNSF right of way. This work required a BNSF permit that specifies construction restrictions related to rail safety and limiting rail transportation impacts. A main component of the BNSF permit is that a BNSF Flagger must be present during all work within 25 feet of the tracks. The Flagger monitors rail traffic and communicates between the train engineers and construction crew to ensure the rails are clear when a train is approaching. By comparison, for a typical capital improvement project located within City right of way, vehicle traffic is controlled to complete construction, whereas for a typical project located within BNSF right of way, construction is controlled to maintain rail traffic.

BNSF Schedule Impacts

As the bridge repair work was about to begin, BNSF informed the City and Contractor that a Flagger would not be available for several weeks due to a separate project that had taken longer than expected. The Contractor revised their schedule to complete as much work as possible that would not require a Flagger. The Contractor completed that work on February 11, 2015. At that time, the City suspended work on the contract until a confirmed date for a Flagger was determined. The contract was suspended for 23 days. On March 16, 2015 the Contractor returned to the project site and on March 23, 2015, a BNSF Flagger was assigned to the project for five (5) weeks.

The following additional cost requests are associated with unavailability of a BNSF Flagger:

- Construction delay (\$21,846).
Delay charges from the City's contractor, due to suspension of work. These charges account for costs associated with, demobilization, remobilization and extended overhead.
- Contractor overtime pay (\$9,246).
BNSF informed the City they could provide a Flagger beginning March 23, 2015, for seven days each week, up to five weeks. The Contractor worked 10 hour days, Monday through Saturday (and one Sunday), in order to complete the required work within the Flagger's available schedule. This time constraint was beyond the Contractor's control and overtime work was not in the original scope of work.

Additional Repair Work

Fence Post Replacement - As demolition of the existing bridge decking and timber curb was being completed, it became apparent that the existing steel fence posts along the bridge had corroded and were no longer securely attached to the bridge. The fence posts had been welded to the steel girders that support the bridge deck and bolted to existing timber curbing along each side of the bridge deck. Consideration was made to re-weld the existing fence posts; however, most were in poor condition and would need to be replaced. It was decided that replacing all of the bridge fence post would provide the best value and longevity.

Additional Pile Repair - A portion of the structural repair work consisted of replacement of two pile caps located nearest to the railroad tracks. The bridge piles are the posts that transfer the bridge load from the bridge deck to the ground. The pile cap is a timber or steel beam that is attached to the tops of the piles and supports the bridge girders. The girders in turn support the bridge deck. Attachment A shows a schematic drawing of these components of the bridge sub-structure.

After close inspection of the piles at the two replacement locations, the structural engineer advised City staff to consider installing additional banding and support around the tops of the piles and pile caps. The main reason for completing this work was to take advantage of the existing railroad permit and current access. The additional support will help ensure the extended life of the bridge and reduce the need to come back for future repairs.

The following additional cost requests are associated with this additional repair work:

- Fence post replacement (\$26,360).
60 fence posts were replaced with new powder coated black posts.
- Bridge pile repair (\$3,603).
Additional banding at six piles and two pile caps.

Adjustment to the Original Contract

All bridge repair work is now complete and staff has confirmed all bid quantities used on the project with the Contractor. Final payment for original bid quantities (not including the additional cost shown above) is \$1,524 less than the original contract amount.

- Decrease in contract amount due to unused bid quantities (-\$1,524).

Change Order No. 1 will increase the contract by \$61,055 for additional work and decrease the contract by \$1,524 for unused bid quantities for a final contract amount of \$329,955.

Note: The amount for the decrease should not be combined with the amount for the increase to result in a lower total change order amount. The decrease should be accounted for separately because it addresses work in the original bid that was not completed. If the decrease were combined with the increase to reduce the total change order amount, the unused bid quantities would have to be paid as part of the original contract.

RESOURCE/FINANCIAL IMPACT

The cost of Change Order No. 1 will be paid based on the following funding:

EXPENDITURES		
Design:		
Staff	\$42,000	
Professional Services	\$62,000	
Total Design		\$104,000
Construction:		
Staff and other Direct Expenses		\$36,000
Construction Contract	\$270,424	
Change Order No. 1	\$61,055	
Change Order No. 1	-\$1,524	
Total Construction Contract		\$329,955
Railroad Inspection and Flagging	\$50,000	
Contingency	\$3,041	
Total Construction		\$418,996
1% for the Arts:		\$2,543
Total Project Cost:		\$525,539
REVENUE		
KC Trail Levy ¹		\$154,800
General Capital Fund ²		\$370,739
Total Funding:		\$525,539

¹ \$70,000 of KC Trail Levy funding was re-allocated from the Regional Trail Signage project as well as other surplus funding to support this project. Construction of the Regional Trail Signage project has been moved to 2016 and will utilize KC Trail Levy Renewal funding.

² General Capital Fund was increased by approximately \$15,000 from additional Real Estate Excise Tax funding and remains within the authorized budget.

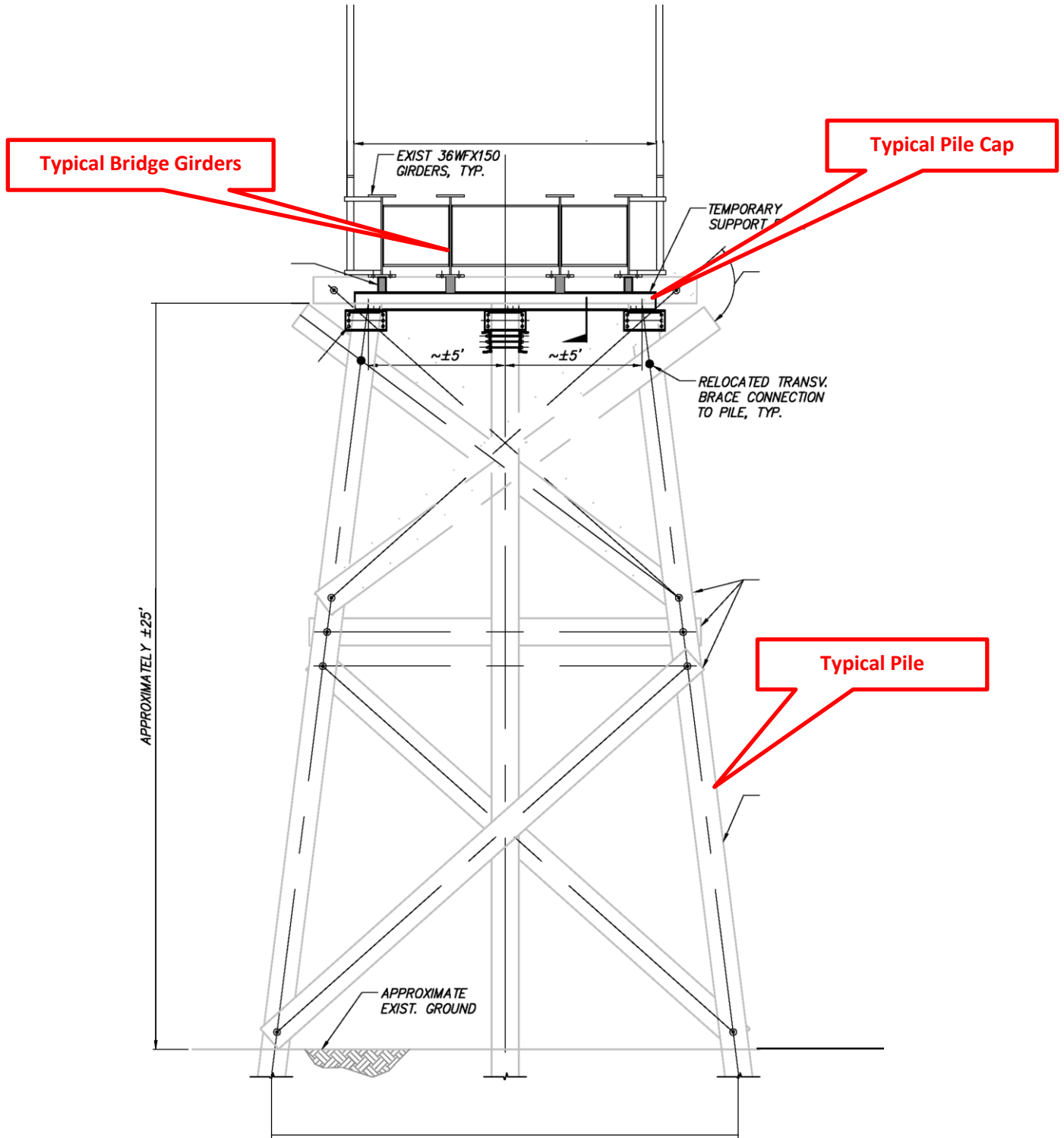
RECOMMENDATION

Staff recommends that Council move to authorize the City Manager to execute Change Order No. 1 to increase the contract sum by \$61,055 and decrease the contract sum by \$1,524 and complete the construction contract for the Richmond Beach Saltwater Park Pedestrian Bridge Repair project.

ATTACHMENTS

Attachment A: Bridge Elevation Schematic

Typical Bridge Cross Section



CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Execute a Construction Contract with Doolittle Construction, LLC for Implementation of the 2015 Bituminous Surface Treatment (BST) Pavement Preservation Program
DEPARTMENT:	Public Works Department
PRESENTED BY:	Dan Repp, Public Works Utility and Operations Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The purpose of this report is to request the City Council to authorize the City Manager to enter into a contract with Doolittle Construction, LLC for \$612,956.40 for the 2015 Bituminous Surface Treatment (BST) pavement preservation program. Bids were opened on May 21, 2015 and there were two (2) bidders: Doolittle Construction, LLC, and Granite Construction. After a review of Doolittle Construction's bid, they were selected as the City's preferred provider.

RESOURCE/FINANCIAL IMPACT:

The City Council has authorized \$1,806,546 in the 2015 CIP Budget for the Annual Road Surface Maintenance Program. The BST program is part of the Road Surface Maintenance Program and the bid amount of \$612,956.40 is less than the available BST budget of \$633,000.

RECOMMENDATION

Staff recommends the City Council move to authorize the City Manager to execute a construction contract with Doolittle Construction, LLC for \$ \$612,956.40 for the 2015 BST pavement preservation program.

Approved By: City Manager **DT** City Attorney **MK**

INTRODUCTION

The Public Works Department is using Bituminous Surface Treatment (BST) as a maintenance strategy to protect the City's roadway infrastructure investments made over the past 15 years. BST application was successfully implemented in 2011 with successive BST projects in 2012, 2013, and 2014.

BACKGROUND

The City Council established that maintaining and preserving the City's streets is a high priority. The City selected using BST as a key maintenance strategy for the City's road system. The first application of BST in 2011 was focused in the northeast quadrant of the City (Echo Lake), followed by the North City and Ballinger neighborhoods in 2012, North City, Briarcrest, Ridgecrest and Echo Lake neighborhoods in 2013, and the Briarcrest and North City neighborhoods in 2014. The final cost for the 2014 BST Contract was \$617,737.89.

DISCUSSION

The 2015 BST project will primarily focus on roads in the North City and Ridgecrest neighborhoods plus some additional roads selected in the southwest quadrant of the City. Approximately 10.1 miles of roadway have been selected for BST treatment. Attachments A and B contain maps showing the location of the roads that will receive BST this year. Attachment C provides a detailed listing of each road segment to receive treatment.

Bids for the BST Program were opened on May 21, 2015 and there were two (2) bidders. Table 1 provides the results of the bid opening:

Table 1. 2015 Bituminous Surface Treatment Bid Results.

Contractor	Total Base Bid
Doolittle Construction, LLC	\$612,956.40
Granite Construction Company	\$713,317.00

Staff's project cost estimate for the BST Program was \$633,000. Staff has completed their review of mandatory bidder responsibility criteria on Doolittle Construction, LLC, including State Agency fiscal compliance. References were satisfactory regarding quality of construction and their history of managing budget, materials, and personnel for this type of project. Doolittle Construction performed the BST work for the City in 2011, 2012, 2013, and 2014. Doolittle Construction's performance on previous City BST contracts has been excellent. Doolittle Construction has consistently demonstrated an attention to detail, the ability to accommodate the needs of residents and flexibility during the construction process that benefits the City and results in a high quality product. The anticipated project schedule is provided in Table 2 below:

Table 2. Anticipated 2015 Bituminous Surface Treatment Project Schedule.

Milestone	Start	Finish	Comments
Notice to Proceed	n/a	June 26, 2015	
Contractor Mobilizes	July 13, 2015	July 17, 2015	Equipment and material staged on-site.
BST Application	July 15, 2015	September 4, 2015	Final completion date is weather dependent.
Final Acceptance	n/a	September 14, 2015	

FINANCIAL IMPACT

The City Council has authorized \$1,806,546 in the 2015 CIP Budget for the Annual Road Surface Maintenance Program. The BST program is part of the Road Surface Maintenance Program and the bid amount of \$612,956.40 is less than the available BST budget of \$633,000. Below is a breakdown of the Road Surface Maintenance Program cost expenditures and revenue sources (Roads Capital Fund) used to pay for the program:

EXPENDITURES

Staff Cost		\$50,000
BST Construction:		
<i>BST Construction Contract</i>	\$612,956	
BST Contract Contingency (10%)	<u>\$ 61,296</u>	
Total BST		\$674,252
2014/2015 Asphalt Grind/Patch/ Overlay Project		\$620,358
Pavement Management/Asset Inventory		\$72,963
2016 Overlay (design)		\$100,000
Meridian Overlay (design)		\$155,450
15 th Avenue Overlay (design)		\$99,900
Total Program Cost		\$1,772,923

REVENUE

Roads Capital Fund		\$1,806,546
Total Program Revenue		\$1,806,546
Program Balance (Revenue - Expenditures)		\$33,623

RECOMMENDATION

Staff recommends the City Council move to authorize the City Manager to execute a construction contract with Doolittle Construction, LLC for \$ \$612,956.40 for the 2015 BST pavement preservation program.

ATTACHMENTS

- Attachment A: 2015 Proposed BST Project Map East Region
- Attachment B: 2015 Proposed BST Project Map West Region
- Attachment C: Detailed List of 2015 BST Road Segments

Legend

Street to receive BST

Arterial, 3/8" BST

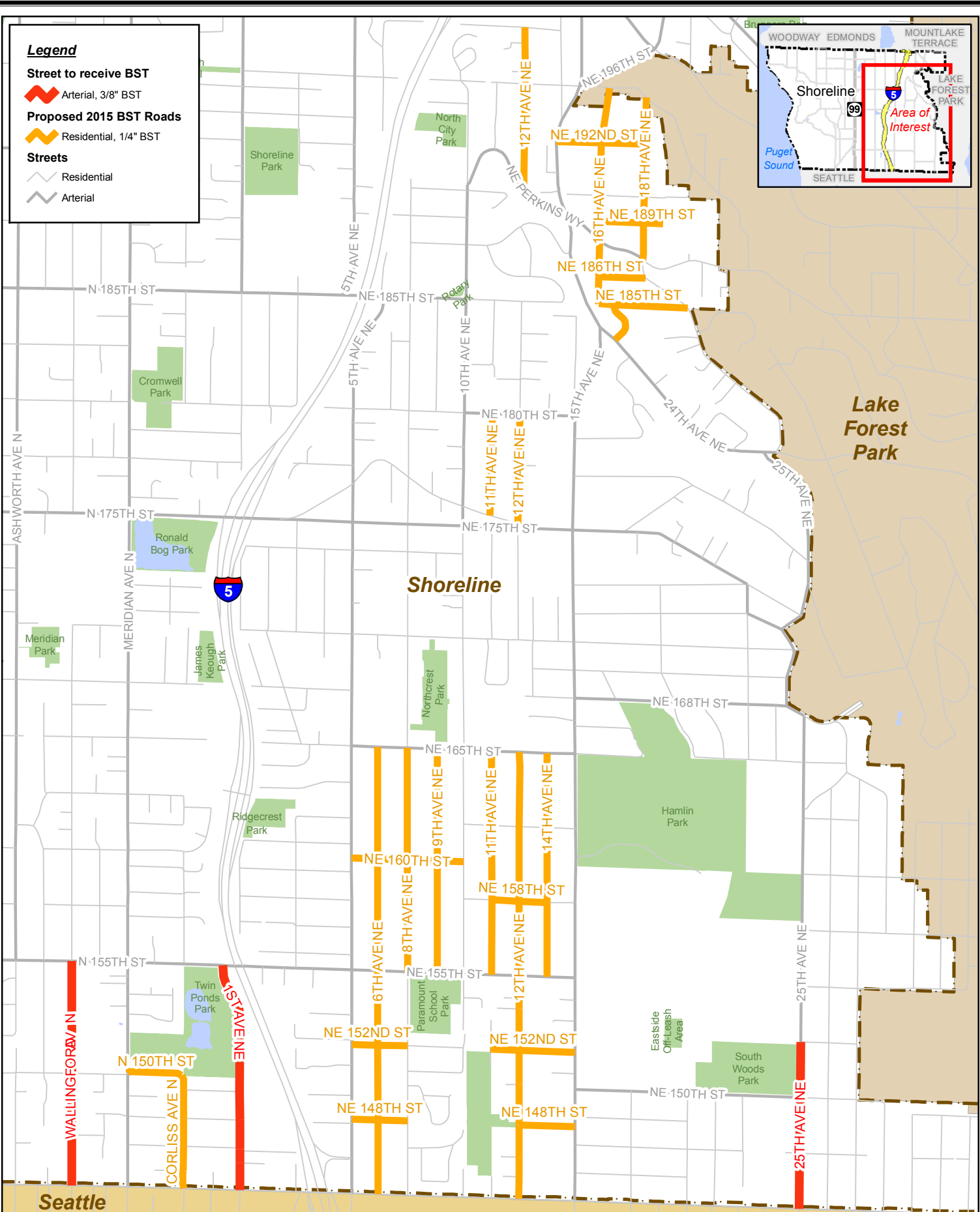
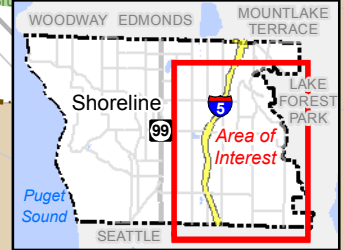
Proposed 2015 BST Roads

Residential, 1/4" BST

Streets

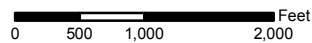
Residential

Arterial



2015 BST Contract

East Region - Streets to Receive BST

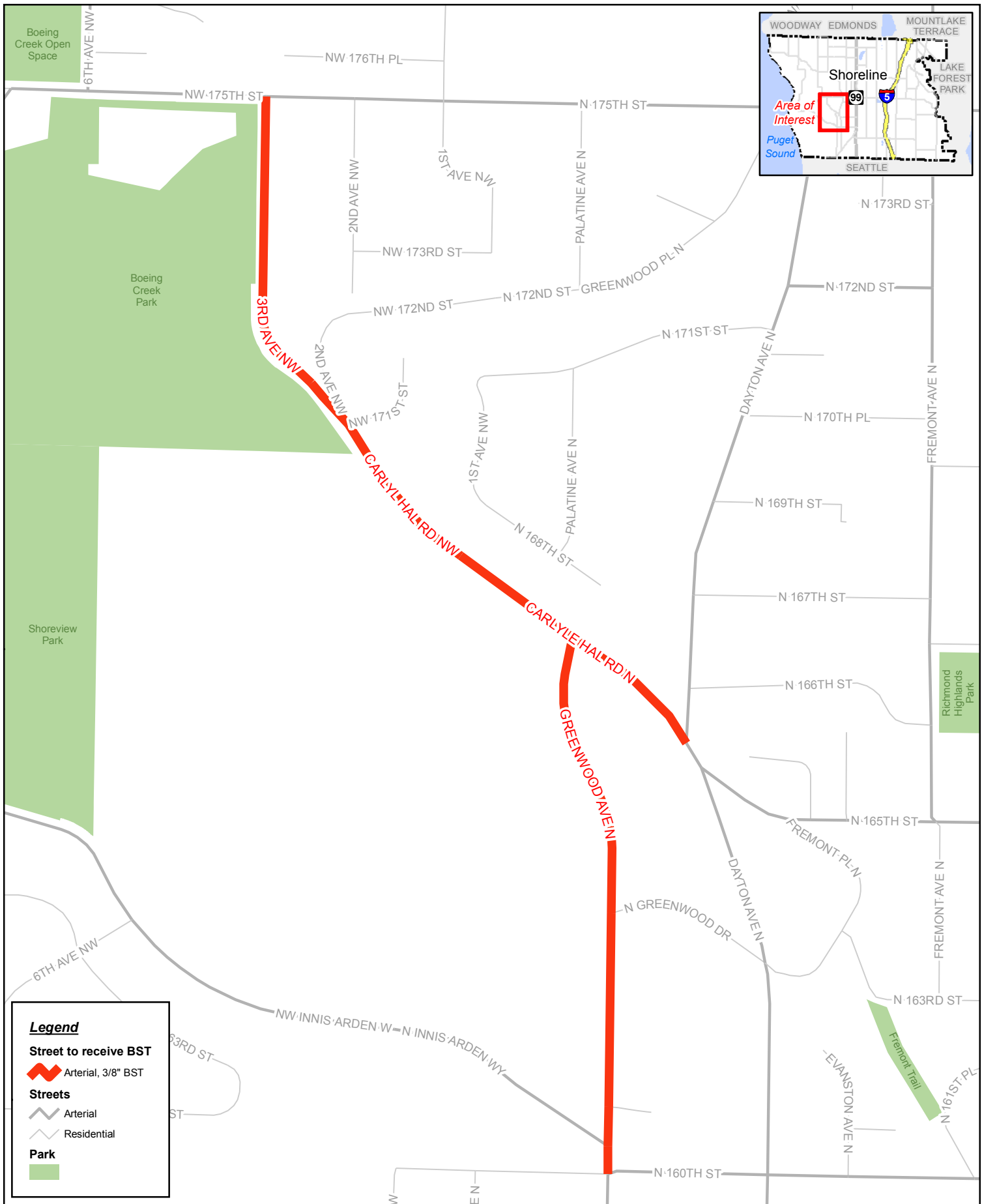
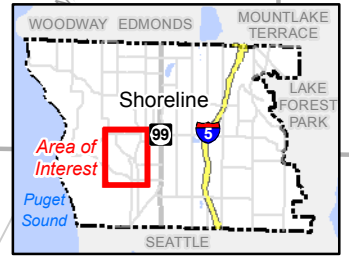


This map is not an official map. No warranty is made concerning the accuracy, currency, or completeness of data depicted on this map.



Date: 3/27/2015
Author: lbiddison

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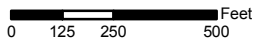


Legend

- Street to receive BST
 - Arterial, 3/8" BST
- Streets
 - Arterial
 - Residential
- Park



2015 BST Contract
West Region - Streets to Receive BST



This map is not an official map. No warranty is made concerning the accuracy, currency, or completeness of data depicted on this map.



Date: 3/27/2015
Author: lbiddison

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ATTACHMENT C

2015 City of Shoreline
1/4" No. 10 Bituminous Surface Treatment Locations

ITEM	STREET NAME	FROM LOCATION	TO LOCATION	LENGTH	WIDTH	SQUARE YARDS
1	6TH AV NE	NE 145 ST	NE 148 ST	883	22	2,158
2	6TH AV NE	NE 148 ST	NE 152 ST	884	22	2,161
3	6TH AV NE	NE 152 ST	NE 155 ST	883	22	2,158
4	6TH AV NE	NE 155 ST	NE 160 ST	1,327	32	4,718
5	6TH AV NE	NE 160 ST	NE 165 ST	1,328	28	4,132
6	8TH AV NE	NE 155 ST	NE 160 ST	1,327	32	4,718
7	8TH AV NE	NE 160 ST	NE 165 ST	1,327	32	4,718
8	9TH AV NE	NE 155 ST	NE 160 ST	1,327	32	4,718
9	9TH AV NE	NE 160 ST	NE 165 ST	1,326	32	4,715
10	11TH AV NE	NE 155 ST	NE 158 ST	889	22	2,173
11	11TH AV NE	NE 158 ST	NE 162 ST	882	22	2,156
12	11TH AV NE	NE 162 ST	NE 165 ST	881	27	2,643
13	11TH AV NE	NE SERPENTNE PL	NE 180 ST	1,216	26	3,513
14	12TH AV NE	NE 145 ST	NE 146 ST	263	19	555
15	12TH AV NE	NE 146 ST	NE 147 ST	235	20	522
16	12TH AV NE	NE 147 ST	NE 148 ST	381	22	931
17	12TH AV NE	NE 148 ST	NE 150 CT	478	20	1,062
18	12TH AV NE	NE 150 CT	NE 152 ST	405	22	990
19	12TH AV NE	NE 152 ST	NE 153 ST	492	20	1,093
20	12TH AV NE	NE 153 ST	NE 154 ST	126	22	308
21	12TH AV NE	NE 154 ST	NE 155 ST	265	20	589
22	12TH AV NE	NE 155 ST	NE 158 ST	889	22	2,173
23	12TH AV NE	NE 158 ST	NE 162 ST	879	26	2,539

ITEM	STREET NAME	FROM LOCATION	TO LOCATION	LENGTH	WIDTH	SQUARE YARDS
24	12TH AV NE	NE 162 ST	NE 165 ST	883	26	2,551
25	12TH AV NE	NE 175 ST	NE 177 ST	745	28	2,318
26	12TH AV NE	NE 177 ST	NE 180ST	598	30	1,993
27	12TH AV NE	NE PERKINS WAY	NE 195 ST	1,280	24	3,413
28	12TH AV NE	NE 195 ST	NE 195 CT	139	24	371
29	12TH AV NE	NE 195 CT	NE 197 CT	343	24	915
30	12TH AV NE	NE 195 CT	NE 198 ST	189	24	504
31	14TH AV NE	NE 155 ST	NE 158 ST	890	22	2,176
32	14TH AV NE	NE 158 ST	NE 162 ST	877	22	2,144
33	14TH AV NE	NE 162 ST	NE 165 ST	883	22	2,158
34	16TH AV NE	24 AV NE	NE 185 ST	530	26	1,531
35	16TH AV NE	NE 185 ST	NE 186 ST	321	20	713
36	16TH AV NE	NE 186 ST	NE PERKINS WAY	431	20	958
37	16TH AV NE	PERKINS WAY NE	NE 189 ST	229	23	585
38	16TH AV NE	NE 189 ST	NE 190 ST	306	23	782
39	16TH AV NE	NE 190 ST	NE 192 ST	627	24	1,672
40	16TH AV NE	NE 192 ST	NE 195 ST	665	23	1,699
41	18TH AV NE	NE PERKINS WAY	NE 189 ST	431	22	1,054
42	18TH AV NE	NE 189 ST	NE 190 ST	306	22	748
43	18TH AV NE	NE 190 ST	NE 192 ST	628	22	1,535
44	18TH AV NE	NE 192 ST	LAGO PL NE	556	22	1,359
45	NE 148TH ST	5 AV NE	6 AV NE	309	23	790
46	NE 148TH ST	6 AV NE	8 AV NE	352	22	860
47	NE 148TH ST	12 AV NE	15 AV NE	660	22	1,613
48	N 150TH ST	MERIDIAN AV N	CORLISS AV N	670	28	2,084
49	NE 152ND ST	5 AV NE	6 AV NE	308	20	684

ITEM	STREET NAME	FROM LOCATION	TO LOCATION	LENGTH	WIDTH	SQUARE YARDS
50	NE 152ND ST	6 AV NE	8 AV NE	352	20	782
51	NE 152ND ST	ENDROUTE	12 AV NE	329	21	768
52	NE 152ND ST	12 AV NE	15 AV NE	661	21	1,542
53	NE 158TH ST	11 AV NE	12 AV NE	327	30	1,090
54	NE 158TH ST	12 AV NE	14 AV NE	331	23	846
55	NE 160TH ST	5 AV NE	6 AV NE	309	32	1,099
56	NE 160TH ST	6 AV NE	8 AV NE	354	32	1,259
57	NE 160TH ST	8 AV NE	9 AV NE	355	32	1,262
58	NE 160TH ST	9 AV NE	10 AV NE	309	32	1,099
59	NE 185TH ST	16 AV NE	25 AV NE	891	20	1,980
60	NE 186TH ST	16 AV NE	18 AV NE	598	17	1,130
61	NE 189TH ST	16 AV NE	18 AV NE	518	16	921
62	NE 189TH ST	18 AV NE	CDSE	228	20	507
63	NE 192ND ST	15 AV NE	16 AV NE	533	20	1,184
64	NE 192ND ST	16 AV NE	18 AV NE	518	24	1,381
65	CORLISS AV N	N 145 ST	N 146 ST	206	24	549
66	CORLISS AV N	N 146 ST	N 147 ST	291	24	776
67	CORLISS AV N	N 147 ST	N 148 ST	333	24	888
68	CORLISS AV N	N 148 ST	N 149 ST	334	25	928
69	CORLISS AV N	N 149 ST	N 150 ST	195	28	607
				Total Square Yards:		113,254

2015 City of Shoreline
3/8" No. 10 Bituminous Surface Treatment Locations

ITEM	STREET NAME	FROM LOCATION	TO LOCATION	LENGTH	WIDTH	SQUARE YARDS
1	1ST AV NE	NE 145 ST	NE 147 ST	483	28	1,503
2	1ST AV NE	NE 147 ST	NE 148 ST	347	32	1,234
3	1ST AV NE	NE 148 ST	NE 149 ST	338	28	1,052
4	1ST AV NE	NE 149 ST	NE 155 ST	1,542	29	4,969
5	25TH AV NE	NE 145 ST	NE 147 ST	661	30	2,203
6	25TH AV NE	NE 147 ST	NE 150 ST	659	30	2,197
7	25TH AV NE	NE 150 ST	NE 153 ST	660	30	2,200
8	3RD AV NW	NW 175 ST	NW CARLYLE RD	881	21	2,056
9	CARLYLE HALL RD NW	3 AV NW	2 AV N	427	30	1,423
10	CARLYLE HALL RD NW	2 AV NW	NW 171 ST	58	21	135
11	CARLYLE HALL RD NW N	NW 171 ST	GREENWOOD AV N	1,140	22	2,787
12	CARLYLE HALL RD N	GREENWOOD AV N	DAYTON AV N	592	22	1,447
13	GREENWOOD AV N	N 160 ST	N INNIS ARDEN WAY	95	22	232
14	GREENWOOD AV N	N INNIS ARDEN WAY	N GREENWOOD DR	888	22	2,171
15	GREENWOOD AV N	N GREENWOOD DR	CARLYLE HALL RD	1,063	32	3,780
16	WALLINGFORD AV N	N 145 ST	N 147 ST	600	21	1,400
17	WALLINGFORD AV N	N 147 ST	N 150 ST	729	20	1,620
18	WALLINGFORD AV N	N 150 ST	N 155 ST	1,331	22	3,254
				Total Square Yards:		35,661

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adoption of the 2015 Comprehensive Plan Amendment Docket		
DEPARTMENT:	Planning & Community Development		
PRESENTED BY:	Steven Szafran, AICP, Senior Planner Rachael Markle, AICP, Director		
ACTION:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input checked="" type="checkbox"/> Motion
	<input type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

PROBLEM/ISSUE STATEMENT:

The City is limited by state law and the City’s adopted procedures to processing Comprehensive Plan amendments once a year. Proposed amendments are collected throughout a given year with a deadline of the last business day in December for public submissions of suggested amendments to be considered in the following year. The “Docket” establishes the amendments that will be reviewed and studied during the year by staff and the Planning Commission prior to a recommendation to the City Council on amending the Comprehensive Plan. This year’s Docket (Attachment A) contains nine amendments; eight of the amendments are City initiated and one amendment is citizen initiated.

RESOURCE/FINANCIAL IMPACT:

Amendments #1, #4, and #7 may pose financial impacts to the City. Amendment #1 will require a change to the Transportation Master Plan which would require expanded SEPA analysis, public outreach through mailings and meetings, infrastructure analysis, and traffic analysis. Amendment #1 represents a substantial work item that has not been anticipated.

Amendment #4 has the potential to add additional moneys from King County’s portion of property taxes collected on new development within the City. LCLIP has the potential to fund infrastructure improvements over the next 20 years with the inclusion of a TDR program.

Amendment #7 has the potential to add a park impact fee for new development within the 185th Street Light Rail Station Subarea.

Amendment #9 will include additional study that will be considered during the City’s update to its Transportation Master Plan in 2016/2017.

RECOMMENDATION

Staff recommends that the Council approve the 2015 Comprehensive Plan Amendment Docket without the inclusion of Amendment #1 and updated to include Amendment #9.

Approved By: City Manager ***DT*** City Attorney ***MK***

INTRODUCTION

The State Growth Management Act limits review of proposed Comprehensive Plan amendments to no more than once a year. To ensure that the public can view the proposals within a citywide context, the Growth Management Act directs cities to create a docket that lists the amendments to be considered in this “once a year” review process.

BACKGROUND

Last year, City Council adopted by resolution the 2014 Comprehensive Plan Docket which generally included amendments to the Point Wells Subarea Plan and other elements of the Comprehensive Plan that may have applicability to reflect the outcomes of the Richmond Beach Traffic Corridor Study as described in Policy PW-9. The Council was unable to complete the 2014 docket item due to delays in Snohomish County’s environmental review process and the ongoing evaluation of the applicant’s Traffic Corridor Study. Therefore, the same amendment proposal (which this year is Amendment #6) is proposed for the 2015 Comprehensive Plan Docket.

Comprehensive Plan amendments usually take two forms: Privately-initiated amendments and City-initiated amendments. Anyone can propose an amendment to the Comprehensive Plan. Comprehensive Plan amendments must be submitted by the last business day of the year to be considered in the following year and there is no fee for general text amendments. The process for accepting and reviewing Comprehensive Plan amendments for the annual docket is prescribed in Shoreline Municipal Code (SMC) 20.30.340(C). This year, there was one privately-initiated amendment (Amendment #1) and eight City-initiated amendments. The City Council will review the proposed amendments as a package in order to consider the combined impacts of the proposals.

DISCUSSION

A description of the nine proposed Comprehensive Plan Amendments are as follows:

Amendment #1 (Privately Initiated)

This amendment asks to consider changes to the Transportation Element of the Comprehensive Plan that would set citywide average daily trip (ADT) limits for nonarterial streets and collector-arterial streets. The application is included as Attachment B.

The proposed ADT limits would apply even if the capacity of the subject street may be higher and/or if level of service (LOS) failures would not result if ADTs were higher than the proposed ADT limits.

Generally, the amendment would place a default limit of 1,500 ADTs for a nonarterial street and a default limit of 3,000 ADTs for collector Arterial streets. The proposal would allow Council to raise the ADT limit to 3,000 on a nonarterial street and 7,000 ADTs on a collector arterial street. Council could only increase the ADT for an extraordinary circumstance on a case-by-case basis.

The City's current adopted level of service for adequate streets is in Shoreline Municipal Code (SMC) Section 20.60.140 (A) as follows:

A. Level of Service (LOS). *The level of service standard that the City has selected as the basis for measuring concurrency is as follows:*

1. *LOS D at signalized intersections on arterial streets and at unsignalized intersecting arterials; or*
2. *A volume to capacity (V/C) ratio of 0.90 or lower for principal and minor arterials.*

The V/C ratio on one leg of an intersection may exceed 0.90 when the intersection operates at LOS D or better.

These level of service standards apply throughout the City unless an alternative level of service for a particular street or streets has been adopted in the Comprehensive Plan Transportation Element.

The City's adopted LOS D for intersections applies to all arterials, including collector arterials. The V/C ratio is a supplemental level of service, as identified in the City's Comprehensive Plan, that applies to principal and minor arterials. The City does not have a LOS adopted for non-arterial streets. Shoreline is not unique, as many other cities do not have an adopted LOS for non-arterial streets. State law requires that the transportation element of a City's comprehensive plan include level of service standards for all locally owned arterials, which the City has done through the adoption of LOS D for arterial intersections.

Staff recommends excluding this amendment from the 2015 Comprehensive Plan Docket for the following reasons:

- This policy direction would be in conflict with the City's adopted concurrency program which does not evaluate level of service impacts based upon ADT, nor does it consider impacts to nonarterial (local) streets or collector arterials (other than intersections). Due to the relationship between the city's concurrency regulations and impact fee requirements, the City assumes a certain amount of growth and has identified transportation improvements to mitigate for those impacts. This policy direction could require a change to the City's concurrency regulations.
- This amendment would require a modification to our current practices for review of Transportation Impact Analyses and the requirements for their submittal.
- It is unclear how this policy could be "enforced". If a local street or collector arterial sees volumes increase above the allowed threshold, what is the City's responsibility in mitigating background traffic? This would prove to be an onerous work plan item for staff as the ADT limits would apply to the majority of Shoreline streets (see Attachment C – Streets Subject to Proposed LOS Standard Map), many of which are not currently measured on a frequent basis as part of Shoreline's traffic count program.

- The proposed volumes for ADT caps seem to be chosen somewhat arbitrarily. The City of Shoreline Transportation Master Plan traffic model provides peak hour capacities for Shoreline roads. The capacity of most collector arterials in Shoreline is more than three times greater than the proposed 3000 ADT cap. The proposed amendment focuses solely on impacts to residents along these streets and not on the goal of providing a balanced transportation network that safely and efficiently moves people and goods.
- Street classification is intended to provide a general qualitative description of how a roadway functions, not to assign a quantitative cap. It is useful (and necessary) to have these qualitative classifications in order for jurisdictions to better understand their transportation network and plan accordingly. However it is not intended to serve as a stand-alone concurrency measure. To this point, the Federal Highway Administration (FHWA) Highway Functional Classification: Concepts, Criteria, and Procedures Manual states:

“While there is a general relationship between the functional classification of a roadway and its annual average daily traffic volume, two roads that carry the same traffic volume may actually serve very different purposes and therefore have different functional classifications. Conversely, two roadways in different parts of a State may have the same functional classification but carry very different traffic volumes.”

Finally, it should be noted that ADT drives street classification, not the other way around. RCW 36.70A.070(6)(b) establishes the need for regulations which “prohibit development approval if the development causes the level of service on a locally owned transportation facility to decline below the standards adopted in the transportation element of the Comprehensive Plan, unless transportation improvements or strategies to accommodate the impacts of development are made concurrent with the development.”

LOS is the driving factor in approving/prohibiting development, but the GMA itself does not define that term. WAC 365-196-210(19) defines LOS as an *established minimum capacity* that must be provided per unit of demand or other appropriate measure of need. WAC 365-196-210(35) refines that for Transportation LOS as meaning a measure to describe the operational condition of the travel stream and acceptable adequacy requirements with standards being expressed in terms of speed, travel time, freedom to maneuver, traffic interruptions, comfort, convenience, geographic accessibility, or safety. Thus, the RCW and the WAC both speak to ‘floors, not ceilings’. This is the rationale as the LOS is triggered by falling below a standard.

This proposed amendment works in the opposite; it sets a ceiling by seeking to place two tiers of ADTs on local streets and collectors, using the ADT as the controlling feature for development regardless of capacity or applicable LOS. The concern is that this precludes development once the ceiling is reached and omits the second part of the statute; that development can be permitted if transportation improvements or strategies to accommodate the impacts of development are made concurrent with the

development. The proposed amendment makes that clear, that “even if a development can employ mitigation measures to reduce impacts ... the prescribed ADT limits are controlling, so any mitigation efforts will fail unless the resulting traffic volume is less than the applicable ADT limit”.

In essence, this freezes the “small, welcoming, quiet character of neighborhoods” in time. The GMA, while respecting neighborhood character, does not intend this. While establishing an ADT limit may be a viable methodology for concurrency, there must be a provision to allow for improvement/strategies to accommodate the growth. Otherwise, a key tenet of the GMA is missing and growth will spread outward.

In order to meet this key tenet of the GMA, it would be necessary to further study what improvement strategies could be implemented as mitigation; shifting trips to other modes via biking, walking or transit for example. Studying and ultimately crafting a mitigation strategy would require significant resources. A consultant would likely need to be utilized since a study of this scale is not currently part of staffs’ work plan and because a LOS standard of this nature would be unprecedented. Staff estimates the cost of a study to exceed \$20,000. Staff is recommending Amendment #9 that provides for LOS standards for pedestrian and bicycle facilities as part of the City’s transportation LOS and also anticipates a future study of a multi-modal concurrency approach at the time that the City updates its Transportation Master Plan (2016/2017).

Based on these reasons, staff does not recommend this amendment.

Amendment #2

Amendment #2 seeks to add language to the introduction section of the Comprehensive Plan that outlines a public participation process. Currently, the Introduction section of the Comprehensive Plan has a citizen participation element that contains one goal and eight policies. An audit by the Washington Cities Insurance Authority revealed that the City’s Comprehensive Plan should develop a more specific citizen participation plan. RCW 36.70A.140 requires that each city “establish and broadly disseminate to the public a public participation program...for early and continuous public participation in the development” of the city’s Comprehensive Plan.

Staff has included a draft of the Citizen Participation Plan in Attachment D. The plan emphasizes the involvement of the broadest cross-section of the community, including the involvement of groups not previously involved. The proposed program contains a visioning process, Planning Commission involvement in facilitation and public meetings, citizen surveys, public hearings, public noticing, written comment, and a communication program.

Amendment #3

This amendment will copy the three new land use designations adopted in the 185th Street Station Subarea Plan to the Land Use Element. The 185th Street Light Rail Station Subarea Plan includes three new zoning classifications: Mixed Use Residential 35’, Mixed Use Residential 45’, and Mixed Use Residential 70’. These three new zones should also be listed in the Land Use Section of the Comprehensive Plan.

The land use designations proposed for the Land Use Element of the Comprehensive Plan are currently described in the 185th Street Light Rail Station Subarea Plan. The proposed language for this amendment is included in Attachment E.

Amendment #4

This amendment will add language to the Comprehensive Plan identifying the Landscape Conservation and Local Infrastructure Program (LCLIP) as a potential funding source for public improvements. The exact wording and ultimate recommendation on this amendment would be contingent upon the Council's direction following the presentation of the LCLIP feasibility study results, also scheduled for this year.

The 185th Street Light Rail Station Subarea Plan and implementing Development Code regulations include Transfer of Development Rights as a requirement for an applicant seeking a Development Agreement in the MUR-70' Zone and also as an alternative to providing affordable housing. TDR implementation is necessary to take advantage of the LCLIP program.

Amendment #5

This amendment will amend Policy LU47 which states, "Consider annexation of 145th Street adjacent to the existing southern border of the City". The City is currently engaged in the 145th Street Route Development Plan and is actively pursuing annexation of 145th Street. This action does not pre-suppose the Council's authority to authorize the initiation of annexation, but does provide flexibility to address maps within the comprehensive plan in anticipation of potential annexation.

There are some maps contained in the Comprehensive Plan that do not include 145th Street. With the annexation of 145th Street, all of the maps in the Comprehensive must be amended to include 145th Street as a street within the City of Shoreline.

Amendment #6

In anticipation of the City reaching an agreement with Blue Square Real Estate- Point Wells, LP (BSRE) on conducting a Transportation Corridor Study on mitigating adverse impacts from its proposed development of Point Wells, City staff have submitted a proposal to amend the Point Wells Subarea Plan and the Capital Facilities and Transportation Elements of the Comprehensive Plan for consideration in 2015. These amendments may be needed to reflect the outcomes of the Richmond Beach Traffic Corridor Study as described in Policy PW-9.

Policy PW-9 To enable appropriate traffic mitigation of future development at Point Wells, the developer should fund the preparation of a Transportation Corridor Study as the first phase of a Transportation Implementation Plan, under the direction of the City, with input and participation of Woodway, Edmonds, Snohomish County and WSDOT. The Study and Transportation Implementation Plan should identify, engineer, and provide schematic design and costs for intersection, roadway, walkway and other public investments needed to maintain or improve vehicular, transit, bicycle and pedestrian safety and flow on all road segments and intersections between SR 104, N 175th Street, and I-5 with particular attention focused on Richmond Beach Drive and Richmond Beach

Road. Road segments that would be impacted by an alternate secondary access through Woodway should also be analyzed, which would include 20th Avenue NW, 23rd Place NW and NW 204th Street. *The Study and Transportation Plan should identify needed investments and services, including design and financing, for multimodal solutions to improving mobility and accessibility within the Richmond Beach neighborhood and adjacent communities, including but not limited to investments on Richmond Beach Drive and Richmond Beach Road.*

The intent of the Transportation Corridor Study is to further determine the impacts of future development at Point Wells, including a maximum amount for vehicles exiting and entering the development, the level of improvements or mitigation required to accommodate the impacts while staying within the City's established regulations (e.g. LOS D) and establishing a traffic "cap" (e.g. Average Daily Traffic – ADT, or peak hour volume) to the project where each phase of the project would be evaluated and required to remain within the "cap".

The process for the corridor study has included a combination of workshops and open houses totaling seven meetings and lasting approximately three months (<http://shorelinewa.gov/government/departments/planning-community-development/planning-projects/point-wells/transportation-corridor-study>). The workshops focused on the lower section of Richmond Beach Drive NW and the upper section of Richmond Beach Road where individual property owners participated in a process of deciding the level of improvements necessary along the two right-of-ways. Some examples include whether or not to include on-street parking, bike lanes, sidewalks or pathways and on which side of the street these facilities should be located and transit access. Other issues included the ease of left turning movements in relation to the traffic projections, driveway access and minimizing cut through traffic in the surrounding neighborhoods.

The open houses were intended to provide more general information and participation for the much larger area anticipated to be impacted from the development. This included an area from Point Wells, up Richmond Beach Drive NW all the way through Aurora Avenue and on to Interstate 5 at 175th Street. More site specific improvements are anticipated to be required as the traffic impact is disbursed through the roadway network and could include such examples as widened and signalized intersection improvements along Richmond Beach Road at 20th, 15th, 8th and 3rd Avenues NW.

Based on the outcome of the corridor study and information learned from the workshops and open houses, it is expected proposed amendments would include text and policy changes to the Point Wells Subarea Plan; amendments to incorporate mitigation projects in the Capital Facilities Element; and reclassification of NW Richmond Beach Road in the Transportation Element and Transportation Master Plan. Also, there may be a need to consider amendments to the Comprehensive Plan that could result from the development of Interlocal agreements as described in Policy PW-13.

Policy PW-13. The City should work with the Town of Woodway, City of Edmonds and Snohomish County toward adoption of interlocal agreements to address the issues of land use, construction management of, urban service delivery to, and local governance of Point Wells. A joint SEPA lead-agency or

other interlocal agreement with the County could assign to the City the responsibility for determining the scope, parameters, and technical review for the transportation component of the County's Environmental Impact Statement prepared for a future project at Point Wells. Under such agreement, this environmental analysis, funded by the permit applicant, could satisfy the policy objectives of the Transportation Corridor Study and Implementation Plan referenced at PW-10.

In summary, it is anticipated that the Point Wells Subarea Plan will need to be amended to allow for an increase above the current 4,000 maximum vehicle trips per day on Richmond Beach Drive between NW 199th and NW 205th Streets. These amendments would be done concurrently with a Development Agreement with the owner(s) of the Point Wells property (BSRE). This will establish a maximum trip count for new development within the subarea consistent with the City's level of service, and that will provide financing for mitigation projects needed to support the new level of service. This amendment is a carry forward of the amendment that was included on the 2014 docket.

Amendment #7

This amendment will add Goals and policies to the Parks, Recreation, and Open Space Element of the Comprehensive Plan based on policies identified in the 185th Street Light Rail Station Subarea Plan. The City, through analysis of the Environmental Impact Statement for the 185th Street station, has identified the need for more parks, recreation, and open space.

The City will work with the Parks Board, the community, and other staff to determine the process for addressing the location of new park space within the subareas, for exploring the establishment of a park impact fee, for possibly determining a ratio of park space per new resident in the subarea, and for any other park issues that arise through the public process.

The 185th Street Light Rail Station Subarea Plan includes policies for parks, recreation, and open space. The policies are:

- Investigate potential funding and master planning efforts to reconfigure and consolidate existing City facilities at or adjacent to the Shoreline Center. Analyze potential sites and community needs, and opportunities to enhance existing partnerships, for a new aquatic and community center facility to combine the Shoreline Pool and Spartan Recreation Center services.
- Consider potential acquisition of sites that are ill-suited for redevelopment due to high water table or other site-specific challenge for new public open space or stormwater function.
- Explore a park impact fee or dedication program for acquisition and maintenance of new park or open space or additional improvements to existing parks.

Amendment #8

This amendment will remove a portion of Westminster Way between N 155th Street and Aurora Avenue from the City's designated truck route map in the Transportation Master Plan (Attachment F).

The Council adopted the Aurora Corridor Pre-Design Study in 1999 under Resolution No. 156. Part of that adoption included the "32 Points" which provided guidance on the design and implementation of the Aurora Corridor. Point #17 includes the direction to pursue closure of Westminster north of 155th Street. Westminster Way is a Federally Classified truck route, and staff has worked with the Washington State Department of Transportation (WSDOT) and the Federal Highways Administration (FHWA) to declassify the truck route designation north of 155th. This has been approved by WSDOT and FHWA and is no longer classified by them. As well, this amendment was discussed with Council on May 11 and will again be discussed as part of the adoption of the Westminster Way N Right-of-way Vacation.

Amendment #9

This amendment concerns transportation level of service standards. This amendment will add language to the Comprehensive Plan Policy T-44 regarding level of service standards in anticipation of adopting level of service standards for pedestrian and bicycle modes later in 2015, and evaluation and potential new multi-modal level of service standards in the future. Current level of service standards only account for motor vehicle travel. Revision of the level of service standards to include pedestrian and bicycle facilities is needed to support Goals T II, T III, and T VI of the Comprehensive Plan.

Policy T44 will be amended to add: Adopt level of service standards for transit, walking and bicycling. Maintain the adopted level of service standards until a plan-based multi-modal concurrency approach is adopted that includes motor vehicles, transit, walking and bicycling transportation measures.

PLANNING COMMISSION DISCUSSION AND RECOMMENDATION

On March 19, the Planning Commission unanimously recommended forwarding amendments 2 through 7 to the City Council. The Planning Commission tied 3 – 3 on the Privately Initiated Comprehensive Plan Amendment (Amendment #1) and, therefore, there is no recommendation to move forward. Note: The Planning Commission did not review docket item #9. This item was drafted by staff in response to the Sound Transit Lynnwood Link issuance of the Final Environmental Impact Study (FEIS) in April 2015.

SMC 20.30.340(6) states that the Planning Commission will review the draft docket and 20.30.340(5) states is comprised of all of the applications. SMC 20.30.340(6) states that the Planning Commission then forwards recommendations to the City Council. Despite the fact that there was no recommendation on amendment #1 or #9, the amendment can move forward as it is a component of the draft docket. The Council should address in its entirety without a Planning Commission recommendation.

It is important to remember that by recommending approval of the 2015 Docket, the Commission is simply recommending to the Council that the amendments be included on the 2015 Docket. The amendments would then be studied, analyzed and considered for potential adoption at the end of 2015.

RESOURCE/FINANCIAL IMPACT

Amendments #1, #4, #7, and #9 may pose financial impacts to the City. Amendment #1 will require a change to the Transportation Master Plan which would require expanded SEPA analysis, public outreach through mailings and meetings, infrastructure analysis, and traffic analysis. Amendment #1 represents a substantial work item that has not been anticipated.

Amendment #4 has the potential to add additional moneys from King County's portion of property taxes collected on new development within the City. LCLIP has the potential to fund infrastructure improvements over the next 20 years with the inclusion of a TDR program.

Amendment #7 has the potential to add a park impact fee for new development within the 185th Street Light Rail Station Subarea.

Amendment #9 will include additional study that will be considered during the City's update to its Transportation Master Plan in 2016/2017.

RECOMMENDATION

Staff recommends that the Council approve the 2015 Comprehensive Plan Amendment Docket without the inclusion of Amendment #1 and updated to include Amendment #9.

ATTACHMENTS

- Attachment A – Proposed 2015 Docket
- Attachment B – Comprehensive Plan Amendment Application
- Attachment C – Map of Streets Subject to Amendment #1 Proposed LOS Standard
- Attachment D – Citizen Participation Plan
- Attachment E – Land Use Element Amendment (SA1, SA2, and SA3)
- Attachment F – Truck Route Map



2015 COMPREHENSIVE PLAN AMENDMENT DOCKET

The State Growth Management Act generally limits the City to amending its Comprehensive Plan once a year and requires that it create a Docket (or list) of the amendments to be reviewed.

1. Consider amendments to the Transportation Master Plan that would set limits for Average Daily Trips on Local Streets and Collector Arterial Streets. (Private)
2. Consider amendments to add a Public Participation Process into the Introduction section of the Comprehensive Plan.
3. Amend the Land Use Element to include Land Use Designations Station Area 1, 2, & 3 designations (SA1, SA2, and SA3).
4. Add Comprehensive Plan language identifying Landscape Conservation and Local Infrastructure Program as a potential funding source for public improvements.
5. Amend the Comprehensive Plan for 145th annexation and all applicable maps.
6. Consider amendments to the Point Wells Subarea Plan and other elements of the Comprehensive Plan that may have applicability to reflect the outcomes of the Richmond Beach Traffic Corridor Study as described in Policy PW-9. Based on the outcome of the corridor study, it is expected that proposed amendments would include text changes to the Subarea Plan discussing the study, increasing the vehicle trips per day from a 4,000 trip maximum as described in Policy PW-12 and adding identified mitigation projects and associated funding needed to raise the maximum daily trip count while maintaining adopted Levels of Service to the Capital Facilities Element. Also, consider amendments to the Comprehensive Plan that could result from the development of Interlocal Agreements as described in Policy PW-13.
7. Consider amendments to the Comprehensive Plan that address the location of new park space within the light-rail station subareas, explore the establishment of a city-wide park impact fee, and determine a ratio of park space per new resident in the light-rail station subareas, and any other park issues that arise through the light-rail station subarea public process.
8. Amend the Transportation Master Plan to remove a portion of Westminster Way as a designated truck route.
9. Adopt level of service standards for transit, walking and bicycling. Maintain the adopted level of service standards until a plan-based multi-modal concurrency approach is adopted that includes motor vehicles, transit, walking and bicycling transportation measures.

DRAFT



City of Shoreline

Planning & Community Development

17500 Midvale Avenue North Shoreline, WA 98133-4905
Phone: (206) 801-2500 Fax: (206) 801-2788
Email: pcd@shorelinewa.gov Web: www.shorelinewa.gov
Permit Hours: M - F * 8:00 a.m. to 5:00 p.m.

Attachment B

**COMPREHENSIVE PLAN
GENERAL AMENDMENT
APPLICATION**

Amendment proposals may be submitted at any time, however if it is not submitted prior to the deadline for consideration during that annual amendment cycle, ending the last business day in December, the amendment proposal will not be considered until the next annual amendment cycle.

Please attach additional pages to this form, as needed.

Contact Information - If the proposal is from a group, please provide a contact name.

Applicant Name Tom McCormick
Address 2444 NW 201st Place City Shoreline State WA Zip 98177
Phone 206-542-0402 Fax _____ Email tommccormick@mac.com

Proposed General Amendment - This can be either conceptual: a thought or idea; or specific changes to wording in the Comprehensive Plan, but please be as specific as possible so that your proposal can be adequately considered. If specific wording changes are proposed please use underline to indicate proposed additions and ~~striketrough~~ to indicate proposed deletions. **Please note that each proposed amendment requires a separate application.**

See Attachment 1 to Comprehensive Plan General Amendment Application, submitted by Tom McCormick on 12/31/2014.

Reference Element of the Shoreline Comprehensive Plan (required) and page number (if applicable) - (e.g. Land Use, Transportation, Capital Facilities, Housing, etc.)

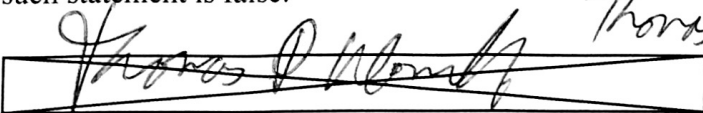
See Attachment 1 to Comprehensive Plan General Amendment Application, submitted by Tom McCormick on 12/31/2014.

Attachment B

Support for the Amendment Explain the need for the amendment. Why is it being proposed? How does the amendment address changing circumstances or values in Shoreline? Describe how the amendment is consistent with the current Shoreline Comprehensive Plan, if inconsistent, explain why. How will this amendment benefit the citizens of Shoreline? Include any data, research, or reasonings that supports the proposed amendment. (A copy of the Shoreline Comprehensive Plan is available for use at the Planning & Community Development department, Shoreline Neighborhood Police Centers, and the Shoreline and Richmond Beach libraries).

See Attachment 1 to Comprehensive Plan General Amendment Application, submitted by Tom McCormick on 12/31/2014.

Signature - An amendment application can not be accepted unless the signature block below has been completed. The applicant certifies that all of the aforementioned statements in this application, any exhibits and/or maps transmitted herewith are true and the applicant acknowledges that any amendment granted based on this application may be revoked if any such statement is false.

Application Signature  Date 12/31/2014

PROPOSED AMENDMENTS WITHOUT THE REQUIRED APPLICATION INFORMATION MAY BE REJECTED OR RETURNED FOR ADDITIONAL INFORMATION.

Attachment 1 to Comprehensive Plan General Amendment Application, submitted by Tom McCormick on 12/31/2014.

B. PROPOSED GENERAL AMENDMENT.

Consider amendments to the Transportation Element of the Comprehensive Plan that would set City-wide average daily trip (ADT) limits for local streets and collector arterials. (For street classifications, see the Transportation Element's Supporting Analysis, which refers to the street classifications in the 2011 Transportation Master Plan.)

The proposed ADT limits would apply even if the maximum capacity of a local street or collector arterial may be a greater value and/or if level of service failures would not result if ADTs were higher than the proposed ADT limits.

The proposed ADT limits would be two-tier limits. The basic ADT limit would be the default limit. There would also be a second, somewhat higher ADT limit, an extraordinary-circumstances ADT limit. City Council would have the authority to apply the extraordinary-circumstances ADT limit to a particular local street or collector arterial, by majority vote, without the involvement of the Planning Commission, if the City Council concludes that extraordinary circumstances exist and that it would be in the best interest of the neighborhood surrounding the particular local street or collector arterial to apply the extraordinary circumstances ADT limit.

Specifically, in addition to some conforming changes that may be needed, a new policy T46 is proposed to be inserted at page 55 of the Transportation Element (renumbering existing T46 as T47 etc.), reading as follows:

The following average daily trip (ADT) limits shall apply to local streets and collector arterials. The default ADT limit for local streets is 1,500 ADTs, but on a case-by-case basis, the City Council may approve an extraordinary-circumstances ADT limit of 3,000 ADTs for a particular local street. The default ADT limit for collector arterials is 3,000 ADTs, but on a case-by-case basis the City Council may approve an extraordinary-circumstances ADT limit of 7,000 ADTs. Before approving an extraordinary-circumstances ADT limit for a particular local street or collector arterial, the City Council must determine that extraordinary circumstances exist, and that it would be in the best interest of the neighborhood surrounding the particular local street or collector arterial that the extraordinary-circumstances ADT limit be approved. The ADT limits in this T46 shall apply even if the maximum capacity of a local street or collector arterial may be a greater value and/or if level of service failures would not result from ADTs in excess of the ADTs in this T46. If at the time this T46 is adopted, any local street or collector arterial has ADTs in excess of the applicable extraordinary-circumstances ADT limit, any such local street or collector arterial shall be grandfathered with their current ADTs. Street classifications as set forth in the Transportation Master Plan shall not be revised if the result would be to circumvent the ADT limits in this T46.

C. REFERENCE ELEMENT OF THE SHORELINE COMPREHENSIVE PLAN (REQUIRED) AND PAGE NUMBER (IF APPLICABLE).

Transportation Element of Comprehensive Plan, including page 55.

Transportation Element supporting analysis, including Street Classifications map.

SUPPORT FOR THE AMENDMENT

The small, welcoming, quiet character of neighborhoods throughout the City needs to be protected. Excessive traffic, with its attendant noise pollution, is the primary culprit eroding the small, welcoming, quiet character of our neighborhoods. The proposed amendment would limit traffic on local streets and collector arterials, thereby helping ensure that the small, welcoming, quiet character of our neighborhoods will be preserved. Residents of the City want traffic limits. It is recognized that the proposed ADT limits may impact the scale of future building projects (e.g., projects that will generate 200 or more ADTs may be impacted if resulting ADTs for local streets or collector arterials exceed the T46 limits). While the proposed amendment gives the City Council some flexibility in accommodating future projects, in general the proposed amendment makes clear that the goal of preserving the small, welcoming, quiet character of our neighborhoods takes precedence over other goals that the City may have, such as encouraging residential and commercial developments. Even if a development can employ mitigation measures to reduce traffic impacts, it is clear with the proposed amendment that the prescribed ADT limits are controlling, so any mitigation efforts will fail unless the resulting traffic volume is less than the applicable T46 ADT limit. Though a developer may argue in favor of allowing as many ADTs on a street as possible (the street's maximum capacity), with the proposed amendment the applicable ADT limit will apply to the street instead of the street's maximum capacity or nearby intersection's level of service if either would allow a higher limit.

In a 10/23/2012 SEPA Notification letter to residents who submitted concerns about the new multi-family development at 152nd street, Tricia Juhnke, City Engineer, conveyed the City's determination that there was not an adequate traffic impact by the development to require traffic mitigation measures. In the SEPA Notification letter, she stated that, "Specifically, the traffic impact analysis estimates the project will generate approximately 200 trips/day that will utilize N 152nd Street and Ashworth Avenue N. These additional trips, combined with existing traffic counts of approximately 750 trips/day results in a total daily volume of less than 1,000 trips/day. Ashworth Avenue N is classified as a local street. One typical characteristic of Local Streets is that they have the capacity to safely handle 1,500 trips/day."

Under the proposed amendment, the default ADT limit for local streets is 1,500 ADTs, but on a case-by-case basis the City Council may approve an extraordinary-circumstances ADT limit of 3,000 ADTs. Note that Table 2.1 in the City's 2011 Transportation Master Plan provides that a typical characteristic of local streets is that they have less than 3,000 ADTs.

Under the proposed amendment, the default ADT limit for collector arterials is 3,000 ADTs, but on a case-by-case basis the City Council may approve an extraordinary circumstances ADT limit of 7,000 ADTs. Note that Table 2.1 in the City's 2011 Transportation Master Plan provides that a typical characteristic of collector arterials is that they have 2,000 – 8,000 ADTs. And note that the Edmonds Comprehensive Transportation Plan, at page 3-5, specifies an ADT guideline for Collector Streets as 1,000 – 5,000 ADTs.

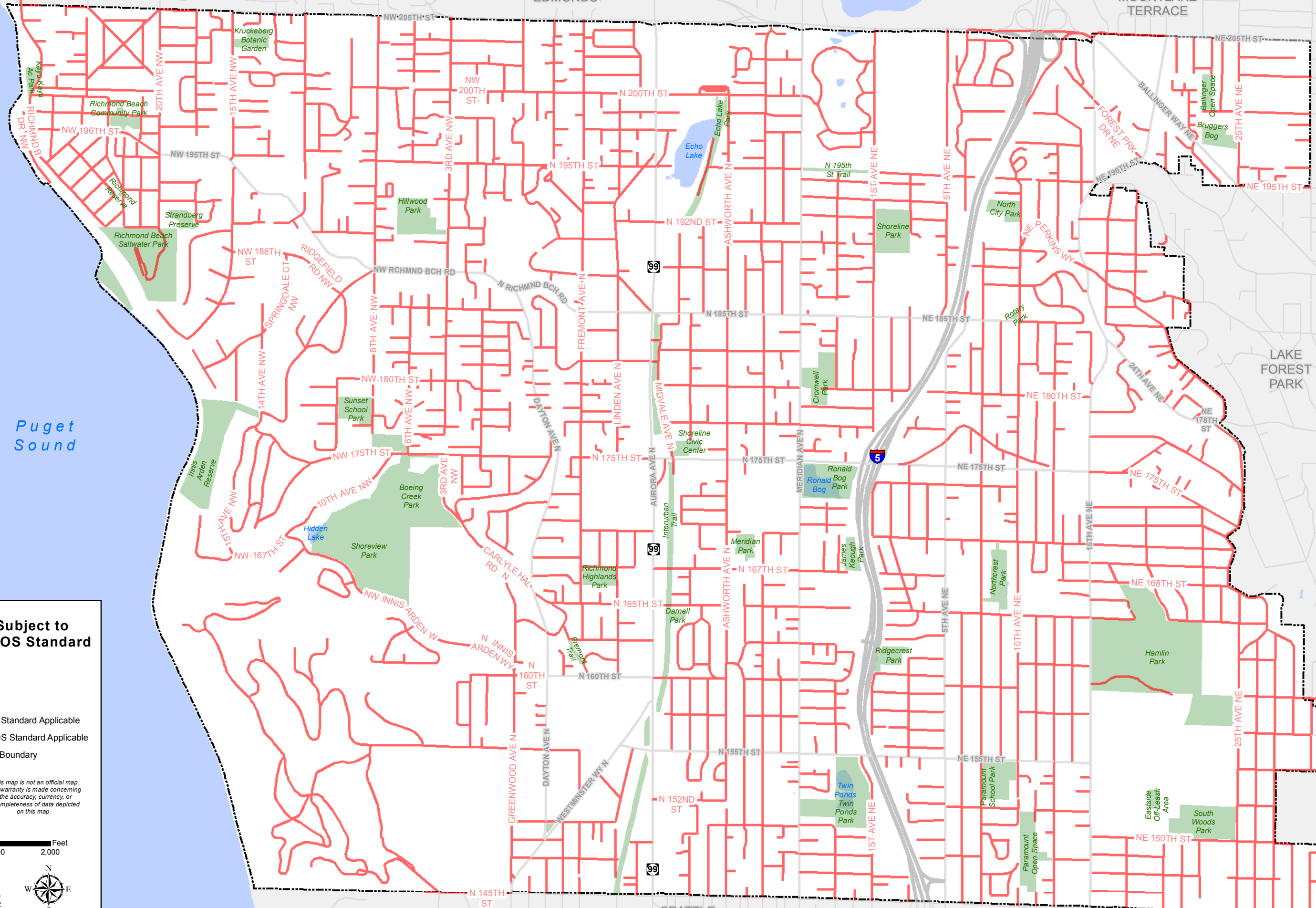
The ADT limits in the proposed T46 are reasonable policy limits that will help protect the small, welcoming, quiet character of our neighborhoods. Employing guidelines instead of the T46 policy limits would be inadequate. The T46 policy limits are necessary to ensure that permitting of future residential or commercial developments will be measured against the T46 ADT limits, and will be restrained (or mitigations required) as needed to stay within the ADT limits in proposed T46. Note that it is inadequate to use the concurrency model as a regulator if the result would be that the T46 ADT limits are exceeded. With or without concurrency payments from a developer to the City, under the proposal the City may not permit a development if the result would be that the T46 ADT limits are projected to be exceeded.

WOODWAY

EDMONDS

MOUNTLAKE TERRACE

Lake Ballinger



Path: J:\GIS\Projects\TrafficLevelofService.mxd StreetsLevelofService_11x17.mxd
Date: 6/2/2015 Author: lbiddison

Puget Sound

Streets Subject to Proposed LOS Standard

Legend

Road

- Interstate
- Current LOS Standard Applicable
- Proposed LOS Standard Applicable
- Outside City Boundary

Park

City Limit

This map is not an official map. No warranty is made concerning the accuracy, currency, or completeness of data depicted on this map.

0 500 1,000 2,000 Feet

DRAFT PUBLIC PARTICIPATION PLAN – COMPREHENSIVE PLAN**Framework Goals**

The original framework goals for the City were developed through a series of more than 300 activities held in 1996-1998. They were updated through another series of community visioning meetings and open houses in 2008-2009. These Framework Goals provide the overall policy foundation for the Comprehensive Plan and support the City Council's vision. When implemented, the Framework Goals are intended to preserve the best qualities of Shoreline's neighborhoods today and protect the city's future. To achieve balance in the city's development, Framework Goals must be viewed as a whole, without one being pursued to the exclusion of others. Shoreline is committed to being a sustainable city in all respects.

- FG1:** Continue to support exceptional schools and opportunities for lifelong learning.
- FG2:** Provide high quality public services, utilities, and infrastructure that accommodate anticipated levels of growth, protect public health and safety, and enhance the quality of life.
- FG3:** Support the provision of human services to meet community needs.
- FG4:** Provide a variety of gathering places, parks, and recreational opportunities for all ages and expand them to be consistent with population changes.
- FG5:** Encourage an emphasis on arts, culture, and history throughout the community.
- FG6:** Make decisions that value Shoreline's social, economic, and cultural diversity.
- FG7:** Conserve and protect our environment and natural resources, and encourage restoration, environmental education, and stewardship.
- FG8:** Apply innovative and environmentally sensitive development practices.
- FG9:** Promote quality building, functionality, and walkability through good design and development that is compatible with the surrounding area.
- FG10:** Respect neighborhood character and engage the community in decisions that affect them.
- FG11:** Make timely and transparent decisions that respect community input.
- FG12:** Support diverse and affordable housing choices that provide for Shoreline's population growth, including options accessible for older adults and people with disabilities.
- FG13:** Encourage a variety of transportation options that provide better connectivity within Shoreline and throughout the region.
- FG14:** Designate specific areas for high-density development, especially along major transportation corridors.
- FG15:** Create a business-friendly environment that supports small and local businesses, attracts large businesses to serve the community, expands our jobs and tax base, and encourages innovation and creative partnerships.
- FG16:** Encourage local neighborhood retail and services distributed throughout the city.
- FG17:** Strengthen partnerships with schools, non-governmental organizations, volunteers, public agencies, and the business community.
- FG18:** Encourage Master Planning at Fircrest School that protects residents and encourages energy and design innovation for sustainable future development.

Citizen Participation

RCW 36.70A.140 of the Washington Growth Management Act requires that each city “establish and broadly disseminate to the public a public participation program...for early and continuous public participation in the development” of the city’s Comprehensive Plan.

Consistent with the recommendations of the GMA which emphasize the involvement of the broadest cross-section of the community, including the involvement of groups not previously involved, the City of Shoreline adopts the following program for citizen participation for future Comprehensive Plan Major Updates:

1. Visioning Process – This process provides Shoreline citizens an opportunity to establish a framework and context upon which the Comprehensive Plan will be based. Planning Commission meetings will provide the forum for the initial community visioning process. A draft “Vision” will be tested for consistency during the development of the Plan as the community identifies priorities and implementation strategies and updated accordingly. The ultimate “Vision” will be established at the conclusion of the planning process by the City Council as a result of community participation.

2. Planning Commission. The Planning Commission will play a key role in establishing the City’s dialogue with community members, hosting meetings and workshops during the development of the Plan. The Planning Commission will evaluate information provided by the community and develop recommendations for submission to the City Council.

3. Citizen Survey – The City will use the Citizen Satisfaction survey to inform future Comprehensive Plan amendments.

4. Public Meetings. Public meetings will be hosted by the Planning Commission on draft Comprehensive Plan amendments. This ensures that the City will meet the requirement for “early and continuous” public participation in the comprehensive planning process.

5. Public Hearing. At least one public hearing will be held before the Planning Commission to discuss proposed plan amendments.

6. Public Notice. The City will provide notice of all meetings and hearings pursuant to the requirements of RCW 36.70A.020 and .035.

7. Written Comment. The public will be invited to submit written comments. Comments will be specifically solicited from residents, special interest organizations and business interests. Comments may be in the form of letters, emails and other correspondence to the City regarding the Plan or comments received electronically on the City’s website. All comments will be logged-in according to specific area of the Plan.

8. Communications Programs & Informational Services – As staff and budgetary resources allow, the activities will be undertaken to ensure broad-based citizen participation:

- a. Comprehensive Plan news in Citywide Newsletter – updating the community on planned meetings, workshops or other significant Comprehensive Plan events. Articles on topics related to the plan and a request for feedback from the community on topics related to the Plan. The newsletter article will be disseminated via the City’s website, emailed to a mailing list and/or provided in paper copy as appropriate.
- b. Interest Groups – Contact local interest groups (i.e. Chamber of Commerce, home builders, environmental, neighborhoods, etc.) and arrange to meet and discuss relevant Comprehensive Plan issues.
- c. Community Workshops – Conduct community workshops hosted by the Planning Commission in different parts of the city to encourage neighborhood participation in the development of the Comprehensive Plan. These meetings will be held at neighborhood schools, churches or other community facilities.
- d. Press Release & Public Service Announcements – Work with the local newspapers, blogs, and social media to advertize and promote significant events related to the Comprehensive Plan.
- e. Provide written articles to local media for publication.
- f. Develop a database of interested citizens and provide regular correspondence concerning the status of Plan development
- g. Identify key resource personnel representing agencies and groups whose plans will be integrated into the Comprehensive Plan, including but not limited to fire districts, utilities, libraries and school district.
- h. Maintain a log of all public participation meetings, events and actions that the City engages in to provide documentation on the City’s effort to meet the requirements of the GMA.

GOALS

Goal CP I: To maintain and improve the quality of life in the community by offering a variety of opportunities for public involvement in community planning decisions.

POLICIES

- CP1:** Encourage and facilitate public participation in appropriate planning processes, and make those processes user-friendly.
- CP2:** Consider the interests of the entire community, and the goals and policies of this Plan before making planning decisions. Proponents of change in planning guidelines should demonstrate that the proposed change responds to the interests and changing needs of the entire city, balanced with the interests of the neighborhoods most directly impacted by the project.
- CP3:** Ensure that the process that identifies new, or expands existing, planning goals and policies considers the effects of potential changes on the community, and results in decisions that are consistent with other policies in the Comprehensive Plan.
- CP4:** Consider community interests and needs when developing modifications to zoning or development regulations.
- CP5:** Encourage and emphasize open communication between developers and neighbors about compatibility issues.
- CP6:** Utilize a variety of approaches, encouraging a broad spectrum of public viewpoints, wherever reasonable, to oversee major revisions to the general elements and subareas of the Comprehensive Plan.
- CP7:** Educate residents about various planning and development processes, how they interrelate, and when community input will be most influential and effective.
- CP8:** Consider the interests of present and future residents over the length of the planning period when developing new goals, policies, and implementing regulations.

Community Profile

The City of Shoreline is located in the northwestern corner of King County along the shores of Puget Sound. Shoreline is generally bounded by the City of Lake Forest Park to the east, the City of Seattle to the south, Puget Sound to the west, and Snohomish County to the north (specifically, the Cities of Mountlake Terrace and Edmonds, the Town of Woodway, and the unincorporated area of Point Wells).

Land Use Element Goals and Policies

INTRODUCTION

Land use describes the human use of land, and involves modification of the natural environment into the built environment, and management of these interrelated systems. Land use designations delineate a range of potentially appropriate zoning categories, and more broadly define standards for allowable uses and intensity of development. The combination and location of residential neighborhoods, commercial centers, schools, churches, natural areas, regional facilities, and other uses is important in determining the character of Shoreline. The pattern of how property is designated in different parts of the city directly affects quality of life in regard to recreation, employment opportunities, environmental health, physical health, property values, safety, and other important factors.

This Element contains the goals and policies necessary to support the City’s responsibility for managing land uses and to implement regulations, guidelines, and programs. The Land Use policies contained in this element, along with the Comprehensive Plan Map (Figure LU-1), identify the intensity of development and density recommended for each area of the city. These designations help to achieve the City’s vision by providing for sustainable growth that encourages housing choice; locates population centers adjacent to transit and services; provides areas within the city to grow businesses, services, jobs and entertainment; respects existing neighborhoods; provides for appropriate transitions between uses with differing intensities; safeguards the environment; and maintains Shoreline’s sense of community. The goals and policies of this element also address identifying Essential Public Facilities.

The Land Use Element Supporting Analysis section of this Plan contains the background data and analysis that describe the physical characteristics of the city, and provides the foundation for the following goals and policies.

GOALS

- Goal LU I.** Encourage development that creates a variety of housing, shopping, entertainment, recreation, gathering spaces, employment, and services that are accessible to neighborhoods.
- Goal LU II.** Establish land use patterns that promote walking, biking and using transit to access goods, services, education, employment, recreation.
- Goal LU III.** Create plans and strategies that implement the City’s Vision 2029 and Light Rail Station Area Planning Framework Goals for transit supportive development to occur within a ½ mile radius of future light rail stations.
- Goal LU IV.** Work with regional transportation providers to develop a system that includes two light rail stations in Shoreline, and connects all areas of the city to high capacity transit using a multi-modal approach.
- Goal LU V.** Enhance the character, quality, and function of existing residential neighborhoods while accommodating anticipated growth.
- Goal LU VI.** Encourage pedestrian-scale design in commercial and mixed use areas.

- Goal LU VII.** Plan for commercial areas that serve the community, are attractive, and have long-term economic vitality.
- Goal LU VIII.** Encourage redevelopment of the Aurora corridor from a commercial strip to distinct centers with variety, activity, and interest.
- Goal LU IX.** Minimize or mitigate potential health impacts of industrial activities on residential communities, schools, open space, and other public facilities.
- Goal LU X.** Nominate Shoreline as a Regional Growth Center as defined by the Puget Sound Regional Council.
- Goal LU XI.** Maintain regulations and procedures that allow for siting of essential public facilities.
- Goal LU XII.** Increase access to healthy food by encouraging the location of healthy food purveyors, such as grocery stores, farmers markets, and community food gardens in proximity to residential uses and transit facilities.

POLICIES

Residential Land Use

- LU1.** The Low Density Residential land use designation allows single-family detached dwelling units. Other dwelling types, such as duplexes, single-family attached, cottage housing, and accessory dwellings may be allowed under certain conditions. The permitted base density for this designation may not exceed 6 dwelling units per acre.
- LU2.** The Medium Density Residential land use designation allows single family dwelling units, duplexes, triplexes, zero lot line houses, townhouses, and cottage housing. Apartments may be allowed under certain conditions. The permitted base density for this designation may not exceed 12 dwelling units per acre.
- LU3.** The High Density Residential designation is intended for areas near employment and/or commercial areas, where high levels of transit service are present or likely. This designation creates a transition between commercial uses and lower intensity residential uses. Some commercial uses may also be permitted. The permitted base density for this designation may not exceed 48 dwelling units per acre.
- LU4.** Allow clustering of residential units to preserve open space and reduce surface water run-off.
- LU5.** Review and update infill standards and procedures that promote quality development, and consider the existing neighborhood.
- LU6.** Protect trees and vegetation, and encourage additional plantings that serve as buffers. Allow flexibility in regulations to protect existing stands of trees.
- LU7.** Promote small-scale commercial activity areas within neighborhoods that encourage *walkability*, and provide opportunities for employment and “*third places*”.
- LU8.** Provide, through land use regulation, the potential for a broad range of housing choices and levels of affordability to meet the changing needs of a diverse community.

Mixed Use and Commercial Land Use

- LU9.** The Mixed-Use 1 (MU1) designation encourages the development of walkable places with architectural interest that integrate a wide variety of retail, office, and service uses, along with form-based maximum density residential uses. Transition to adjacent single-family neighborhoods may be accomplished through appropriate design solutions. Limited manufacturing uses may be permitted under certain conditions.

- LU10.** The Mixed-Use 2 (MU2) designation is similar to the MU1 designation, except it is not intended to allow more intense uses, such as manufacturing and other uses that generate light, glare, noise, or odor that may be incompatible with existing and proposed land uses. The Mixed-Use 2 (MU2) designation applies to commercial areas not on the Aurora Avenue or Ballinger Way corridors, such as Ridgecrest, Briarcrest, Richmond Beach, and North City. This designation may provide retail, office, and service uses, and greater residential densities than are allowed in low-density residential designations, and promotes pedestrian connections, transit, and amenities.
- LU11.** The Station Area 1 (SA1) designation encourages the development of Transit Oriented Development (TOD) in close proximity of the future light rail stations at the I-5 and 185th and the I-5 and 145th. The SA1 designation is intended to support high density residential, building heights in excess of 6-stories, reduced parking standards, public amenities, commercial and office uses that support the stations and residents of the light rail station areas. The MUR-70' Zoning adopted in the 185th and 145th light rail station subarea plan is considered conforming to this designation.
- LU12.** The Station Area 2 (SA2) designation encourages the development of Transit Oriented Development (TOD) in areas surrounding the future light rail stations at the I-5 and 185th and the I-5 and 145th. The SA2 designation is intended to provide a transition from the SA1 designation and encourages the development of higher density residential along arterials in the subarea, neighborhood commercial uses, reduced parking standards, increased housing choices, and transitions to lower density single family homes. The MUR-45' Zoning adopted in the 185th and 145th light rail station subarea plan is considered conforming to this designation.
- LU13.** The Station Area 3 (SA3) designation encourages the development of Transit Oriented Development (TOD) in area surrounding the future light rail stations at the I-5 and 185th and the I-5 and 145th. The SA3 designation is intended to provide a transition from the SA2 designation and encourages the development of medium density residential uses, some neighborhood commercial uses, increased housing choices, and transitions to low-density single-family homes. The MUR-35' Zoning adopted in the Subarea Plan is considered conforming to this designation.
- LU14.** The Town Center designation applies to the area along the Aurora corridor between N 170th Street and N 188th Street and between Stone Avenue N and Linden Avenue N, and provides for a mix of uses, including retail, service, office, and residential with greater densities.
- LU15.** Reduce impacts to single-family neighborhoods adjacent to mixed-use and commercial land uses with regard to traffic, noise, and glare through design standards and other development criteria.
- LU16.** Encourage the assembly and redevelopment of key, underdeveloped parcels through incentives and public/private partnerships.
- LU17.** Designate areas within the city where clean, green industry may be located, and develop standards for use and transitions.

Other Land Uses

- LU18.** The Public Facilities land use designation applies to a number of current or proposed facilities within the community. If the use becomes discontinued, underlying zoning shall remain unless adjusted by a formal amendment.

- LU19.** The Public Open Space land use designation applies to all publicly owned open space and to some privately owned property that might be appropriate for public acquisition. The underlying zoning for this designation shall remain until the City studies and approves the creation of a complementary zone for this designation.
- LU20.** The Private Open Space land use designation applies to all privately owned open space. It is anticipated that the underlying zoning for this designation shall remain.
- LU21.** The *Campus* land use designation applies to four institutions within the community that serve a regional clientele on a large campus. All development within the Campus land use designation shall be governed by a Master Development Plan Permit. Existing uses in these areas constitute allowed uses in the City's Development Code. A new use or uses may be approved as part of a Master Development Plan Permit.
- LU22.** *Land Use and Mobility Study Areas* designate areas to be studied with regard to subarea planning for light rail stations. The underlying zoning for this designation remains unless it is changed through an amendment to the Comprehensive Plan Land Use Map and Development Code.

Light Rail Station Areas

- LU23.** Collaborate with regional transit providers to design transit stations and facilities that further the City's vision by employing superior design techniques, such as use of sustainable materials; inclusion of public amenities, open space, and art; and substantial landscaping and retention of significant trees.
- LU24.** Work with Metro Transit, Sound Transit, and Community Transit to develop a transit service plan for the light rail stations. The plan should focus on connecting residents from all neighborhoods in Shoreline to the stations in a reliable, convenient, and efficient manner.
- LU25.** Encourage regional transit providers to work closely with affected neighborhoods in the design of any light rail transit facilities.
- LU26.** Work with neighborhood groups, business owners, regional transit providers, public entities, and other stakeholders to identify and fund additional improvements that can be efficiently constructed in conjunction with light rail and other transit facilities.
- LU27.** Maintain and enhance the safety of Shoreline's streets when incorporating light rail, through the use of street design features, materials, street signage, and lane markings that provide clear, unambiguous direction to drivers, pedestrians, and bicyclists.
- LU28.** Evaluate property within a ½ mile radius of a light rail station for multi-family residential choices (R-18 or greater) that support light rail transit service, non-residential uses, non-motorized transportation improvements, and traffic and parking mitigation.
- LU29.** Evaluate property within a ¼ mile radius of a light rail station for multi-family residential housing choices (R-48 or greater) that support light rail transit service, non-residential uses, non-motorized transportation improvements, and traffic and parking mitigation.
- LU30.** Evaluate property along transportation corridors that connects light rail stations and other commercial nodes in the city, including Town Center, North City, Fircrest, and Ridgecrest for multi-family, mixed-use, and non-residential uses.
- LU31.** Implement a robust community involvement process that develops tools and plans to create vibrant, livable, and sustainable light rail station areas.
- LU32.** Create and apply innovative methods and tools to address land use transitions in order to manage impacts on residents and businesses in a way that respects individual property rights. Develop mechanisms to provide timely information so residents can plan for and respond to changes.

- LU33.** Encourage and solicit the input of stakeholders, including residents; property and business owners; non-motorized transportation advocates; environmental preservation organizations; and transit, affordable housing, and public health agencies.
- LU34.** Create a strategy in partnership with the adjoining neighborhoods for phasing redevelopment of current land uses to those suited for *Transit-Oriented Communities (TOCs)*, taking into account when the city's development needs and market demands are ready for change.
- LU35.** Allow and encourage uses in station areas that will foster the creation of communities that are socially, environmentally, and economically sustainable.
- LU36.** Regulate design of station areas to serve the greatest number of people traveling to and from Shoreline. Combine appropriate residential densities with a mix of commercial and office uses, and multi-modal transportation facilities.
- LU37.** Pursue market studies to determine the feasibility of developing any of Shoreline's station areas as destinations (example: regional job, shopping, or entertainment centers).
- LU38.** Identify the market and potential for redevelopment of public properties located in station and study areas.
- LU39.** Encourage development of station areas as inclusive neighborhoods in Shoreline with connections to other transit systems, commercial nodes, and neighborhoods.
- LU40.** Regulate station area design to provide transition from high-density multi-family residential and commercial development to single-family residential development.
- LU41.** Through redevelopment opportunities in station areas, promote restoration of adjacent streams, creeks, and other environmentally sensitive areas; improve public access to these areas; and provide public education about the functions and values of adjacent natural areas.
- LU42.** Use the investment in light rail as a foundation for other community enhancements.
- LU43.** Explore and promote a reduced dependence upon automobiles by developing transportation alternatives and determining the appropriate number of parking stalls required for TOCs. These alternatives may include: ride-sharing or vanpooling, car-sharing (i.e. Zipcar), bike-sharing, and walking and bicycle safety programs.
- LU44.** Consider a flexible approach in design of parking facilities that serve light rail stations, which could be converted to other uses if demands for parking are reduced over time.
- LU45.** Transit Oriented Communities should include non-motorized corridors, including undeveloped rights-of-way, which are accessible to the public, and provide shortcuts for bicyclists and pedestrians to destinations and transit. These corridors should be connected with the surrounding bicycle and sidewalk networks.
- LU46.** Employ design techniques and effective technologies that deter crime and protect the safety of transit users and neighbors.

Future Service Annexation Area

- LU44.** Support annexations that are in the best interest of the long-term general welfare of the residents of the annexation area, the existing Shoreline community, and the City because they:
 - share a community identity;
 - are logical additions, and contiguous with the city;
 - complete the geographical areas of interest as indicated in pre-incorporation boundaries;
 - offer benefits and opportunities consistent with the City's Vision 2029 and Framework Goals;

- would benefit from consistent regulations and coordinated land use and impact mitigation;
 - balance the short-term costs of annexation with long-term gains to the fiscal health of the annexation areas and the City;
 - could access public safety, emergency, and urban services at a level equal to or better than services in existence at the time of annexation, without affecting level of service for existing
 - residents; and/or
 - could provide improved local governance for the City and the
 - annexation areas.
- LU45.** Assure that adequate funding is in place, or will be available within a reasonable time, to support required public facilities and services.
- LU46.** Assign an equitable share of the City’s bonded indebtedness to newly annexed areas.
- LU47.** Consider annexation of 145th Street adjacent to the existing southern border of the City. Boundaries would be as follows: (western) west side of 3rd Avenue NW; (eastern) up to, but not including, the Bothell Way NE (SR 522) right-of-way; and (southern) all of the 145th Street right-of-way.
- LU48.** Pursue annexation of Point Wells, and implement the City of Shoreline Subarea Plan for this area.

Transit & Parking

- LU49.** Consider the addition of compatible mixed-uses and shared (joint-use) parking at park and ride facilities.
- LU50.** Work with transit providers to site and develop park and rides with adequate capacity and in close proximity to transit service.
- LU51.** Encourage large commercial or residential projects to include transit stop improvements when appropriate.
- LU52.** Parking requirements should be designed for average need, not full capacity. Include regulatory provisions to reduce parking standards, especially for those uses located within ¼ mile of high-capacity transit, or serving a population characterized by low rates of car ownership. Other parking reductions may be based on results of the King County Right-Sized Parking Initiative.
- LU53.** Examine the creation of residential parking zones or other strategies to protect neighborhoods from spillover by major parking generators.

Sustainable Land Use

- LU54.** Educate the community about sustainable neighborhood development concepts as part of the subarea planning processes to build support for future policy and regulatory changes.
- LU55.** Explore whether “*Ecodistricts*” could be an appropriate means of neighborhood empowerment, and a mechanism to implement *triple bottom line sustainability* goals by having local leaders commit to ambitious targets for green building, smart infrastructure, and behavioral change at individual, household, and community levels.
- LU56.** Initiate public/private partnerships between utilities, and support research, development, and innovation for energy efficiency and renewable energy technology.

- LU57.** Explore providing incentives to residents and businesses that improve building energy performance and/or incorporate onsite renewable energy.
- LU58.** Support regional and state *Transfer of Development Rights (TDR)* programs throughout the city where infrastructure improvements are needed, and where additional density, height and bulk standards can be accommodated.
- LU59.** Consider social equity and health issues in siting uses, such as manufacturing and essential public facilities, to provide protection from exposure to harmful substances and environments.

Essential Public Facilities (EPF)

- LU60.** Require land use decisions on essential public facilities meeting the following criteria to be made consistent with the process and criteria set forth in LU62:
 - a. The facility meets the Growth Management Act definition of an essential public facility, ref. RCW 36.70A.200(1) now and as amended; or
 - b. The facility is on the statewide list maintained by the Office of Financial Management, ref. RCW 36.70A.200(4) or on the countywide list of essential public facilities; and
 - c. The facility is not otherwise regulated by the Shoreline Municipal Code (SMC).
- LU61.** Participate in efforts to create an interjurisdictional approach to the siting of countywide or statewide essential public facilities with neighboring jurisdictions as encouraged by Countywide Planning Policies FW-32 (establish a countywide process for siting essential public facilities) and S-1 (consideration of alternative siting strategies). Through participation in this process, seek agreements among jurisdictions to mitigate against the disproportionate financial burden, which may fall on the jurisdiction that becomes the site of a facility of a state-wide, regional, or countywide nature.

The essential public facility siting process set forth in LU62 is an interim process. If the CPP FW-32 siting process is adopted through the Growth Management Planning Council (GMPC), the City may modify this process to be consistent with the GMPC recommendations.

- LU62.** Use this interim Siting Process to site the essential public facilities described in LU60 in Shoreline. Implement this process through appropriate procedures incorporated into the SMC.

Interim EPF Siting Process

1. Use policies LU60 and LU61 to determine if a proposed essential public facility serves local, countywide, or statewide public needs.
2. Site EPF through a separate multi-jurisdictional process, if one is available, when the City determines that a proposed essential public facility serves a countywide or statewide need.
3. Require an agency, special district, or organization proposing an essential public facility to provide information about the difficulty of siting the essential public facility, and about the alternative sites considered for location of the proposed essential public facility.
4. Process applications for siting essential public facilities through SMC Section 20.30.330 — Special Use Permit.
5. Address the following criteria in addition to the Special Use Permit decision criteria:
 - a. Consistency with the plan under which the proposing agency, special district or organization operates, if any such plan exists;

- b. Include conditions or mitigation measures on approval that may be imposed within the scope of the City’s authority to mitigate against any environmental, compatibility, public safety or other impacts of the EPF, its location, design, use or operation; and
 - c. The EPF and its location, design, use, and operation must be in compliance with any guidelines, regulations, rules, or statutes governing the EPF as adopted by state law, or by any other agency or jurisdiction with authority over the EPF.
- LU63.** After a final siting decision has been made on an essential public facility according to the process described in LU62, pursue any amenities or incentives offered by the operating agency, or by state law, other rule, or regulation to jurisdictions within which such EPF is located.
- LU64.** For EPF having public safety impacts that cannot be mitigated through the process described in LU61, the City should participate in any process available to provide comments and suggested conditions to mitigate those public safety impacts to the agency, special district or organization proposing the EPF. If no such process exists, the City should encourage consideration of such comments and conditions through coordination with the agency, special district, or organization proposing the EPF. A mediation process may be the appropriate means of resolving any disagreement about the appropriateness of any mitigating condition requested by the City as a result of the public safety impacts of a proposal.
- LU65.** Locate essential public facilities equitably throughout the city, county, and state. No jurisdiction or area of the city should have a disproportionate share of essential public facilities. This policy shall not be interpreted to require the preclusion of an essential public facility from any specific locations in the city.


Water Quality and Drainage

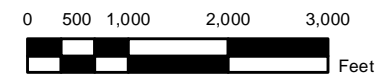
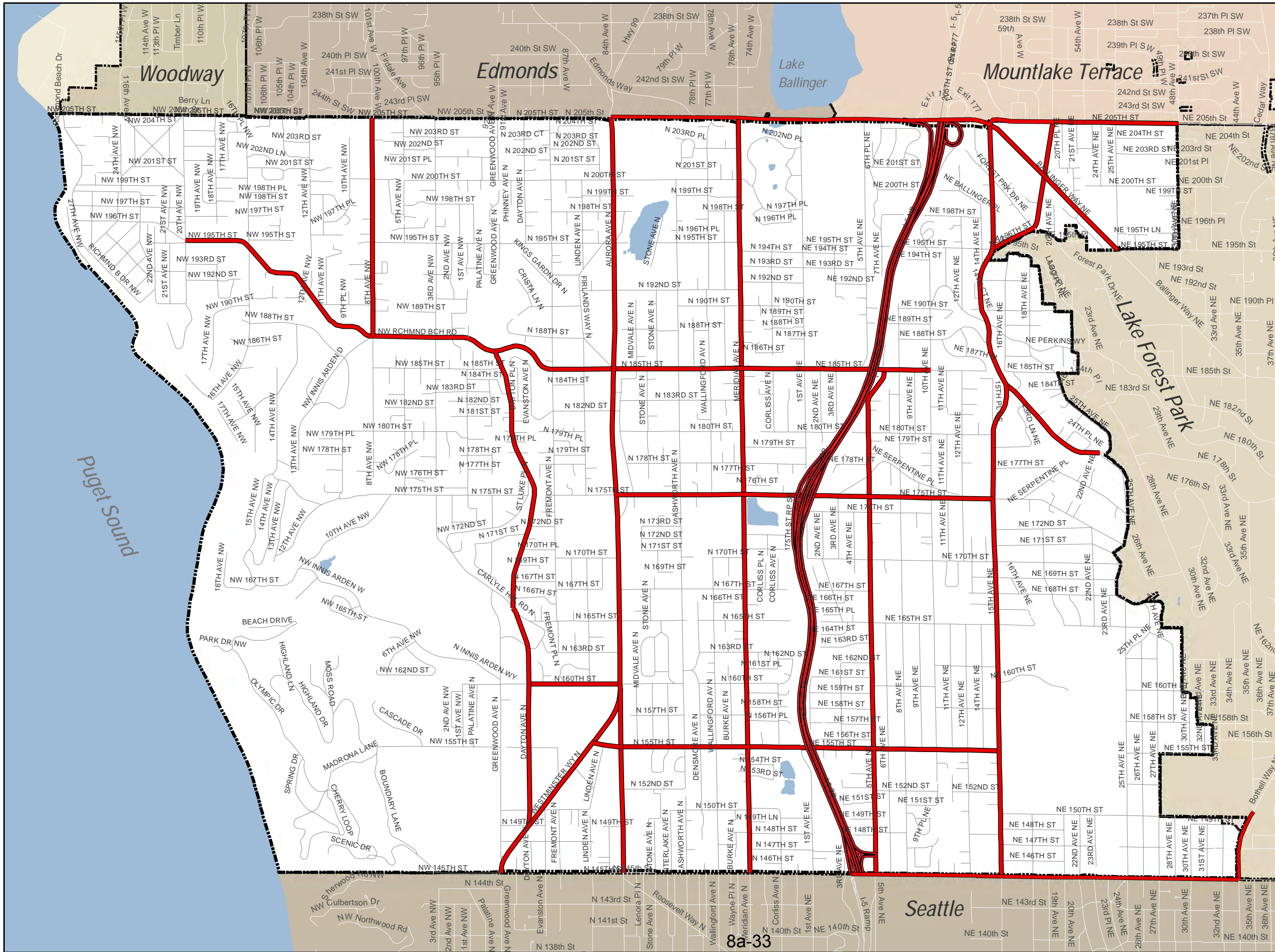
- LU66.** Design, locate, and construct surface water facilities to:
- promote water quality;
 - enhance public safety;
 - preserve and enhance natural habitat;
 - protect critical areas; and
 - reasonably minimize significant, individual, and cumulative adverse impacts to the environment.
- LU67.** Pursue state and federal grants to improve surface water management and water quality.
- LU68.** Protect water quality through the continuation and possible expansion of City programs, regulations, and pilot projects.
- LU69.** Protect water quality by educating citizens about proper waste disposal and eliminating pollutants that enter the stormwater system.
- LU70.** Maintain and enhance natural drainage systems to protect water quality, reduce public costs, protect property, and prevent environmental degradation.
- LU71.** Collaborate with the State Department of Ecology and neighboring jurisdictions, including participation in regional forums and committees, to improve regional surface water management, enhance water quality, and resolve related inter-jurisdictional concerns.
- LU72.** Where feasible, stormwater facilities, such as retention and detention ponds, should be designed to provide supplemental benefits, such as wildlife habitat, water quality treatment, and passive recreation.

- LU73.** Pursue obtaining access rights, such as easements or ownership, to lands needed to maintain, repair, or improve portions of the public drainage system that are located on private property, and for which the City does not currently have legal access.

Truck Routes

Legend

 Truck Route



1 inch = 1,916 feet



CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Thornton Creek Low Impact Development Project and Basin Plan Update

DEPARTMENT: Public Works

PRESENTED BY: Dan Repp, Utilities and Operations Manager
Uki Dele, Surface Water and Environmental Services Manager

ACTION: Ordinance Resolution Motion
 Discussion Public Hearing

PROBLEM/ISSUE STATEMENT:

The City has completed several Low Impact Development (LID) projects in the Thornton Creek Basin known as the North Fork LID Project (NFLP). The NFLP was largely funded using a grant from the Department of Ecology (Ecology). The City Council has asked staff about the possibility of continuing to install LID projects in the Thornton Creek Basin or in other areas in the City. The NFLP identified several sites in Thornton Creek where more LID projects could be constructed; however, the decision to continue with installing LID projects is a question of priorities within the Surface Water Utility (SWU).

The infrastructure condition assessments performed during basin planning efforts have identified 36,870 lineal feet (6.9 miles) of pipe with severe defects. The defective pipes may pose a risk to the public and may require attention as soon as possible. Approximately half of the known defective pipes are being addressed by the Stormwater Pipe Repair and Replacement Program in the SWU capital improvement plan (CIP). This is a seven year program with a budget of \$5,289,000. With several basins having unfinished infrastructure condition assessments, staff expects the amount of defective infrastructure to increase. In addition defective infrastructure, the basin plans have identified several other capital improvement projects that are not yet included in the SWU CIP.

Staff is using asset management principals to prioritize the repair and improvement needs based on potential risk and consequence of failure. Decisions regarding the amount and timing of additional LID projects should be made once the infrastructure needs are quantified and the priorities are set.

The purpose of this Staff Report is to review the NFLP and the infrastructure needs identified by the SWU basing planning effort.

RESOURCE/FINANCIAL IMPACT:

There is no financial impact in presenting tonight's information. This report is to provide the City Council with an update of the North Fork LID Project and Basin Planning effort.

However, there will be a future financial impact to the SWU when infrastructure repair and improvements are made based on the condition assessments and priorities set by the Council.

Below is a summary of the North Fork LID Project Funding:

EXPENDITURES

Grant Expenditures	\$595,429
Surface Water Utility Expenditures	\$198,476
<hr/>	
Total Project Cost	\$793,905

SURFACE WATER CAPITAL IMPROVEMENT PROGRAM BUDGET

Ecology Grant	\$630,000
Surface Water Utility Funds	\$198,476
<hr/>	
Total Budget	\$828,476

As well, the 2014-2019 Capital Improvement Program includes \$660,000 for the McAleer Basin Plan and Ballinger Creek Drainage Study.

EXPENDITURES

Osborne Consulting, Inc. Basin Plan Contract	\$619,560
<hr/>	
Total Project Cost	\$619,560

SURFACE WATER CAPITAL IMPROVEMENT PROGRAM BUDGET

McAleer Basin Plan	\$450,000
Ballinger Creek Drainage Study/Basin Plan	\$210,000
<hr/>	
Total Budget	\$660,000

RECOMMENDATION

No action is required by the City Council at this time. This report is to provide the City Council with an update of the North Fork LID Project and Basin Planning effort.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

North Fork LID Project (NFLP)

The NFLP was developed to improve stormwater retention and water quality in the upper Thornton Creek Basin. The project applied LID practices in order to help address water quality and flooding problems identified in the 2009 Thornton Creek Watershed Plan. The City won a Department of Ecology grant in the amount of \$630,000 to help fund the project. A significant challenge for the project was how to retrofit existing drainage systems while staying within City right of way and still have effective water quality treatment and flow control. Staff evaluated 164 sites before selecting 40 preferred sites. In the end, 17 facilities were constructed based on available funding. A report of the North Fork Thornton Creek LID Stormwater Retrofit Project is attached to this staff report as Attachment A and a site location map of the project is attached as Attachment B.

The Staff Report linked below, which was presented to the City Council in March 2012, summarizes the project and provides a detailed financial impact discussion:

<K:\Staff Reports\2012\20120326\20120326 SR - N Fork Thornton Creek LID Project.docx>

Basin Planning Effort

The basin planning effort is a continuation of the City Council's direction to provide strong and fiscally responsible management to the Surface Water Utility for addressing drainage infrastructure needs. In 2011 the City Council adopted a Surface Water Master Plan that emphasized the role of basin planning as an appropriate mechanism to improve the management of the City's surface water infrastructure. Beginning the basin planning work was the jump off point for the City to start understanding and quantifying drainage system and infrastructure needs in a systematic and disciplined approach. Based on preliminary pipe inspection results from early basin planning work that found significant amounts of pipe deterioration, the City Council authorized a \$5.29 million pipe repair and replacement capital improvement project. As the basin planning work continues staff is finding more repair and replacement needs which are discussed later in this report.

The City has 11 surface water basins as shown in Surface Water Basin Map, which is attached to staff report as Attachment C. Some of these basins are small and represent either small drainage areas (such as the Puget Sound basins) or are pieces of larger basin that extend into the jurisdictional boundaries of other cities (such as Densmore and Edmonds Way basins). The larger basins are associated with larger streams and include the Boeing Creek, Storm Creek, and Thornton Creek basins. The basins represent distinct drainage areas within the City, and as such, form convenient planning units to address SWU issues. The basin planning objectives include pipe inspections, as well as assessing various elements in each basin including drainage capacity, erosion, infrastructure condition, water quality, and aquatic habitat. One of the key outcomes of the basin plans is documentation of pipe repair and replacement needs in each basin. The plans also identify other types of opportunities for improvement within the basins. To date, approximately 130 recommendations have been made, ranging from major flood control projects to invasive plant removal. The completed plans can be found at the following links:

Boeing Creek Basin Plan:

<http://cityofshoreline.com/home/showdocument?id=12539>

Storm Creek Basin Plan:

<http://cityofshoreline.com/home/showdocument?id=12545>

Thornton Creek Basin Plan:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/pwk/swes/final%20thornton%20creek%20watershed%20plan/Watershed%20Plan%20Final.pdf>

The basin planning effort is approximately 70% complete. The City has completed the Thornton Creek, Storm Creek, and Boeing Creek Basin Plans. Staff is currently reviewing the Lyon Creek and McAleer Creek Basin Plans and expects to have them finished by July 2015. The planning effort for the six remaining basins is in scheduled to begin in July 2015 and staff expects to have them completed by second quarter of 2016. Table 1 shows the status of basin plan development by noting the date when plans were completed or are expected to be completed.

Table 1. Basin Planning Status Summary.

Basin Name	Completed	In Progress	Not Started
Boeing Creek	2012		
Densmore			2016
Edmonds Way			2016
Lyon Creek		2015	
McAleer Creek		2015	
Puget Sound (Highlands)			2016
Puget Sound (Innis Arden)			2016
Puget Sound (Richmond Beach)			2016
Storm Creek	2012		
Thornton Creek	2009		
West Lake Washington			2016

DISCUSSION

North Fork LID Project

The North Fork Thornton Creek LID Stormwater Retrofit Project provides improved flow control and water quality treatment for discharges from this drainage basin using two LID facility types – Bioretention Cells and Gravel Galleries. The goal of the project is to improve stormwater flow control and water quality in an urban watershed that has experienced both flooding and significant water quality problems. The project retrofitted the existing stormwater drainage system with LID facilities in a residential sub-basin located at the headwaters of the North Fork of Thornton Creek.

The project identified 40 preferred sites. Project funding allowed for the design and construction of 17 Bioretention Cells and two Gravel Galleries. The facilities are located within existing right-of-way. A before and after photograph for a typical bioretention

facility are provided in Figure1 below. There are 23 sites where more LID projects could be built in the NFLP area.

Performance monitoring was not included as part of this project and therefore quantifying the benefits on flow control and water quality is not possible. However, visual observations during rainfall events confirm that the improvements are accommodating storm flows and no flooding is occurring. The vegetation in the bioretention cells is also well established.

Figure 1. Bioretention Cell Before and After Project Photo.



Basin Planning Findings

A major focus of the basin planning projects is to inspect and evaluate the condition of both the above ground and buried (pipes) conveyance system. The above ground system generally includes ditches, stream channels, and impoundments (i.e. ponds). Evaluating the condition of the above ground systems includes observing channel stability indicators such erosion, capacity restrictions such sediment deposits and/or overgrown vegetation, and alterations such as filling or unauthorized construction.

For the buried conveyance system, pipe inspections were made using closed circuit television camera systems where an operator codes defect observations according to a standardized methodology. The defect codes capture structural condition, operational and maintenance condition, construction features, and miscellaneous features such as water levels and shape and size changes. The coded observations are analyzed using a system developed by the National Association of Sewer Service Companies (NASSCO) to develop a condition score for each pipe segment. To date, out of the

732,000 feet of pipes inventoried, approximately 255,000 feet (48.3 miles) of pipe in four basins have been inspected (see Table 2). To keep inspection costs reasonable, staff did not inspect small diameter pipe (less than 12 inches in diameter) and pipes less than 50 feet in length.

The Thornton Creek Basin (TCB) is the largest basin in the City and was the first basin plan to be completed. The focus of the TCB plan was to address flooding problems and therefore, the plan did not include a pipe inspection and condition assessment for the basin. Staff has started a three year effort to inspect and assess the condition of the infrastructure in the TCB beginning in 2015.

Table 2. Basin Plan Pipe Inspection Summary.

Basin Name	Pipe Inventory (linear feet)	Pipe Inspected (linear feet)¹	Percent of Inspection Complete
Boeing Creek	205,293	11,3042	55%
Densmore	2,654	0	0
Edmonds Way	6,674	0	0
Lyon Creek	22,683	19,021	84%
McAleeer Creek	127,578	95,444	75%
Puget Sound (Highlands)	1,113	0	0
Puget Sound (Innis Arden)	28,851	0	0
Puget Sound (Richmond Beach)	52,745	0	0
Storm Creek	33,575	27,400	82%
Thornton Creek ²	243,939	0	0
West Lake Washington	6,659	0	0
Totals	731,763	254,907	34.8%

To date, the condition analysis found approximately 36,870 feet of pipe with severe defects needing attention. The Stormwater Pipe Repair and Replacement CIP Program includes 16,790 feet of the 36,870 feet, leaving 20,080 feet of defective pipe to address. Staff is in the process of reviewing the 20,080 feet of defective pipes according to asset management principals to determine the priority for repair and replacement. The priorities are based on a risk assessment which considers the consequence of failure for each pipe. In other words what would happen if the pipe can no longer perform its intended function? Some important risk considerations include who or what gets flooded if the pipe is blocked, what damage can occur if a pipe collapses due to structural problems, and could there be regulatory penalties as a result of a known defect. While setting priorities to minimize risk is important and prudent, eventually all pipes with severe defects will need to be addressed.

¹ Inspection conducted on pipes 12" diameter or greater and longer than 50 feet.

² Pipe inspection was not included during basin planning but is a future work item.

The cost estimate to address the 20,080 feet of defective pipe is approximately \$5,568,000. The estimate is based on construction costs for similar projects completed in 2014, resulting in a per linear foot cost of \$315. Table 3 below compares the current pipe repair and replacement capital project with the defective pipe found during the recent basin plan inspections. While similar in both cost and the length needing to be repaired or replaced, the newly identified defective pipe is not included in the SWU capital plan and is not funded at this time.

Table 3. Comparison of the Existing Pipe Repair and Replacement Project with Recently Identified Defective Pipe.

Pipe Repair and Replacement Status	Linear Feet	Cost Estimate
Current Pipe Repair and Replacement Project	16,790	\$5,289,000
Defective pipes found during recent basin plan inspections	20,080	\$5,568,000

The observed rate of defective pipe being found during basin plan inspections suggests that uninspected basins will result in more repair and replacement needs. Staff has inspected about 35% of the total pipe inventory and so it's reasonable to expect more deficiencies to be discovered during future inspections. Given the potential for risk exposure to the City, quantifying defective pipe needs and completing repair and replacement projects should be a high priority for the SWU. Developing a funding strategy for priority repair and replacement projects is also a high priority for the SWU. Until a repair and replacement funding strategy is developed, staff recommends suspending construction of additional LID projects.

COUNCIL GOAL(S) ADDRESSED

This project supports Council Goal No. 2, provide safe, efficient and effective infrastructure to support our land use, transportation and surface water plans. This is achieved by identifying and prioritizing projects out of the basin plans that will repair or replace the City's storm water infrastructure.

RESOURCE/FINANCIAL SUMMARY

There is no financial impact in presenting tonight's information. This report is to provide the City Council with an update of the North Fork LID Project and Basin Planning effort. However, there will be a future financial impact to the SWU when infrastructure repair and improvements are made based on completed condition assessments and priorities set by the Council.

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EXPENDITURES

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Surface Water Utility Expenditures	\$198,476

Total Project Cost	\$793,905
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McAleer Basin Plan	\$450,000
Ballinger Creek Drainage Study/Basin Plan	\$210,000

Total Budget	\$660,000
---------------------	------------------

RECOMMENDATION

No action is required by the City Council at this time. This report is to provide the City Council with an update of the North Fork LID Project and Basin Planning effort.

ATTACHMENTS

- Attachment A – North Fork Thornton Creek LID Stormwater Retrofit Project Report
- Attachment B – North Fork LID Site Location Map
- Attachment C – Surface Water Basin Map



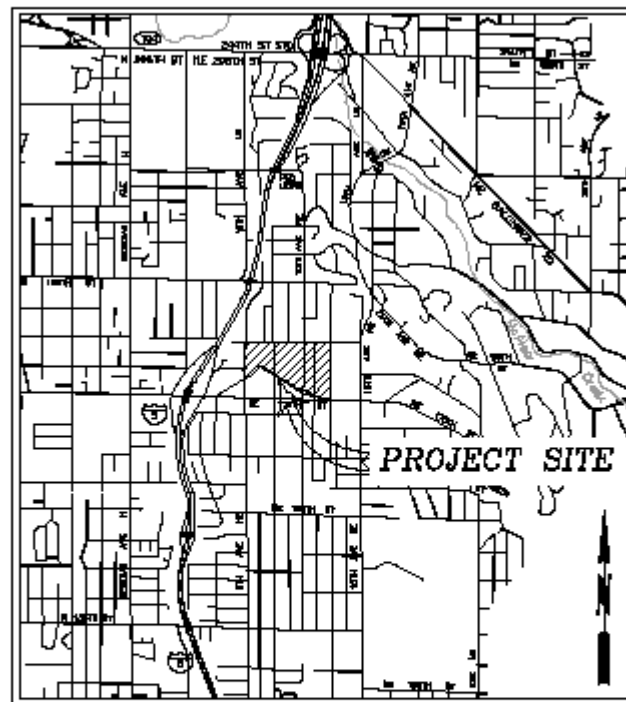
LID STORMWATER REPORT

Pertec Inc.

TO: City of Shoreline
FROM: Jason Shrope, PE
DATE: July 10, 2013
RE: North Fork Thornton Creek LID Stormwater Retrofit Project

Executive Summary

This LID Stormwater Report provides a summary of the low impact development (LID) facilities and the project benefits provided within the North Fork Thornton Creek Drainage Basin. The information included consists of a project and site assessment, hydraulic analysis of each LID facility, and documentation of the Flow Control and Water Quality Treatment provided.



VICINITY MAP
N.T.S.

Project Description

The North Fork Thornton Creek LID Stormwater Retrofit Project provides improved flow control and water quality treatment for discharges from this drainage basin using two LID facility types – Bioretention Cells and Gravel Galleries. The project will retrofit existing stormwater drainage infrastructure with LID facilities in a residential sub-basin located at the headwaters of North Fork Thornton Creek. These facilities will improve stormwater retention and water quality in an urban watershed that is water quality impaired for multiple parameters. 17 Bioretention Cells and 2 Gravel Galleries were designed in accordance with the Washington State Department of Ecology Stormwater Management Manual for Western Washington (2005). The facilities are located within existing City of Shoreline right-of-way and will treat and infiltrate contributing runoff from adjacent streets and private yards. These facilities will reduce the volume of runoff contributing to downstream ponds, Ronald Bog, and Thornton Creek. In addition, water quality treatment will be provided where none currently exists.

Existing Conditions

The North Fork Thornton Creek Basin is located in the City of Shoreline neighborhood of North City (See Vicinity Map on previous page). The drainage basin is a highly urbanized basin and is located at the headwaters of Thornton Creek. Thornton Creek has a record of poor water quality and frequent flooding both in the open channel reaches and the piped sections. Thornton Creek is listed as 303d impaired for temperature, dissolved oxygen, and bacteria.

The North Fork Thornton Creek Basin consists of primarily single family residential lots with approximately 40% impervious surface coverage and 60% grass coverage. The existing stormwater system consists of sheet flow to intermittent ditch, culvert, and pipe system. There is no curb and gutter for the majority of the drainage basin.

Existing Soil Characteristics

The geotechnical investigation found both Outwash and Till soils at the project site with greater infiltration potential at the western edge (location of Gravel Galleries 1 & 2). Based on testing and analysis, the design infiltration rates for the proposed bioretention cells range from approximately 0.3 to 2.6 in/hr. The design infiltration rate for Gravel Galleries 1 & 2 is approximately 2 to 2.3 in/hr. The location of Gravel Galleries 1 & 2 contains some advance outwash soils at depths of seven to ten feet, and appears promising for infiltration of stormwater. Most of the bioretention cells are located above glacial till, weathered till, and fill soils with limited infiltration capacity. See Appendix B for the Infiltration Evaluations.

The native soil at the location of Gravel Galleries 1 & 2 was tested to determine the ability to provide water quality treatment. In order for soil to be considered appropriate for water quality treatment, the soil must have a Cation Exchange Capacity (CEC) of 5 meq/100g or greater. The native soil at the location of Gravel Galleries 1 & 2 was determined to have a CEC of 4.94 meq/100g. Based on this CEC and the depth to groundwater of over 12', there will be no negative impact to groundwater based on the stormwater runoff infiltrated at the gravel galleries. See Appendix B for Soil Analysis.

Design Requirements

The LID facilities were designed per the Washington State Department of Ecology Stormwater Management Manual for Western Washington (2005). Since this is a retrofit project and not associated with roadway or site improvements, there are no specific requirements for the amount of Flow Control or Water Quality Treatment to be provided. The facilities are designed to provide Flow Control and Water Quality Treatment to the maximum extent feasible.

Proposed LID Facilities

The contributing area to the Gravel Galleries is approximated at 10 acres in order to calculate the flow reduction and treatment benefits provided. The contributing areas to each Bioretention Cell are shown in Appendix C.

Gravel Gallery #1	
Length = 135'	Contributing Areas
8.0' wide x 4.0' deep	Approximate 5 acres
24 inches for ponding	Approximate 5 acres

Gravel Gallery #2	
Length = 113'	Contributing Areas
8.0' wide x 4.0' deep	Approximate 5 acres
24 inches for ponding	Approximate 5 acres

Bioretention Cell #1	
Bottom area = 2' x 45' = 90 sf	Contributing Areas
2.5:1 side slopes	Pavement = 1955 sf 0.045 acres
12 inches for ponding	Grass = 1675 sf 0.039 acres

Bioretention Cell #2	
Bottom area = 2' x 35' = 70 sf	Contributing Areas
2.5:1 side slopes	Pavement = 1275 sf 0.029 acres
12 inches for ponding	Grass = 1070 sf 0.025 acres

Bioretention Cell #3	
Bottom area = 2' x 23' = 46 sf	Contributing Areas
2.5:1 side slopes	Pavement = 835 sf 0.019 acres
12 inches for ponding	Grass = 770 sf 0.018 acres

Bioretention Cell #4	
Bottom area = 2' x 64' = 128 sf	Contributing Areas
2.5:1 side slopes	Pavement = 1955 sf 0.045 acres
6 inches for ponding	Grass = 1075 sf 0.025 acres

Bioretention Cell #5	
Bottom area = 2' x 55' = 110 sf	Contributing Areas
2.5:1 side slopes	Pavement = 1835 sf 0.042 acres
6 inches for ponding	Grass = 980 sf 0.023 acres

Bioretention Cell #6	
Bottom area = 2' x 55' = 110 sf	Contributing Areas
2.5:1 side slopes	Pavement = 2535 sf 0.058 acres
12 inches for ponding	Grass = 465 sf 0.011 acres

Bioretention Cell #7	
Bottom area = 2' x 17.5' = 35 sf	Contributing Areas
2.5:1 side slopes	Pavement = 1045 sf 0.024 acres
12 inches for ponding	Grass = 170 sf 0.004 acres

Bioretention Cell #8	
Bottom area = 2' x 45' = 90 sf	Contributing Areas
2.5:1 side slopes	Pavement = 1345 sf 0.031 acres
12 inches for ponding	Grass = 270 sf 0.006 acres

Bioretention Cell #9	
Bottom area = 2' x 40' = 80 sf	Contributing Areas
2.5:1 side slopes	Pavement = 2110
6 inches for ponding	sf 0.048 acres
	Grass = 965 sf 0.022 acres

Bioretention Cell #10	
Bottom area = 2' x 30' = 60 sf	Contributing Areas
2.5:1 side slopes	Pavement = 2010
6 inches for ponding	sf 0.046 acres
	Grass = 920 sf 0.021 acres

Bioretention Cell #11	
Bottom area = 2' x 20' = 40 sf	Contributing Areas
2.5:1 side slopes	Pavement = 1675
6 inches for ponding	sf 0.039 acres
	Grass = 760 sf 0.017 acres

Bioretention Cell #12	
Bottom area = 2' x 35' = 70 sf	Contributing Areas
2.5:1 side slopes	Pavement = 1775
6 inches for ponding	sf 0.041 acres
	Grass = 795 sf 0.018 acres

Bioretention Cell #13	
Bottom area = 2' x 38' = 76 sf	Contributing Areas
2.5:1 side slopes	Pavement = 2295
12 inches for ponding	sf 0.053 acres
	Grass = 1175 sf 0.027 acres

Bioretention Cell #14	
Bottom area = 2' x 45' = 90 sf	Contributing Areas
2.5:1 side slopes	Pavement = 2775
12 inches for ponding	sf 0.064 acres
	Grass = 2285 sf 0.053 acres

Bioretention Cell #15	
Bottom area = 2' x 45' = 90 sf	Contributing Areas
2:1 side slopes	Pavement = 870 sf 0.020 acres
6 inches for ponding	Grass = 715 sf 0.016 acres

Bioretention Cell #16	
Bottom area = 2' x 18' = 36 sf	Contributing Areas
2.5:1 side slopes	Pavement = 795 sf 0.018 acres
12 inches for ponding	Grass = 685 sf 0.016 acres

Bioretention Cell #17	
Bottom area = 2' x 28' = 56 sf	Contributing Areas
2.5:1 side slopes	Pavement = 1335 sf 0.031 acres
12 inches for ponding	Grass = 945 sf 0.022 acres

Flow Control and Water Quality Treatment Summaries

See summaries on next 2 pages.



**Thornton Creek
Drainage Calculations
LID Facility Benefit Summary - Flow Reduction**

Gravel Gallery Summary

Gallery #	Flow Reduction per Design Storm (cfs)		
	2yr	10yr	50yr
1	0.089	0.089	0.089
2	0.074	0.074	0.074
Total Flow Reduction	0.16	0.16	0.16

Bioretention Cell Treatment Summary

Cell #	Flow Reduction per Design Storm (cfs)		
	2yr	10yr	50yr
1	0.0025	0.0033	0.0026
2 - 3	0.0108	0.0065	0.0041
4	0.0068	0.0044	0.0038
5	0.0046	0.0038	0.0032
6	0.0059	0.0030	0.0030
7	0.0012	0.0009	0.0010
8	0.0086	0.0050	0.0025
9	0.0059	0.0029	0.0022
10	0.0037	0.0018	0.0017
11	0.0018	0.0012	0.0011
12	0.0064	0.0054	0.0019
13	0.0129	0.0091	0.0050
14	0.0142	0.0090	0.0066
15	0.0064	0.0044	0.0022
16	0.0006	0.0005	0.0004
17	0.0010	0.0008	0.0006
Total Flow Reduction	0.09	0.06	0.04

LID Facility Summary

Total Flow Reduction	0.26	0.23	0.20
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**Thornton Creek
Drainage Calculations
LID Facility Benefit Summary - Water Quality Treatment**

Gravel Gallery Summary

Gallery #	Percent Infiltrated / Treated	Contributing Area (acres)		
		Impervious	Pervious	
1	63.0%	5.0	5.0	6.30 acres
2	57.5%	5.0	5.0	5.75 acres

Total 12.05 acres

Bioretention Cell Treatment Summary

Cell #	Percent Treated	Contributing Area (acres)		
		Impervious	Pervious	
1	78.0%	0.045	0.039	0.066 acres
2 - 3	98.2%	0.048	0.043	0.089 acres
4	98.9%	0.045	0.025	0.069 acres
5	98.5%	0.042	0.023	0.064 acres
6	97.7%	0.058	0.011	0.067 acres
7	90.0%	0.024	0.004	0.025 acres
8	99.7%	0.031	0.006	0.037 acres
9	98.2%	0.048	0.022	0.069 acres
10	95.9%	0.046	0.021	0.064 acres
11	91.9%	0.039	0.017	0.051 acres
12	98.5%	0.041	0.018	0.058 acres
13	99.6%	0.053	0.027	0.080 acres
14	99.0%	0.064	0.053	0.116 acres
15	99.8%	0.020	0.016	0.036 acres
16	91.6%	0.018	0.016	0.031 acres
17	91.2%	0.031	0.022	0.048 acres

Total 0.97 acres

Note: Area Totals = Percent Treated x Contributing Area

Appendices:

- **Appendix A – LID Hydraulic Analysis**
- **Appendix B – Geotechnical Information**
- **Appendix C – Bioretention Cells – Contributing Areas**

Appendix A – LID Hydraulic Analyses

- **Gravel Gallery 1**
- **Gravel Gallery 2**
- **Bioretention Cell 1**
- **Bioretention Cells 2-3**
- **Bioretention Cell 4**
- **Bioretention Cell 5**
- **Bioretention Cell 6**
- **Bioretention Cell 7**
- **Bioretention Cell 8**
- **Bioretention Cell 9**
- **Bioretention Cell 10**
- **Bioretention Cell 11**
- **Bioretention Cell 12**
- **Bioretention Cell 13**
- **Bioretention Cell 14**
- **Bioretention Cell 15**
- **Bioretention Cell 16**
- **Bioretention Cell 17**



**Thornton Creek
Drainage Calculations
Gravel Gallery Summary**

Gravel Gallery Summary
April 16, 2013

Bioretention Cell Flow Reduction Summary

Note: Predeveloped conditions do not affect the performance of the gravel gallery or model output. Impervious and pervious surface areas for predeveloped conditions have been approximated in the modeling in order to show the reduced flow benefits provided by each facility

Gravel Gallery #1		Infil rate = 2.02			
Storm Event	Predeveloped Flows	Postdeveloped Flows	Flow Reduction		
2 Year	1.6750 cfs	1.5860 cfs	0.0890 cfs		
5 Year	2.1230 cfs	2.0350 cfs	0.0880 cfs		
10 Year	2.5630 cfs	2.4740 cfs	0.0890 cfs		
25 Year	3.3660 cfs	3.2770 cfs	0.0890 cfs		
50 Year	3.6430 cfs	3.5550 cfs	0.0880 cfs		
100 Year	3.8980 cfs	3.8100 cfs	0.0880 cfs		
			2 Year to 50 Year Sum =	0.4430	cfs

Gravel Gallery #2		Infil rate = 2.02			
Storm Event	Predeveloped Flows	Postdeveloped Flows	Flow Reduction		
2 Year	1.6750 cfs	1.6010 cfs	0.0740 cfs		
5 Year	2.1230 cfs	2.0490 cfs	0.0740 cfs		
10 Year	2.5630 cfs	2.4890 cfs	0.0740 cfs		
25 Year	3.3660 cfs	3.2920 cfs	0.0740 cfs		
50 Year	3.6430 cfs	3.5690 cfs	0.0740 cfs		
100 Year	3.8980 cfs	3.8250 cfs	0.0730 cfs		
			2 Year to 50 Year Sum =	0.3700	cfs

MGS FLOOD PROJECT REPORT

Program Version: MGSFlood 4.29
Program License Number: 200310001
Run Date: 06/24/2013 5:39 PM

Input File Name: Gravel Gallery 1.fld
Project Name: North Thornton Creek LID Stormwater Retrofit
Analysis Title: Gravel Gallery 1
Comments: 8 foot wide trench

PRECIPITATION INPUT

Computational Time Step (Minutes): 60

Extended Precipitation Timeseries Selected
Climatic Region Number: 13

Full Period of Record Available used for Routing
Precipitation Station : 96004005 Puget East 40 in_5min 10/01/1939-10/01/2097
Evaporation Station : 961040 Puget East 40 in MAP
Evaporation Scale Factor : 0.750

HSPF Parameter Region Number: 1
HSPF Parameter Region Name : USGS Default

***** Default HSPF Parameters Used (Not Modified by User) *****

***** WATERSHED DEFINITION *****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1

----- Subbasin : Pre-Developed -----	-----Area(Acres) -----
Till Forest	0.000
Till Pasture	0.000
Till Grass	5.000
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	5.000
-----	-----
Subbasin Total	10.000

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1

----- Subbasin : Post Developed -----

-----Area(Acres) -----

Till Forest	0.000
Till Pasture	0.000
Till Grass	5.000
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	5.000

Subbasin Total	10.000
----------------	--------

***** LINK DATA *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

***** LINK DATA *****

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

Link Name: Gallery

Link Type: Infiltration Trench

Downstream Link: None

Trench Type	:	Trench at Toe of Embankment
Trench Length (ft)	:	135.00
Trench Width (ft)	:	8.00
Trench Depth (ft)	:	3.00
Trench Bottom Elev (ft)	:	96.00
Trench Rockfill Porosity (%)	:	40.00

Constant Infiltration Option Used

Infiltration Rate (in/hr): 2.02

*****FLOOD FREQUENCY AND DURATION STATISTICS*****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1

Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1

Number of Links: 1

*****Groundwater Recharge Summary*****

Recharge is computed as input to PerInd Groundwater Plus Infiltration in Structures

Model Element	Total Predeveloped Recharge During Simulation Recharge Amount (ac-ft)
Subbasin: Pre-Developed	614.601
Total:	614.601

Model Element	Total Post Developed Recharge During Simulation Recharge Amount (ac-ft)
Subbasin: Post Developed	614.601
Link: Gallery	2021.021
Total:	2635.623

**Total Predevelopment Recharge is Less than Post Developed
Average Recharge Per Year, (Number of Years= 158)
Predeveloped: 3.890 ac-ft/year, Post Developed: 16.681 ac-ft/year**

*****Water Quality Facility Data*****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

***** Link: Gallery*****

Infiltration/Filtration Statistics-----
 Total Runoff Volume (ac-ft): 3207.94
 Total Runoff Infiltrated (ac-ft): 2021.02, 63.00%
 Total Runoff Filtered (ac-ft): 0.00, 0.00%
 Percent Treated (Infiltrated+Filtered)/Total Volume: 63.00%

*****Compliance Point Results*****

Scenario Predeveloped Compliance Subbasin: Pre-Developed

Scenario Postdeveloped Compliance Link: Gallery

*** Point of Compliance Flow Frequency Data ***

Recurrence Interval Computed Using Gringorten Plotting Position

Predevelopment Runoff		Postdevelopment Runoff	
Tr (Years)	Discharge (cfs)	Tr (Years)	Discharge (cfs)
2-Year	1.675	2-Year	1.586
5-Year	2.123	5-Year	2.035
10-Year	2.563	10-Year	2.474
25-Year	3.366	25-Year	3.277
50-Year	3.643	50-Year	3.555
100-Year	3.898	100-Year	3.810
200-Year	4.711	200-Year	4.623

** Record too Short to Compute Peak Discharge for These Recurrence Intervals

**** **Flow Duration Performance** ****

Excursion at Predeveloped 50%Q2 (Must be Less Than 0%):	-30.7%	PASS
Maximum Excursion from 50%Q2 to Q2 (Must be Less Than 0%):	-15.5%	PASS
Maximum Excursion from Q2 to Q50 (Must be less than 10%):	0.0%	PASS
Percent Excursion from Q2 to Q50 (Must be less than 50%):	0.0%	PASS

 MEETS ALL FLOW DURATION DESIGN CRITERIA: PASS

**** **LID Duration Performance** ****

Excursion at Predeveloped 8%Q2 (Must be Less Than 0%):	-52.5%	PASS
Maximum Excursion from 8%Q2 to 50%Q2 (Must be Less Than 0%):	-30.2%	PASS

 MEETS ALL LID DURATION DESIGN CRITERIA: PASS

MGS FLOOD PROJECT REPORT

Program Version: MGSFlood 4.29
Program License Number: 200310001
Run Date: 06/24/2013 5:36 PM

Input File Name: Gravel Gallery 2.fld
Project Name: North Thornton Creek LID Stormwater Retrofit
Analysis Title: Gravel Gallery 2
Comments: 8 foot wide trench

PRECIPITATION INPUT

Computational Time Step (Minutes): 60

Extended Precipitation Timeseries Selected
Climatic Region Number: 13

Full Period of Record Available used for Routing
Precipitation Station : 96004005 Puget East 40 in_5min 10/01/1939-10/01/2097
Evaporation Station : 961040 Puget East 40 in MAP
Evaporation Scale Factor : 0.750

HSPF Parameter Region Number: 1
HSPF Parameter Region Name : USGS Default

***** Default HSPF Parameters Used (Not Modified by User) *****

***** WATERSHED DEFINITION *****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1

----- Subbasin : Pre-Developed -----	-----Area(Acres) -----
Till Forest	0.000
Till Pasture	0.000
Till Grass	5.000
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	5.000
-----	-----
Subbasin Total	10.000

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1

----- Subbasin : Post Developed -----

-----Area(Acres) -----

Till Forest	0.000
Till Pasture	0.000
Till Grass	5.000
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	5.000

Subbasin Total	10.000
----------------	--------

***** LINK DATA *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

***** LINK DATA *****

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

Link Name: Gallery

Link Type: Infiltration Trench

Downstream Link: None

Trench Type	:	Trench at Toe of Embankment
Trench Length (ft)	:	113.00
Trench Width (ft)	:	8.00
Trench Depth (ft)	:	3.00
Trench Bottom Elev (ft)	:	96.00
Trench Rockfill Porosity (%)	:	40.00

Constant Infiltration Option Used

Infiltration Rate (in/hr): 2.02

*****FLOOD FREQUENCY AND DURATION STATISTICS*****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1

Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1

Number of Links: 1

*****Groundwater Recharge Summary *****

Recharge is computed as input to PerInd Groundwater Plus Infiltration in Structures

Model Element	Total Predeveloped Recharge During Simulation Recharge Amount (ac-ft)
Subbasin: Pre-Developed	614.601
Total:	614.601

Model Element	Total Post Developed Recharge During Simulation Recharge Amount (ac-ft)
Subbasin: Post Developed	614.601
Link: Gallery	1844.819
Total:	2459.420

**Total Predevelopment Recharge is Less than Post Developed
Average Recharge Per Year, (Number of Years= 158)
Predeveloped: 3.890 ac-ft/year, Post Developed: 15.566 ac-ft/year**

*****Water Quality Facility Data *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

***** Link: Gallery *****

Infiltration/Filtration Statistics-----
 Total Runoff Volume (ac-ft): 3207.94
 Total Runoff Infiltrated (ac-ft): 1844.82, 57.51%
 Total Runoff Filtered (ac-ft): 0.00, 0.00%
 Percent Treated (Infiltrated+Filtered)/Total Volume: 57.51%

*****Compliance Point Results *****

Scenario Predeveloped Compliance Subbasin: Pre-Developed

Scenario Postdeveloped Compliance Link: Gallery

*** Point of Compliance Flow Frequency Data ***

Recurrence Interval Computed Using Gringorten Plotting Position

Predevelopment Runoff		Postdevelopment Runoff	
Tr (Years)	Discharge (cfs)	Tr (Years)	Discharge (cfs)
2-Year	1.675	2-Year	1.601
5-Year	2.123	5-Year	2.049
10-Year	2.563	10-Year	2.489
25-Year	3.366	25-Year	3.292
50-Year	3.643	50-Year	3.569
100-Year	3.898	100-Year	3.825
200-Year	4.711	200-Year	4.637

** Record too Short to Compute Peak Discharge for These Recurrence Intervals

**** **Flow Duration Performance** ****

Excursion at Predeveloped 50%Q2 (Must be Less Than 0%):	-26.9%	PASS
Maximum Excursion from 50%Q2 to Q2 (Must be Less Than 0%):	-13.0%	PASS
Maximum Excursion from Q2 to Q50 (Must be less than 10%):	0.0%	PASS
Percent Excursion from Q2 to Q50 (Must be less than 50%):	0.0%	PASS

 MEETS ALL FLOW DURATION DESIGN CRITERIA: PASS

**** **LID Duration Performance** ****

Excursion at Predeveloped 8%Q2 (Must be Less Than 0%):	-45.9%	PASS
Maximum Excursion from 8%Q2 to 50%Q2 (Must be Less Than 0%):	-26.3%	PASS

 MEETS ALL LID DURATION DESIGN CRITERIA: PASS



**Thornton Creek
Drainage Calculations
Bioretention Cell Summary**

Bioretention Cells
April 11, 2013

Bioretention Cell Flow Reduction Summary

Note: Predeveloped conditions do not affect the performance of the bioretention cell or model output. Impervious and pervious surfaces have been used for predeveloped conditions in the modeling in order to show actual existing conditions at the site and in order to show the reduced flow benefits provided by the facility.

Bioretention Cell #1		With Underdrain			
Storm Event	Predeveloped Flows		Postdeveloped Flows		Flow Reduction
2 Year	0.0146	cfs	0.0121	cfs	0.0025 cfs
5 Year	0.0188	cfs	0.0174	cfs	0.0014 cfs
10 Year	0.0224	cfs	0.0191	cfs	0.0033 cfs
25 Year	0.0292	cfs	0.0254	cfs	0.0038 cfs
50 Year	0.0311	cfs	0.0285	cfs	0.0026 cfs
100 Year	0.0339	cfs	0.0322	cfs	0.0018 cfs
2 Year to 50 Year Sum =					0.0136 cfs

MGS FLOOD PROJECT REPORT

Program Version: MGSFlood 4.29
Program License Number: 200310001
Run Date: 04/11/2013 3:35 PM

Input File Name: BRC#1_Scenario 1.fld
Project Name: North Thornton Creek LID Stormwater Retrofit
Analysis Title: BRC #1 with underdrain
Comments: Scenario 1

PRECIPITATION INPUT

Computational Time Step (Minutes): 60

Extended Precipitation Timeseries Selected
Climatic Region Number: 13

Full Period of Record Available used for Routing
Precipitation Station : 96004005 Puget East 40 in_5min 10/01/1939-10/01/2097
Evaporation Station : 961040 Puget East 40 in MAP
Evaporation Scale Factor : 0.750

HSPF Parameter Region Number: 1
HSPF Parameter Region Name : USGS Default

***** Default HSPF Parameters Used (Not Modified by User) *****

***** WATERSHED DEFINITION *****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1

----- Subbasin : Pre-Developed -----	-----Area(Acres) -----
Till Forest	0.000
Till Pasture	0.000
Till Grass	0.039
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.045
-----	-----
Subbasin Total	0.084

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1

----- Subbasin : Post Developed -----

-----Area(Acres) -----

Till Forest	0.000
Till Pasture	0.000
Till Grass	0.039
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.045

Subbasin Total 0.084

***** LINK DATA *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

***** LINK DATA *****

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

Link Name: BRC #1

Link Type: Bioretention Facility

Downstream Link: None

Base Elevation (ft)	:	408.15			
Riser Crest Elevation (ft)	:	409.15			
Storage Depth (ft)	:	1.00			
Bottom Length (ft)	:	45.0			
Bottom Width (ft)	:	2.0			
Side Slopes (ft/ft)	:	L1= 2.50	L2= 2.50	W1= 2.50	W2= 2.50
Bottom Area (sq-ft)	:	90.			
Area at Riser Crest El (sq-ft)	:	350.			
	(acres)	:	0.008		
Volume at Riser Crest (cu-ft)	:	270.			
	(ac-ft)	:	0.006		

Infiltration on Bottom only Selected

Soil Properties

Bioil Thickness (ft)	:	1.50
Bioil Saturated Hydraulic Conductivity (in/hr)	:	2.00

Bio Soil Porosity (Percent) : 40.00
 Native Soil Hydraulic Conductivity (in/hr) : 0.29

Riser Geometry
 Riser Structure Type : Circular
 Riser Diameter (in) : 12.00
 Common Length (ft) : 0.000
 Riser Crest Elevation : 409.15 ft

Hydraulic Structure Geometry

Number of Devices: 1

---Device Number 1 ---
 Device Type : Circular Orifice
 Control Elevation (ft) : 407.78
 Diameter (in) : 8.00
 Orientation : Vertical
 Elbow : Yes

*****FLOOD FREQUENCY AND DURATION STATISTICS*****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1
 Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1
 Number of Links: 1

***** Subbasin: Post Developed *****

Flood Frequency Data(cfs)
 (Recurrence Interval Computed Using Gringorten Plotting Position)
 Tr (yrs) Flood Peak (cfs)

Tr (yrs)	Flood Peak (cfs)
2-Year	1.460E-02
5-Year	1.876E-02
10-Year	2.236E-02
25-Year	2.919E-02
50-Year	3.112E-02
100-Year	3.391E-02
200-Year	4.046E-02

***** Link: BRC #1

***** Link Inflow

Frequency Stats
 Flood Frequency Data(cfs)
 (Recurrence Interval Computed Using Gringorten Plotting Position)
 Tr (yrs) Flood Peak (cfs)

Tr (yrs)	Flood Peak (cfs)
2-Year	1.460E-02

5-Year 1.876E-02
 10-Year 2.236E-02
 25-Year 2.919E-02
 50-Year 3.112E-02
 100-Year 3.391E-02
 200-Year 4.046E-02

***** Link: BRC #1

***** Link WSEL

Stats

WSEL Frequency Data(ft)
 (Recurrence Interval Computed Using Gringorten Plotting Position)
 Tr (yrs) WSEL Peak (ft)

Tr (yrs)	WSEL Peak (ft)
1.05-Year	407.816
1.11-Year	407.821
1.25-Year	407.825
2.00-Year	407.836
3.33-Year	407.845
5-Year	407.849
10-Year	407.851
25-Year	407.860
50-Year	407.865
100-Year	407.871

*****Groundwater Recharge Summary *****

Recharge is computed as input to Perind Groundwater Plus Infiltration in Structures

Total Predeveloped Recharge During Simulation	
Model Element	Recharge Amount (ac-ft)
Subbasin: Pre-Developed	4.794
Total:	4.794

Total Post Developed Recharge During Simulation	
Model Element	Recharge Amount (ac-ft)
Subbasin: Post Developed	4.794
Link: BRC #1	22.226
Total:	27.020

Total Predevelopment Recharge is Less than Post Developed
Average Recharge Per Year, (Number of Years= 158)
Predeveloped: 0.030 ac-ft/year, Post Developed: 0.171 ac-ft/year

*****Water Quality Facility Data *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

***** Link: BRC #1

Infiltration/Filtration Statistics-----

Total Runoff Volume (ac-ft): 28.50
 Total Runoff Infiltrated (ac-ft): 22.23, 78.00%
 Total Runoff Filtered (ac-ft): 0.00, 0.00%
 Percent Treated (Infiltrated+Filtered)/Total Volume: 78.00%

*****Compliance Point Results *****

Scenario Predeveloped Compliance Subbasin: Pre-Developed

Scenario Postdeveloped Compliance Link: BRC #1

*** Point of Compliance Flow Frequency Data ***

Recurrence Interval Computed Using Gringorten Plotting Position

Predevelopment Runoff		Postdevelopment Runoff	
Tr (Years)	Discharge (cfs)	Tr (Years)	Discharge (cfs)
2-Year	1.460E-02	2-Year	1.206E-02
5-Year	1.876E-02	5-Year	1.741E-02
10-Year	2.236E-02	10-Year	1.906E-02
25-Year	2.919E-02	25-Year	2.541E-02
50-Year	3.112E-02	50-Year	2.852E-02
100-Year	3.391E-02	100-Year	3.215E-02
200-Year	4.046E-02	200-Year	4.032E-02

** Record too Short to Compute Peak Discharge for These Recurrence Intervals

**** Flow Duration Performance ****

Excursion at Predeveloped 50%Q2 (Must be Less Than 0%): -52.9% PASS
 Maximum Excursion from 50%Q2 to Q2 (Must be Less Than 0%): -27.9% PASS
 Maximum Excursion from Q2 to Q50 (Must be less than 10%): -26.7% PASS
 Percent Excursion from Q2 to Q50 (Must be less than 50%): 0.0% PASS

 MEETS ALL FLOW DURATION DESIGN CRITERIA: PASS

**** LID Duration Performance ****

Excursion at Predeveloped 8%Q2 (Must be Less Than 0%): -76.6% PASS
 Maximum Excursion from 8%Q2 to 50%Q2 (Must be Less Than 0%): -52.9% PASS

 MEETS ALL LID DURATION DESIGN CRITERIA: PASS



**Thornton Creek
Drainage Calculations
Bioretention Cell Summary**

Bioretention Cells
April 11, 2013

Bioretention Cell Flow Reduction Summary

Note: Predeveloped conditions do not affect the performance of the bioretention cell or model output. Impervious and pervious surfaces have been used for predeveloped conditions in the modeling in order to show actual existing conditions at the site and in order to show the reduced flow benefits provided by the facility.

Bioretention Cell #2&3		With Underdrain			
Storm Event	Predeveloped Flows		Postdeveloped Flows		Flow Reduction
2 Year	0.0157	cfs	0.0049	cfs	0.0108 cfs
5 Year	0.0201	cfs	0.0147	cfs	0.0054 cfs
10 Year	0.0240	cfs	0.0175	cfs	0.0065 cfs
25 Year	0.0314	cfs	0.0234	cfs	0.0081 cfs
50 Year	0.0336	cfs	0.0295	cfs	0.0041 cfs
100 Year	0.0364	cfs	0.0318	cfs	0.0046 cfs
2 Year to 50 Year Sum =					0.0349 cfs

MGS FLOOD PROJECT REPORT

Program Version: MGSFlood 4.29
Program License Number: 200310001
Run Date: 04/12/2013 1:45 PM

Input File Name: BRC#2_Scenario 1.fld
Project Name: North Thornton Creek LID Stormwater Retrofit
Analysis Title: BRC #2 with underdrain
Comments: Scenario 1

PRECIPITATION INPUT

Computational Time Step (Minutes): 60

Extended Precipitation Timeseries Selected
Climatic Region Number: 13

Full Period of Record Available used for Routing
Precipitation Station : 96004005 Puget East 40 in_5min 10/01/1939-10/01/2097
Evaporation Station : 961040 Puget East 40 in MAP
Evaporation Scale Factor : 0.750

HSPF Parameter Region Number: 1
HSPF Parameter Region Name : USGS Default

***** Default HSPF Parameters Used (Not Modified by User) *****

***** WATERSHED DEFINITION *****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1

----- Subbasin : Pre-Developed -----	-----Area(Acres) -----
Till Forest	0.000
Till Pasture	0.000
Till Grass	0.043
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.048
-----	-----
Subbasin Total	0.091

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1

----- Subbasin : Post Developed -----

-----Area(Acres) -----

Till Forest	0.000
Till Pasture	0.000
Till Grass	0.043
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.048

Subbasin Total 0.091

***** LINK DATA *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

***** LINK DATA *****

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

Link Name: BRC #2

Link Type: Bioretention Facility

Downstream Link: None

Base Elevation (ft)	:	408.10			
Riser Crest Elevation (ft)	:	409.10			
Storage Depth (ft)	:	1.00			
Bottom Length (ft)	:	58.0			
Bottom Width (ft)	:	2.0			
Side Slopes (ft/ft)	:	L1= 2.50	L2= 2.50	W1= 2.50	W2= 2.50
Bottom Area (sq-ft)	:	116.			
Area at Riser Crest El (sq-ft)	:	441.			
	(acres)	:	0.010		
Volume at Riser Crest (cu-ft)	:	344.			
	(ac-ft)	:	0.008		

Infiltration on Bottom only Selected

Soil Properties

Bioil Thickness (ft)	:	1.50
Bioil Saturated Hydraulic Conductivity (in/hr)	:	2.00

Bio Soil Porosity (Percent) : 40.00
 Native Soil Hydraulic Conductivity (in/hr) : 0.79

Riser Geometry
 Riser Structure Type : Circular
 Riser Diameter (in) : 12.00
 Common Length (ft) : 0.000
 Riser Crest Elevation : 409.10 ft

Hydraulic Structure Geometry

Number of Devices: 1

---Device Number 1 ---
 Device Type : Circular Orifice
 Control Elevation (ft) : 407.82
 Diameter (in) : 8.00
 Orientation : Vertical
 Elbow : Yes

*****FLOOD FREQUENCY AND DURATION STATISTICS*****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1
 Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1
 Number of Links: 1

***** Subbasin: Post Developed *****

Flood Frequency Data(cfs)
 (Recurrence Interval Computed Using Gringorten Plotting Position)
 Tr (yrs) Flood Peak (cfs)

Tr (yrs)	Flood Peak (cfs)
2-Year	1.570E-02
5-Year	2.009E-02
10-Year	2.399E-02
25-Year	3.144E-02
50-Year	3.359E-02
100-Year	3.644E-02
200-Year	4.361E-02

***** Link: BRC #2

***** Link Inflow

Frequency Stats
 Flood Frequency Data(cfs)
 (Recurrence Interval Computed Using Gringorten Plotting Position)
 Tr (yrs) Flood Peak (cfs)

Tr (yrs)	Flood Peak (cfs)
2-Year	1.570E-02

5-Year 2.009E-02
 10-Year 2.399E-02
 25-Year 3.144E-02
 50-Year 3.359E-02
 100-Year 3.644E-02
 200-Year 4.361E-02

***** Link: BRC #2

***** Link WSEL

Stats

WSEL Frequency Data(ft)
 (Recurrence Interval Computed Using Gringorten Plotting Position)

Tr (yrs)	WSEL Peak (ft)
1.05-Year	407.543
1.11-Year	407.686
1.25-Year	407.833
2.00-Year	407.855
3.33-Year	407.871
5-Year	407.882
10-Year	407.889
25-Year	407.896
50-Year	407.907
100-Year	407.910

*****Groundwater Recharge Summary *****

Recharge is computed as input to Perind Groundwater Plus Infiltration in Structures

Total Predeveloped Recharge During Simulation	
Model Element	Recharge Amount (ac-ft)
Subbasin: Pre-Developed	5.286
Total:	5.286

Total Post Developed Recharge During Simulation	
Model Element	Recharge Amount (ac-ft)
Subbasin: Post Developed	5.286
Link: BRC #2	30.326
Total:	35.612

Total Predevelopment Recharge is Less than Post Developed
Average Recharge Per Year, (Number of Years= 158)
Predeveloped: 0.033 ac-ft/year, Post Developed: 0.225 ac-ft/year

*****Water Quality Facility Data *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

***** Link: BRC #2

Infiltration/Filtration Statistics-----

Total Runoff Volume (ac-ft): 30.87
 Total Runoff Infiltrated (ac-ft): 30.33, 98.24%
 Total Runoff Filtered (ac-ft): 0.00, 0.00%
 Percent Treated (Infiltrated+Filtered)/Total Volume: 98.24%

*****Compliance Point Results *****

Scenario Predeveloped Compliance Subbasin: Pre-Developed

Scenario Postdeveloped Compliance Link: BRC #2

*** Point of Compliance Flow Frequency Data ***

Recurrence Interval Computed Using Gringorten Plotting Position

Predevelopment Runoff		Postdevelopment Runoff	
Tr (Years)	Discharge (cfs)	Tr (Years)	Discharge (cfs)
2-Year	1.570E-02	2-Year	4.932E-03
5-Year	2.009E-02	5-Year	1.470E-02
10-Year	2.399E-02	10-Year	1.746E-02
25-Year	3.144E-02	25-Year	2.336E-02
50-Year	3.359E-02	50-Year	2.947E-02
100-Year	3.644E-02	100-Year	3.182E-02
200-Year	4.361E-02	200-Year	4.174E-02

** Record too Short to Compute Peak Discharge for These Recurrence Intervals

**** Flow Duration Performance ****

Excursion at Predeveloped 50%Q2 (Must be Less Than 0%): -89.3% PASS
 Maximum Excursion from 50%Q2 to Q2 (Must be Less Than 0%): -73.8% PASS
 Maximum Excursion from Q2 to Q50 (Must be less than 10%): -60.0% PASS
 Percent Excursion from Q2 to Q50 (Must be less than 50%): 0.0% PASS

 MEETS ALL FLOW DURATION DESIGN CRITERIA: PASS

**** LID Duration Performance ****

Excursion at Predeveloped 8%Q2 (Must be Less Than 0%): -97.3% PASS
 Maximum Excursion from 8%Q2 to 50%Q2 (Must be Less Than 0%): -89.3% PASS

 MEETS ALL LID DURATION DESIGN CRITERIA: PASS



Bioretention Cells
 April 11, 2013

Bioretention Cell Flow Reduction Summary

Note: Predeveloped conditions do not affect the performance of the bioretention cell or model output. Impervious and pervious surfaces have been used for predeveloped conditions in the modeling in order to show actual existing conditions at the site and in order to show the reduced flow benefits provided by the facility.

Bioretention Cell #4		With Underdrain					
Storm Event	Predeveloped Flows		Postdeveloped Flows		Flow Reduction		
2 Year	0.0137	cfs	0.0069	cfs	0.0068	cfs	
5 Year	0.0177	cfs	0.0131	cfs	0.0047	cfs	
10 Year	0.0212	cfs	0.0168	cfs	0.0044	cfs	
25 Year	0.0261	cfs	0.0219	cfs	0.0043	cfs	
50 Year	0.0274	cfs	0.0237	cfs	0.0038	cfs	
100 Year	0.0312	cfs	0.0279	cfs	0.0033	cfs	
2 Year to 50 Year Sum =					0.0239	cfs	

MGS FLOOD PROJECT REPORT

Program Version: MGSFlood 4.29
Program License Number: 200310001
Run Date: 04/12/2013 2:32 PM

Input File Name: BRC#4_Scenario 1.fld
Project Name: North Thornton Creek LID Stormwater Retrofit
Analysis Title: BRC #4 with underdrain
Comments: Scenario 1

PRECIPITATION INPUT

Computational Time Step (Minutes): 60

Extended Precipitation Timeseries Selected
Climatic Region Number: 13

Full Period of Record Available used for Routing
Precipitation Station : 96004005 Puget East 40 in_5min 10/01/1939-10/01/2097
Evaporation Station : 961040 Puget East 40 in MAP
Evaporation Scale Factor : 0.750

HSPF Parameter Region Number: 1
HSPF Parameter Region Name : USGS Default

***** Default HSPF Parameters Used (Not Modified by User) *****

***** WATERSHED DEFINITION *****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1

----- Subbasin : Pre-Developed -----	-----Area(Acres) -----
Till Forest	0.000
Till Pasture	0.000
Till Grass	0.025
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.045
-----	-----
Subbasin Total	0.070

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1

----- Subbasin : Post Developed -----

-----Area(Acres) -----

Till Forest	0.000
Till Pasture	0.000
Till Grass	0.025
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.045

Subbasin Total	0.070
----------------	-------

***** LINK DATA *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

***** LINK DATA *****

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

Link Name: BRC #4

Link Type: Bioretention Facility

Downstream Link: None

Base Elevation (ft)	:	408.70			
Riser Crest Elevation (ft)	:	409.20			
Storage Depth (ft)	:	0.50			
Bottom Length (ft)	:	64.0			
Bottom Width (ft)	:	2.0			
Side Slopes (ft/ft)	:	L1= 2.50	L2= 2.50	W1= 2.50	W2= 2.50
Bottom Area (sq-ft)	:	128.			
Area at Riser Crest El (sq-ft)	:	299.			
	(acres)	:	0.007		
Volume at Riser Crest (cu-ft)	:	183.			
	(ac-ft)	:	0.004		

Infiltration on Bottom only Selected

Soil Properties

Bioil Thickness (ft)	:	1.50
Bioil Saturated Hydraulic Conductivity (in/hr)	:	2.00

Bio Soil Porosity (Percent) : 40.00
 Native Soil Hydraulic Conductivity (in/hr) : 2.00

Riser Geometry
 Riser Structure Type : Circular
 Riser Diameter (in) : 12.00
 Common Length (ft) : 0.000
 Riser Crest Elevation : 409.20 ft

Hydraulic Structure Geometry

Number of Devices: 1

---Device Number 1 ---
 Device Type : Circular Orifice
 Control Elevation (ft) : 407.53
 Diameter (in) : 8.00
 Orientation : Vertical
 Elbow : Yes

*****FLOOD FREQUENCY AND DURATION STATISTICS*****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1
 Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1
 Number of Links: 1

***** Subbasin: Post Developed *****

Flood Frequency Data(cfs)
 (Recurrence Interval Computed Using Gringorten Plotting Position)
 Tr (yrs) Flood Peak (cfs)

Tr (yrs)	Flood Peak (cfs)
2-Year	1.374E-02
5-Year	1.770E-02
10-Year	2.115E-02
25-Year	2.614E-02
50-Year	2.743E-02
100-Year	3.116E-02
200-Year	3.592E-02

***** Link: BRC #4

***** Link Inflow

Frequency Stats
 Flood Frequency Data(cfs)
 (Recurrence Interval Computed Using Gringorten Plotting Position)
 Tr (yrs) Flood Peak (cfs)

Tr (yrs)	Flood Peak (cfs)
2-Year	1.374E-02

5-Year 1.770E-02
 10-Year 2.115E-02
 25-Year 2.614E-02
 50-Year 2.743E-02
 100-Year 3.116E-02
 200-Year 3.592E-02

***** Link: BRC #4

***** Link WSEL

Stats

WSEL Frequency Data(ft)
 (Recurrence Interval Computed Using Gringorten Plotting Position)

Tr (yrs)	WSEL Peak (ft)
1.05-Year	407.467
1.11-Year	407.505
1.25-Year	407.544
2.00-Year	407.571
3.33-Year	407.582
5-Year	407.588
10-Year	407.597
25-Year	407.603
50-Year	407.608
100-Year	407.615

*****Groundwater Recharge Summary *****

Recharge is computed as input to Perind Groundwater Plus Infiltration in Structures

Total Predeveloped Recharge During Simulation	
Model Element	Recharge Amount (ac-ft)
Subbasin: Pre-Developed	3.073
Total:	3.073

Total Post Developed Recharge During Simulation	
Model Element	Recharge Amount (ac-ft)
Subbasin: Post Developed	3.073
Link: BRC #4	25.806
Total:	28.879

Total Predevelopment Recharge is Less than Post Developed
Average Recharge Per Year, (Number of Years= 158)
Predeveloped: 0.019 ac-ft/year, Post Developed: 0.183 ac-ft/year

*****Water Quality Facility Data *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

***** Link: BRC #4

Infiltration/Filtration Statistics-----

Total Runoff Volume (ac-ft): 26.08
Total Runoff Infiltrated (ac-ft): 25.81, 98.94%
Total Runoff Filtered (ac-ft): 0.00, 0.00%
Percent Treated (Infiltrated+Filtered)/Total Volume: 98.94%

*****Compliance Point Results *****

Scenario Predeveloped Compliance Subbasin: Pre-Developed

Scenario Postdeveloped Compliance Link: BRC #4

*** Point of Compliance Flow Frequency Data ***

Recurrence Interval Computed Using Gringorten Plotting Position

Predevelopment Runoff		Postdevelopment Runoff	
Tr (Years)	Discharge (cfs)	Tr (Years)	Discharge (cfs)
2-Year	1.374E-02	2-Year	6.949E-03
5-Year	1.770E-02	5-Year	1.305E-02
10-Year	2.115E-02	10-Year	1.678E-02
25-Year	2.614E-02	25-Year	2.186E-02
50-Year	2.743E-02	50-Year	2.367E-02
100-Year	3.116E-02	100-Year	2.790E-02
200-Year	3.592E-02	200-Year	3.213E-02

** Record too Short to Compute Peak Discharge for These Recurrence Intervals

**** Flow Duration Performance ****

Excursion at Predeveloped 50%Q2 (Must be Less Than 0%): -90.7% PASS
Maximum Excursion from 50%Q2 to Q2 (Must be Less Than 0%): -77.6% PASS
Maximum Excursion from Q2 to Q50 (Must be less than 10%): -24.6% PASS
Percent Excursion from Q2 to Q50 (Must be less than 50%): 0.0% PASS

MEETS ALL FLOW DURATION DESIGN CRITERIA: PASS

**** LID Duration Performance ****

Excursion at Predeveloped 8%Q2 (Must be Less Than 0%): -99.0% PASS
Maximum Excursion from 8%Q2 to 50%Q2 (Must be Less Than 0%): -90.7% PASS

MEETS ALL LID DURATION DESIGN CRITERIA: PASS



Bioretention Cells

April 11, 2013

Bioretention Cell Flow Reduction Summary

Note: Predeveloped conditions do not affect the performance of the bioretention cell or model output. Impervious and pervious surfaces have been used for predeveloped conditions in the modeling in order to show actual existing conditions at the site and in order to show the reduced flow benefits provided by the facility.

Bioretention Cell #5		With Underdrain						
Storm Event	Predeveloped Flows		Postdeveloped Flows		Flow Reduction			
2 Year	0.0128	cfs	0.0082	cfs	0.0046	cfs		
5 Year	0.0165	cfs	0.0126	cfs	0.0039	cfs		
10 Year	0.0197	cfs	0.0160	cfs	0.0038	cfs		
25 Year	0.0243	cfs	0.0206	cfs	0.0037	cfs		
50 Year	0.0255	cfs	0.0223	cfs	0.0032	cfs		
100 Year	0.0290	cfs	0.0262	cfs	0.0028	cfs		
					2 Year to 50 Year Sum =	0.0192	cfs	

MGS FLOOD PROJECT REPORT

Program Version: MGSFlood 4.29
Program License Number: 200310001
Run Date: 04/12/2013 2:39 PM

Input File Name: BRC#5_Scenario 1.fld
Project Name: North Thornton Creek LID Stormwater Retrofit
Analysis Title: BRC #5 with underdrain
Comments: Scenario 1

PRECIPITATION INPUT

Computational Time Step (Minutes): 60

Extended Precipitation Timeseries Selected
Climatic Region Number: 13

Full Period of Record Available used for Routing
Precipitation Station : 96004005 Puget East 40 in_5min 10/01/1939-10/01/2097
Evaporation Station : 961040 Puget East 40 in MAP
Evaporation Scale Factor : 0.750

HSPF Parameter Region Number: 1
HSPF Parameter Region Name : USGS Default

***** Default HSPF Parameters Used (Not Modified by User) *****

***** WATERSHED DEFINITION *****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1

----- Subbasin : Pre-Developed -----	-----Area(Acres) -----
Till Forest	0.000
Till Pasture	0.000
Till Grass	0.023
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.042
-----	-----
Subbasin Total	0.065

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1

----- Subbasin : Post Developed -----

-----Area(Acres) -----

Till Forest	0.000
Till Pasture	0.000
Till Grass	0.023
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.042

Subbasin Total 0.065

***** LINK DATA *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

***** LINK DATA *****

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

Link Name: BRC #5

Link Type: Bioretention Facility

Downstream Link: None

Base Elevation (ft)	:	409.10			
Riser Crest Elevation (ft)	:		:	409.60	
Storage Depth (ft)	:	0.50			
Bottom Length (ft)	:	55.0			
Bottom Width (ft)	:	2.0			
Side Slopes (ft/ft)	:	L1= 2.50	L2= 2.50	W1= 2.50	W2= 2.50
Bottom Area (sq-ft)	:	110.			
Area at Riser Crest El (sq-ft)	:	259.			
	(acres)	:	0.006		
Volume at Riser Crest (cu-ft)	:	158.			
	(ac-ft)	:	0.004		

Infiltration on Bottom only Selected

Soil Properties

BioSoil Thickness (ft)	:	1.50
BioSoil Saturated Hydraulic Conductivity (in/hr)	:	2.00

Bio Soil Porosity (Percent) : 40.00
 Native Soil Hydraulic Conductivity (in/hr) : 2.00

Riser Geometry
 Riser Structure Type : Circular
 Riser Diameter (in) : 12.00
 Common Length (ft) : 0.000
 Riser Crest Elevation : 409.60 ft

Hydraulic Structure Geometry

Number of Devices: 1

---Device Number 1 ---
 Device Type : Circular Orifice
 Control Elevation (ft) : 407.94
 Diameter (in) : 12.00
 Orientation : Vertical
 Elbow : Yes

*****FLOOD FREQUENCY AND DURATION STATISTICS*****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1
 Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1
 Number of Links: 1

***** Subbasin: Post Developed *****

Flood Frequency Data(cfs)
 (Recurrence Interval Computed Using Gringorten Plotting Position)
 Tr (yrs) Flood Peak (cfs)

Tr (yrs)	Flood Peak (cfs)
2-Year	1.281E-02
5-Year	1.650E-02
10-Year	1.972E-02
25-Year	2.432E-02
50-Year	2.554E-02
100-Year	2.901E-02
200-Year	3.342E-02

***** Link: BRC #5

***** Link Inflow

Frequency Stats
 Flood Frequency Data(cfs)
 (Recurrence Interval Computed Using Gringorten Plotting Position)
 Tr (yrs) Flood Peak (cfs)

Tr (yrs)	Flood Peak (cfs)
2-Year	1.281E-02

5-Year 1.650E-02
 10-Year 1.972E-02
 25-Year 2.432E-02
 50-Year 2.554E-02
 100-Year 2.901E-02
 200-Year 3.342E-02

***** Link: BRC #5

***** Link WSEL

Stats

WSEL Frequency Data(ft)
 (Recurrence Interval Computed Using Gringorten Plotting Position)

Tr (yrs)	WSEL Peak (ft)
1.05-Year	407.904
1.11-Year	407.936
1.25-Year	407.962
2.00-Year	407.979
3.33-Year	407.985
5-Year	407.990
10-Year	407.996
25-Year	408.002
50-Year	408.008
100-Year	408.013

*****Groundwater Recharge Summary *****

Recharge is computed as input to Perind Groundwater Plus Infiltration in Structures

Total Predeveloped Recharge During Simulation	
Model Element	Recharge Amount (ac-ft)
Subbasin: Pre-Developed	2.827
Total:	2.827

Total Post Developed Recharge During Simulation	
Model Element	Recharge Amount (ac-ft)
Subbasin: Post Developed	2.827
Link: BRC #5	23.831
Total:	26.658

Total Predevelopment Recharge is Less than Post Developed
Average Recharge Per Year, (Number of Years= 158)
Predeveloped: 0.018 ac-ft/year, Post Developed: 0.169 ac-ft/year

*****Water Quality Facility Data *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

***** Link: BRC #5

Infiltration/Filtration Statistics-----

Total Runoff Volume (ac-ft): 24.19
Total Runoff Infiltrated (ac-ft): 23.83, 98.53%
Total Runoff Filtered (ac-ft): 0.00, 0.00%
Percent Treated (Infiltrated+Filtered)/Total Volume: 98.53%

*****Compliance Point Results *****

Scenario Predeveloped Compliance Subbasin: Pre-Developed

Scenario Postdeveloped Compliance Link: BRC #5

*** Point of Compliance Flow Frequency Data ***

Recurrence Interval Computed Using Gringorten Plotting Position

Predevelopment Runoff		Postdevelopment Runoff	
Tr (Years)	Discharge (cfs)	Tr (Years)	Discharge (cfs)
2-Year	1.281E-02	2-Year	8.188E-03
5-Year	1.650E-02	5-Year	1.264E-02
10-Year	1.972E-02	10-Year	1.596E-02
25-Year	2.432E-02	25-Year	2.064E-02
50-Year	2.554E-02	50-Year	2.230E-02
100-Year	2.901E-02	100-Year	2.622E-02
200-Year	3.342E-02	200-Year	3.016E-02

** Record too Short to Compute Peak Discharge for These Recurrence Intervals

**** Flow Duration Performance ****

Excursion at Predeveloped 50%Q2 (Must be Less Than 0%): -88.3% PASS
Maximum Excursion from 50%Q2 to Q2 (Must be Less Than 0%): -74.6% PASS
Maximum Excursion from Q2 to Q50 (Must be less than 10%): -23.5% PASS
Percent Excursion from Q2 to Q50 (Must be less than 50%): 0.0% PASS

MEETS ALL FLOW DURATION DESIGN CRITERIA: PASS

**** LID Duration Performance ****

Excursion at Predeveloped 8%Q2 (Must be Less Than 0%): -98.6% PASS
Maximum Excursion from 8%Q2 to 50%Q2 (Must be Less Than 0%): -88.3% PASS

MEETS ALL LID DURATION DESIGN CRITERIA: PASS



Bioretention Cells
 April 11, 2013

Bioretention Cell Flow Reduction Summary

Note: Predeveloped conditions do not affect the performance of the bioretention cell or model output. Impervious and pervious surfaces have been used for predeveloped conditions in the modeling in order to show actual existing conditions at the site and in order to show the reduced flow benefits provided by the facility.

Bioretention Cell #6		With Underdrain			
Storm Event	Predeveloped Flows		Postdeveloped Flows		Flow Reduction
2 Year	0.0168	cfs	0.0109	cfs	0.0059 cfs
5 Year	0.0214	cfs	0.0174	cfs	0.0040 cfs
10 Year	0.0246	cfs	0.0216	cfs	0.0030 cfs
25 Year	0.0288	cfs	0.0254	cfs	0.0034 cfs
50 Year	0.0318	cfs	0.0288	cfs	0.0030 cfs
100 Year	0.0360	cfs	0.0335	cfs	0.0025 cfs
2 Year to 50 Year Sum =					0.0194 cfs

MGS FLOOD PROJECT REPORT

Program Version: MGSFlood 4.29
Program License Number: 200310001
Run Date: 04/11/2013 2:56 PM

Input File Name: BRC#6_Scenario 1.fld
Project Name: North Thornton Creek LID Stormwater Retrofit
Analysis Title: BRC #6 with underdrain
Comments: Scenario 1

PRECIPITATION INPUT

Computational Time Step (Minutes): 60

Extended Precipitation Timeseries Selected
Climatic Region Number: 13

Full Period of Record Available used for Routing
Precipitation Station : 96004005 Puget East 40 in_5min 10/01/1939-10/01/2097
Evaporation Station : 961040 Puget East 40 in MAP
Evaporation Scale Factor : 0.750

HSPF Parameter Region Number: 1
HSPF Parameter Region Name : USGS Default

***** Default HSPF Parameters Used (Not Modified by User) *****

***** WATERSHED DEFINITION *****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1

----- Subbasin : Pre-Developed -----	-----Area(Acres) -----
Till Forest	0.000
Till Pasture	0.000
Till Grass	0.011
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.058
-----	-----
Subbasin Total	0.069

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1

----- Subbasin : Post Developed -----

-----Area(Acres) -----

Till Forest	0.000
Till Pasture	0.000
Till Grass	0.011
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.058

Subbasin Total 0.069

***** LINK DATA *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

***** LINK DATA *****

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

Link Name: BRC #6

Link Type: Bioretention Facility

Downstream Link: None

Base Elevation (ft)	:	408.60			
Riser Crest Elevation (ft)	:	409.60			
Storage Depth (ft)	:	1.00			
Bottom Length (ft)	:	55.0			
Bottom Width (ft)	:	2.0			
Side Slopes (ft/ft)	:	L1= 2.50	L2= 2.50	W1= 2.50	W2= 2.50
Bottom Area (sq-ft)	:	110.			
Area at Riser Crest El (sq-ft)	:	420.			
	(acres)	:	0.010		
Volume at Riser Crest (cu-ft)	:	327.			
	(ac-ft)	:	0.008		

Infiltration on Bottom only Selected

Soil Properties

Bioil Thickness (ft)	:	1.50
Bioil Saturated Hydraulic Conductivity (in/hr)	:	2.00

Bio Soil Porosity (Percent) : 40.00
 Native Soil Hydraulic Conductivity (in/hr) : 1.90

Riser Geometry
 Riser Structure Type : Circular
 Riser Diameter (in) : 12.00
 Common Length (ft) : 0.000
 Riser Crest Elevation : 409.60 ft

Hydraulic Structure Geometry

Number of Devices: 1

---Device Number 1 ---
 Device Type : Circular Orifice
 Control Elevation (ft) : 407.60
 Diameter (in) : 8.00
 Orientation : Vertical
 Elbow : Yes

*****FLOOD FREQUENCY AND DURATION STATISTICS*****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1
 Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1
 Number of Links: 1

***** Subbasin: Post Developed *****

Flood Frequency Data(cfs)
 (Recurrence Interval Computed Using Gringorten Plotting Position)
 Tr (yrs) Flood Peak (cfs)

Tr (yrs)	Flood Peak (cfs)
2-Year	1.682E-02
5-Year	2.138E-02
10-Year	2.458E-02
25-Year	2.879E-02
50-Year	3.177E-02
100-Year	3.603E-02
200-Year	3.943E-02

***** Link: BRC #6

***** Link Inflow

Frequency Stats
 Flood Frequency Data(cfs)
 (Recurrence Interval Computed Using Gringorten Plotting Position)
 Tr (yrs) Flood Peak (cfs)

Tr (yrs)	Flood Peak (cfs)
2-Year	1.682E-02

5-Year 2.138E-02
 10-Year 2.458E-02
 25-Year 2.879E-02
 50-Year 3.177E-02
 100-Year 3.603E-02
 200-Year 3.943E-02

***** Link: BRC #6

***** Link WSEL

Stats

WSEL Frequency Data(ft)
 (Recurrence Interval Computed Using Gringorten Plotting Position)

Tr (yrs)	WSEL Peak (ft)
1.05-Year	407.609
1.11-Year	407.627
1.25-Year	407.635
2.00-Year	407.653
3.33-Year	407.662
5-Year	407.669
10-Year	407.675
25-Year	407.680
50-Year	407.686
100-Year	407.693

*****Groundwater Recharge Summary *****

Recharge is computed as input to Perind Groundwater Plus Infiltration in Structures

Total Predeveloped Recharge During Simulation	
Model Element	Recharge Amount (ac-ft)
Subbasin: Pre-Developed	1.352
Total:	1.352

Total Post Developed Recharge During Simulation	
Model Element	Recharge Amount (ac-ft)
Subbasin: Post Developed	1.352
Link: BRC #6	28.213
Total:	29.565

Total Predevelopment Recharge is Less than Post Developed
Average Recharge Per Year, (Number of Years= 158)
Predeveloped: 0.009 ac-ft/year, Post Developed: 0.187 ac-ft/year

*****Water Quality Facility Data *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

***** Link: BRC #6

Infiltration/Filtration Statistics-----

Total Runoff Volume (ac-ft): 28.87
 Total Runoff Infiltrated (ac-ft): 28.21, 97.74%
 Total Runoff Filtered (ac-ft): 0.00, 0.00%
 Percent Treated (Infiltrated+Filtered)/Total Volume: 97.74%

*****Compliance Point Results *****

Scenario Predeveloped Compliance Subbasin: Pre-Developed

Scenario Postdeveloped Compliance Link: BRC #6

*** Point of Compliance Flow Frequency Data ***

Recurrence Interval Computed Using Gringorten Plotting Position

Predevelopment Runoff		Postdevelopment Runoff	
Tr (Years)	Discharge (cfs)	Tr (Years)	Discharge (cfs)
2-Year	1.682E-02	2-Year	1.089E-02
5-Year	2.138E-02	5-Year	1.735E-02
10-Year	2.458E-02	10-Year	2.156E-02
25-Year	2.879E-02	25-Year	2.537E-02
50-Year	3.177E-02	50-Year	2.876E-02
100-Year	3.603E-02	100-Year	3.350E-02
200-Year	3.943E-02	200-Year	3.642E-02

** Record too Short to Compute Peak Discharge for These Recurrence Intervals

**** Flow Duration Performance ****

Excursion at Predeveloped 50%Q2 (Must be Less Than 0%): -87.2% PASS
 Maximum Excursion from 50%Q2 to Q2 (Must be Less Than 0%): -70.2% PASS
 Maximum Excursion from Q2 to Q50 (Must be less than 10%): -15.6% PASS
 Percent Excursion from Q2 to Q50 (Must be less than 50%): 0.0% PASS

 MEETS ALL FLOW DURATION DESIGN CRITERIA: PASS

**** LID Duration Performance ****

Excursion at Predeveloped 8%Q2 (Must be Less Than 0%): -97.7% PASS
 Maximum Excursion from 8%Q2 to 50%Q2 (Must be Less Than 0%): -87.2% PASS

 MEETS ALL LID DURATION DESIGN CRITERIA: PASS



Bioretention Cells

April 11, 2013

Bioretention Cell Flow Reduction Summary

Note: Predeveloped conditions do not affect the performance of the bioretention cell or model output. Impervious and pervious surfaces have been used for predeveloped conditions in the modeling in order to show actual existing conditions at the site and in order to show the reduced flow benefits provided by the facility.

Bioretention Cell #7		With Underdrain				
Storm Event	Predeveloped Flows		Postdeveloped Flows		Flow Reduction	
2 Year	0.0069	cfs	0.0057	cfs	0.0012	cfs
5 Year	0.0088	cfs	0.0076	cfs	0.0012	cfs
10 Year	0.0100	cfs	0.0091	cfs	0.0009	cfs
25 Year	0.0118	cfs	0.0107	cfs	0.0011	cfs
50 Year	0.0131	cfs	0.0121	cfs	0.0010	cfs
100 Year	0.0148	cfs	0.0140	cfs	0.0008	cfs
2 Year to 50 Year Sum =					0.0053	cfs

MGS FLOOD PROJECT REPORT

Program Version: MGSFlood 4.29
Program License Number: 200310001
Run Date: 04/11/2013 3:28 PM

Input File Name: BRC#7_Scenario 1.fld
Project Name: North Thornton Creek LID Stormwater Retrofit
Analysis Title: BRC #7 with underdrain
Comments: Scenario 1

PRECIPITATION INPUT

Computational Time Step (Minutes): 60

Extended Precipitation Timeseries Selected
Climatic Region Number: 13

Full Period of Record Available used for Routing
Precipitation Station : 96004005 Puget East 40 in_5min 10/01/1939-10/01/2097
Evaporation Station : 961040 Puget East 40 in MAP
Evaporation Scale Factor : 0.750

HSPF Parameter Region Number: 1
HSPF Parameter Region Name : USGS Default

***** Default HSPF Parameters Used (Not Modified by User) *****

***** WATERSHED DEFINITION *****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1

----- Subbasin : Pre-Developed -----	-----Area(Acres) -----
Till Forest	0.000
Till Pasture	0.000
Till Grass	0.004
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.024
-----	-----
Subbasin Total	0.028

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1

----- Subbasin : Post Developed -----

-----Area(Acres) -----

Till Forest	0.000
Till Pasture	0.000
Till Grass	0.004
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.024

Subbasin Total 0.028

***** LINK DATA *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

***** LINK DATA *****

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

Link Name: BRC #7

Link Type: Bioretention Facility

Downstream Link: None

Base Elevation (ft)	:	408.30	
Riser Crest Elevation (ft)	:	409.30	
Storage Depth (ft)	:	1.00	
Bottom Length (ft)	:	17.5	
Bottom Width (ft)	:	2.0	
Side Slopes (ft/ft)	:	L1= 2.50	L2= 2.50 W1= 2.50 W2= 2.50
Bottom Area (sq-ft)	:	35.	
Area at Riser Crest El (sq-ft)	:	158.	
	(acres)	:	0.004
Volume at Riser Crest (cu-ft)	:	113.	
	(ac-ft)	:	0.003

Infiltration on Bottom only Selected

Soil Properties

Bioil Thickness (ft)	:	1.50
Bioil Saturated Hydraulic Conductivity (in/hr)	:	2.00

Bio Soil Porosity (Percent) : 40.00
 Native Soil Hydraulic Conductivity (in/hr) : 1.90

Riser Geometry
 Riser Structure Type : Circular
 Riser Diameter (in) : 12.00
 Common Length (ft) : 0.000
 Riser Crest Elevation : 409.30 ft

Hydraulic Structure Geometry

Number of Devices: 1

---Device Number 1 ---
 Device Type : Circular Orifice
 Control Elevation (ft) : 407.00
 Diameter (in) : 12.00
 Orientation : Vertical
 Elbow : Yes

*****FLOOD FREQUENCY AND DURATION STATISTICS*****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1
 Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1
 Number of Links: 1

***** Subbasin: Post Developed *****

Flood Frequency Data(cfs)
 (Recurrence Interval Computed Using Gringorten Plotting Position)
 Tr (yrs) Flood Peak (cfs)

Tr (yrs)	Flood Peak (cfs)
2-Year	6.917E-03
5-Year	8.787E-03
10-Year	1.008E-02
25-Year	1.177E-02
50-Year	1.306E-02
100-Year	1.480E-02
200-Year	1.614E-02

***** Link: BRC #7

***** Link Inflow

Frequency Stats
 Flood Frequency Data(cfs)
 (Recurrence Interval Computed Using Gringorten Plotting Position)
 Tr (yrs) Flood Peak (cfs)

Tr (yrs)	Flood Peak (cfs)
2-Year	6.917E-03

5-Year 8.787E-03
 10-Year 1.008E-02
 25-Year 1.177E-02
 50-Year 1.306E-02
 100-Year 1.480E-02
 200-Year 1.614E-02

***** Link: BRC #7

***** Link WSEL

Stats

WSEL Frequency Data(ft)
 (Recurrence Interval Computed Using Gringorten Plotting Position)

Tr (yrs)	WSEL Peak (ft)
1.05-Year	407.023
1.11-Year	407.024
1.25-Year	407.026
2.00-Year	407.032
3.33-Year	407.035
5-Year	407.038
10-Year	407.041
25-Year	407.045
50-Year	407.048
100-Year	407.053

*****Groundwater Recharge Summary *****

Recharge is computed as input to Perind Groundwater Plus Infiltration in Structures

Total Predeveloped Recharge During Simulation	
Model Element	Recharge Amount (ac-ft)
Subbasin: Pre-Developed	0.492
Total:	0.492

Total Post Developed Recharge During Simulation	
Model Element	Recharge Amount (ac-ft)
Subbasin: Post Developed	0.492
Link: BRC #7	10.563
Total:	11.055

Total Predevelopment Recharge is Less than Post Developed
Average Recharge Per Year, (Number of Years= 158)
Predeveloped: 0.003 ac-ft/year, Post Developed: 0.070 ac-ft/year

*****Water Quality Facility Data *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

***** Link: BRC #7

Infiltration/Filtration Statistics-----
 Total Runoff Volume (ac-ft): 11.73
 Total Runoff Infiltrated (ac-ft): 10.56, 90.05%
 Total Runoff Filtered (ac-ft): 0.00, 0.00%
 Percent Treated (Infiltrated+Filtered)/Total Volume: 90.05%

*****Compliance Point Results *****

Scenario Predeveloped Compliance Subbasin: Pre-Developed

Scenario Postdeveloped Compliance Link: BRC #7

*** Point of Compliance Flow Frequency Data ***

Recurrence Interval Computed Using Gringorten Plotting Position

Predevelopment Runoff		Postdevelopment Runoff	
Tr (Years)	Discharge (cfs)	Tr (Years)	Discharge (cfs)
2-Year	6.917E-03	2-Year	5.669E-03
5-Year	8.787E-03	5-Year	7.628E-03
10-Year	1.008E-02	10-Year	9.142E-03
25-Year	1.177E-02	25-Year	1.073E-02
50-Year	1.306E-02	50-Year	1.210E-02
100-Year	1.480E-02	100-Year	1.400E-02
200-Year	1.614E-02	200-Year	1.518E-02

** Record too Short to Compute Peak Discharge for These Recurrence Intervals

**** Flow Duration Performance ****

Excursion at Predeveloped 50%Q2 (Must be Less Than 0%): -73.5% PASS
 Maximum Excursion from 50%Q2 to Q2 (Must be Less Than 0%): -54.5% PASS
 Maximum Excursion from Q2 to Q50 (Must be less than 10%): -16.7% PASS
 Percent Excursion from Q2 to Q50 (Must be less than 50%): 0.0% PASS

 MEETS ALL FLOW DURATION DESIGN CRITERIA: PASS

**** LID Duration Performance ****

Excursion at Predeveloped 8%Q2 (Must be Less Than 0%): -89.1% PASS
 Maximum Excursion from 8%Q2 to 50%Q2 (Must be Less Than 0%): -73.5% PASS

 MEETS ALL LID DURATION DESIGN CRITERIA: PASS



**Thornton Creek
Drainage Calculations
Bioretention Cell Summary**

Bioretention Cells

April 11, 2013

Bioretention Cell Flow Reduction Summary

Note: Predeveloped conditions do not affect the performance of the bioretention cell or model output. Impervious and pervious surfaces have been used for predeveloped conditions in the modeling in order to show actual existing conditions at the site and in order to show the reduced flow benefits provided by the facility.

Bioretention Cell #8		With Underdrain				
Storm Event	Predeveloped Flows		Postdeveloped Flows		Flow Reduction	
2 Year	0.0090	cfs	0.0004	cfs	0.0086	cfs
5 Year	0.0114	cfs	0.0062	cfs	0.0053	cfs
10 Year	0.0132	cfs	0.0082	cfs	0.0050	cfs
25 Year	0.0154	cfs	0.0124	cfs	0.0030	cfs
50 Year	0.0170	cfs	0.0145	cfs	0.0025	cfs
100 Year	0.0193	cfs	0.0172	cfs	0.0021	cfs
2 Year to 50 Year Sum =					0.0243	cfs

MGS FLOOD PROJECT REPORT

Program Version: MGSFlood 4.29
Program License Number: 200310001
Run Date: 04/12/2013 1:50 PM

Input File Name: BRC#8_Scenario 1.fld
Project Name: North Thornton Creek LID Stormwater Retrofit
Analysis Title: BRC #8 with underdrain
Comments: Scenario 1

PRECIPITATION INPUT

Computational Time Step (Minutes): 60

Extended Precipitation Timeseries Selected
Climatic Region Number: 13

Full Period of Record Available used for Routing
Precipitation Station : 96004005 Puget East 40 in_5min 10/01/1939-10/01/2097
Evaporation Station : 961040 Puget East 40 in MAP
Evaporation Scale Factor : 0.750

HSPF Parameter Region Number: 1
HSPF Parameter Region Name : USGS Default

***** Default HSPF Parameters Used (Not Modified by User) *****

***** WATERSHED DEFINITION *****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1

----- Subbasin : Pre-Developed -----	-----Area(Acres) -----
Till Forest	0.000
Till Pasture	0.000
Till Grass	0.006
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.031
-----	-----
Subbasin Total	0.037

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1

----- Subbasin : Post Developed -----

-----Area(Acres) -----

Till Forest	0.000
Till Pasture	0.000
Till Grass	0.006
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.031

Subbasin Total	0.037
----------------	-------

***** LINK DATA *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

***** LINK DATA *****

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

Link Name: BRC #8

Link Type: Bioretention Facility

Downstream Link: None

Base Elevation (ft)	:	408.60			
Riser Crest Elevation (ft)	:	409.60			
Storage Depth (ft)	:	1.00			
Bottom Length (ft)	:	45.0			
Bottom Width (ft)	:	2.0			
Side Slopes (ft/ft)	:	L1= 2.50	L2= 2.50	W1= 2.50	W2= 2.50
Bottom Area (sq-ft)	:	90.			
Area at Riser Crest El (sq-ft)	:	350.			
	(acres)	:	0.008		
Volume at Riser Crest (cu-ft)	:	270.			
	(ac-ft)	:	0.006		

Infiltration on Bottom only Selected

Soil Properties

Bioil Thickness (ft)	:	1.50
Bioil Saturated Hydraulic Conductivity (in/hr)	:	2.00

Bio Soil Porosity (Percent) : 40.00
 Native Soil Hydraulic Conductivity (in/hr) : 1.90

Riser Geometry
 Riser Structure Type : Circular
 Riser Diameter (in) : 12.00
 Common Length (ft) : 0.000
 Riser Crest Elevation : 409.60 ft

Hydraulic Structure Geometry

Number of Devices: 1

---Device Number 1 ---
 Device Type : Circular Orifice
 Control Elevation (ft) : 407.60
 Diameter (in) : 8.00
 Orientation : Vertical
 Elbow : Yes

*****FLOOD FREQUENCY AND DURATION STATISTICS*****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1
 Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1
 Number of Links: 1

***** Subbasin: Post Developed *****

Flood Frequency Data(cfs)
 (Recurrence Interval Computed Using Gringorten Plotting Position)
 Tr (yrs) Flood Peak (cfs)

Tr (yrs)	Flood Peak (cfs)
2-Year	8.994E-03
5-Year	1.144E-02
10-Year	1.316E-02
25-Year	1.542E-02
50-Year	1.700E-02
100-Year	1.928E-02
200-Year	2.111E-02

***** Link: BRC #8

***** Link Inflow

Frequency Stats
 Flood Frequency Data(cfs)
 (Recurrence Interval Computed Using Gringorten Plotting Position)
 Tr (yrs) Flood Peak (cfs)

Tr (yrs)	Flood Peak (cfs)
2-Year	8.994E-03

5-Year 1.144E-02
 10-Year 1.316E-02
 25-Year 1.542E-02
 50-Year 1.700E-02
 100-Year 1.928E-02
 200-Year 2.111E-02

***** Link: BRC #8

***** Link WSEL

Stats

WSEL Frequency Data(ft)
 (Recurrence Interval Computed Using Gringorten Plotting Position)
 Tr (yrs) WSEL Peak (ft)

Tr (yrs)	WSEL Peak (ft)
1.05-Year	407.354
1.11-Year	407.426
1.25-Year	407.509
2.00-Year	407.605
3.33-Year	407.632
5-Year	407.639
10-Year	407.645
25-Year	407.656
50-Year	407.662
100-Year	407.668

*****Groundwater Recharge Summary *****

Recharge is computed as input to Perind Groundwater Plus Infiltration in Structures

Model Element	Total Predeveloped Recharge During Simulation Recharge Amount (ac-ft)
Subbasin: Pre-Developed	0.738
Total:	0.738

Model Element	Total Post Developed Recharge During Simulation Recharge Amount (ac-ft)
Subbasin: Post Developed	0.738
Link: BRC #8	15.728
Total:	16.465

Total Predevelopment Recharge is Less than Post Developed
Average Recharge Per Year, (Number of Years= 158)
Predeveloped: 0.005 ac-ft/year, Post Developed: 0.104 ac-ft/year

*****Water Quality Facility Data *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

***** Link: BRC #8

Infiltration/Filtration Statistics-----

Total Runoff Volume (ac-ft): 15.77
 Total Runoff Infiltrated (ac-ft): 15.73, 99.74%
 Total Runoff Filtered (ac-ft): 0.00, 0.00%
 Percent Treated (Infiltrated+Filtered)/Total Volume: 99.74%

*****Compliance Point Results *****

Scenario Predeveloped Compliance Subbasin: Pre-Developed

Scenario Postdeveloped Compliance Link: BRC #8

*** Point of Compliance Flow Frequency Data ***

Recurrence Interval Computed Using Gringorten Plotting Position

Predevelopment Runoff		Postdevelopment Runoff	
Tr (Years)	Discharge (cfs)	Tr (Years)	Discharge (cfs)
2-Year	8.994E-03	2-Year	4.060E-04
5-Year	1.144E-02	5-Year	6.171E-03
10-Year	1.316E-02	10-Year	8.178E-03
25-Year	1.542E-02	25-Year	1.238E-02
50-Year	1.700E-02	50-Year	1.453E-02
100-Year	1.928E-02	100-Year	1.721E-02
200-Year	2.111E-02	200-Year	1.865E-02

** Record too Short to Compute Peak Discharge for These Recurrence Intervals

**** Flow Duration Performance ****

Excursion at Predeveloped 50%Q2 (Must be Less Than 0%): -96.1% PASS
 Maximum Excursion from 50%Q2 to Q2 (Must be Less Than 0%): -88.8% PASS
 Maximum Excursion from Q2 to Q50 (Must be less than 10%): -40.0% PASS
 Percent Excursion from Q2 to Q50 (Must be less than 50%): 0.0% PASS

 MEETS ALL FLOW DURATION DESIGN CRITERIA: PASS

**** LID Duration Performance ****

Excursion at Predeveloped 8%Q2 (Must be Less Than 0%): -99.6% PASS
 Maximum Excursion from 8%Q2 to 50%Q2 (Must be Less Than 0%): -96.1% PASS

 MEETS ALL LID DURATION DESIGN CRITERIA: PASS



Bioretention Cells

April 11, 2013

Bioretention Cell Flow Reduction Summary

Note: Predeveloped conditions do not affect the performance of the bioretention cell or model output. Impervious and pervious surfaces have been used for predeveloped conditions in the modeling in order to show actual existing conditions at the site and in order to show the reduced flow benefits provided by the facility.

Bioretention Cell #9		With Underdrain					
Storm Event	Predeveloped Flows		Postdeveloped Flows		Flow Reduction		
2 Year	0.0145	cfs	0.0086	cfs	0.0059	cfs	
5 Year	0.0186	cfs	0.0141	cfs	0.0045	cfs	
10 Year	0.0220	cfs	0.0191	cfs	0.0029	cfs	
25 Year	0.0268	cfs	0.0243	cfs	0.0025	cfs	
50 Year	0.0283	cfs	0.0261	cfs	0.0022	cfs	
100 Year	0.0323	cfs	0.0305	cfs	0.0018	cfs	
2 Year to 50 Year Sum =					0.0180	cfs	

MGS FLOOD PROJECT REPORT

Program Version: MGSFlood 4.29
Program License Number: 200310001
Run Date: 04/12/2013 1:56 PM

Input File Name: BRC#9_Scenario 1.fld
Project Name: North Thornton Creek LID Stormwater Retrofit
Analysis Title: BRC #9 with underdrain
Comments: Scenario 1

PRECIPITATION INPUT

Computational Time Step (Minutes): 60

Extended Precipitation Timeseries Selected
Climatic Region Number: 13

Full Period of Record Available used for Routing
Precipitation Station : 96004005 Puget East 40 in_5min 10/01/1939-10/01/2097
Evaporation Station : 961040 Puget East 40 in MAP
Evaporation Scale Factor : 0.750

HSPF Parameter Region Number: 1
HSPF Parameter Region Name : USGS Default

***** Default HSPF Parameters Used (Not Modified by User) *****

***** WATERSHED DEFINITION *****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1

----- Subbasin : Pre-Developed -----	-----Area(Acres) -----
Till Forest	0.000
Till Pasture	0.000
Till Grass	0.022
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.048
-----	-----
Subbasin Total	0.070

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1

----- Subbasin : Post Developed -----

-----Area(Acres) -----

Till Forest	0.000
Till Pasture	0.000
Till Grass	0.022
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.048

Subbasin Total	0.070
----------------	-------

***** LINK DATA *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

***** LINK DATA *****

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

Link Name: BRC #9

Link Type: Bioretention Facility

Downstream Link: None

Base Elevation (ft)	:	409.60			
Riser Crest Elevation (ft)	:	410.10			
Storage Depth (ft)	:	0.50			
Bottom Length (ft)	:	40.0			
Bottom Width (ft)	:	2.0			
Side Slopes (ft/ft)	:	L1= 2.50	L2= 2.50	W1= 2.50	W2= 2.50
Bottom Area (sq-ft)	:	80.			
Area at Riser Crest El (sq-ft)	:	191.			
	(acres)	:	0.004		
Volume at Riser Crest (cu-ft)	:	115.			
	(ac-ft)	:	0.003		

Infiltration on Bottom only Selected

Soil Properties

Bioil Thickness (ft)	:	1.50
Bioil Saturated Hydraulic Conductivity (in/hr)	:	2.00

Bio Soil Porosity (Percent) : 40.00
 Native Soil Hydraulic Conductivity (in/hr) : 1.90

Riser Geometry
 Riser Structure Type : Circular
 Riser Diameter (in) : 12.00
 Common Length (ft) : 0.000
 Riser Crest Elevation : 410.10 ft

Hydraulic Structure Geometry

Number of Devices: 1

---Device Number 1 ---
 Device Type : Circular Orifice
 Control Elevation (ft) : 408.90
 Diameter (in) : 8.00
 Orientation : Horizontal
 Elbow : Yes

*****FLOOD FREQUENCY AND DURATION STATISTICS*****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1
 Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1
 Number of Links: 1

***** Subbasin: Post Developed *****

Flood Frequency Data(cfs)
 (Recurrence Interval Computed Using Gringorten Plotting Position)
 Tr (yrs) Flood Peak (cfs)

Tr (yrs)	Flood Peak (cfs)
2-Year	1.454E-02
5-Year	1.858E-02
10-Year	2.202E-02
25-Year	2.675E-02
50-Year	2.833E-02
100-Year	3.232E-02
200-Year	3.681E-02

***** Link: BRC #9

***** Link Inflow

Frequency Stats
 Flood Frequency Data(cfs)
 (Recurrence Interval Computed Using Gringorten Plotting Position)
 Tr (yrs) Flood Peak (cfs)

Tr (yrs)	Flood Peak (cfs)
2-Year	1.454E-02

5-Year 1.858E-02
 10-Year 2.202E-02
 25-Year 2.675E-02
 50-Year 2.833E-02
 100-Year 3.232E-02
 200-Year 3.681E-02

***** Link: BRC #9

***** Link WSEL

Stats

WSEL Frequency Data(ft)
 (Recurrence Interval Computed Using Gringorten Plotting Position)
 Tr (yrs) WSEL Peak (ft)

Tr (yrs)	WSEL Peak (ft)
1.05-Year	408.868
1.11-Year	408.900
1.25-Year	408.900
2.00-Year	408.901
3.33-Year	408.901
5-Year	408.901
10-Year	408.902
25-Year	408.902
50-Year	408.902
100-Year	408.903

*****Groundwater Recharge Summary *****

Recharge is computed as input to Perind Groundwater Plus Infiltration in Structures

Total Predeveloped Recharge During Simulation	
Model Element	Recharge Amount (ac-ft)
Subbasin: Pre-Developed	2.704
Total:	2.704

Total Post Developed Recharge During Simulation	
Model Element	Recharge Amount (ac-ft)
Subbasin: Post Developed	2.704
Link: BRC #9	25.857
Total:	28.561

Total Predevelopment Recharge is Less than Post Developed
Average Recharge Per Year, (Number of Years= 158)
Predeveloped: 0.017 ac-ft/year, Post Developed: 0.181 ac-ft/year

*****Water Quality Facility Data *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

***** Link: BRC #9

Infiltration/Filtration Statistics-----

Total Runoff Volume (ac-ft): 26.34
 Total Runoff Infiltrated (ac-ft): 25.86, 98.17%
 Total Runoff Filtered (ac-ft): 0.00, 0.00%
 Percent Treated (Infiltrated+Filtered)/Total Volume: 98.17%

*****Compliance Point Results *****

Scenario Predeveloped Compliance Subbasin: Pre-Developed

Scenario Postdeveloped Compliance Link: BRC #9

*** Point of Compliance Flow Frequency Data ***

Recurrence Interval Computed Using Gringorten Plotting Position

Predevelopment Runoff		Postdevelopment Runoff	
Tr (Years)	Discharge (cfs)	Tr (Years)	Discharge (cfs)
2-Year	1.454E-02	2-Year	8.624E-03
5-Year	1.858E-02	5-Year	1.413E-02
10-Year	2.202E-02	10-Year	1.910E-02
25-Year	2.675E-02	25-Year	2.426E-02
50-Year	2.833E-02	50-Year	2.611E-02
100-Year	3.232E-02	100-Year	3.047E-02
200-Year	3.681E-02	200-Year	3.462E-02

** Record too Short to Compute Peak Discharge for These Recurrence Intervals

**** Flow Duration Performance ****

Excursion at Predeveloped 50%Q2 (Must be Less Than 0%): -87.0% PASS
 Maximum Excursion from 50%Q2 to Q2 (Must be Less Than 0%): -70.4% PASS
 Maximum Excursion from Q2 to Q50 (Must be less than 10%): -33.3% PASS
 Percent Excursion from Q2 to Q50 (Must be less than 50%): 0.0% PASS

 MEETS ALL FLOW DURATION DESIGN CRITERIA: PASS

**** LID Duration Performance ****

Excursion at Predeveloped 8%Q2 (Must be Less Than 0%): -97.8% PASS
 Maximum Excursion from 8%Q2 to 50%Q2 (Must be Less Than 0%): -87.0% PASS

 MEETS ALL LID DURATION DESIGN CRITERIA: PASS



Bioretention Cells

April 11, 2013

Bioretention Cell Flow Reduction Summary

Note: Predeveloped conditions do not affect the performance of the bioretention cell or model output. Impervious and pervious surfaces have been used for predeveloped conditions in the modeling in order to show actual existing conditions at the site and in order to show the reduced flow benefits provided by the facility.

Bioretention Cell #10		With Underdrain						
Storm Event	Predeveloped Flows		Postdeveloped Flows		Flow Reduction			
2 Year	0.0139	cfs	0.0103	cfs	0.0037	cfs		
5 Year	0.0178	cfs	0.0151	cfs	0.0027	cfs		
10 Year	0.0211	cfs	0.0193	cfs	0.0018	cfs		
25 Year	0.0256	cfs	0.0238	cfs	0.0019	cfs		
50 Year	0.0271	cfs	0.0255	cfs	0.0017	cfs		
100 Year	0.0310	cfs	0.0296	cfs	0.0014	cfs		
					2 Year to 50 Year Sum =	0.0117	cfs	

MGS FLOOD PROJECT REPORT

Program Version: MGSFlood 4.29
Program License Number: 200310001
Run Date: 04/12/2013 1:58 PM

Input File Name: BRC#10_Scenario 1.fld
Project Name: North Thornton Creek LID Stormwater Retrofit
Analysis Title: BRC #10 with underdrain
Comments: Scenario 1

PRECIPITATION INPUT

Computational Time Step (Minutes): 60

Extended Precipitation Timeseries Selected
Climatic Region Number: 13

Full Period of Record Available used for Routing
Precipitation Station : 96004005 Puget East 40 in_5min 10/01/1939-10/01/2097
Evaporation Station : 961040 Puget East 40 in MAP
Evaporation Scale Factor : 0.750

HSPF Parameter Region Number: 1
HSPF Parameter Region Name : USGS Default

***** Default HSPF Parameters Used (Not Modified by User) *****

***** WATERSHED DEFINITION *****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1

----- Subbasin : Pre-Developed -----	-----Area(Acres) -----
Till Forest	0.000
Till Pasture	0.000
Till Grass	0.021
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.046
-----	-----
Subbasin Total	0.067

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1

----- Subbasin : Post Developed -----

-----Area(Acres) -----

Till Forest	0.000
Till Pasture	0.000
Till Grass	0.021
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.046

Subbasin Total 0.067

***** LINK DATA *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

***** LINK DATA *****

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

Link Name: BRC #10

Link Type: Bioretention Facility

Downstream Link: None

Base Elevation (ft)	:	409.40			
Riser Crest Elevation (ft)	:	409.90			
Storage Depth (ft)	:	0.50			
Bottom Length (ft)	:	30.0			
Bottom Width (ft)	:	2.0			
Side Slopes (ft/ft)	:	L1= 2.50	L2= 2.50	W1= 2.50	W2= 2.50
Bottom Area (sq-ft)	:	60.			
Area at Riser Crest El (sq-ft)	:	146.			
	(acres)	:	0.003		
Volume at Riser Crest (cu-ft)	:	87.			
	(ac-ft)	:	0.002		

Infiltration on Bottom only Selected

Soil Properties

Biosoil Thickness (ft)	:	1.50
Biosoil Saturated Hydraulic Conductivity (in/hr)	:	2.00

Bio Soil Porosity (Percent) : 40.00
 Native Soil Hydraulic Conductivity (in/hr) : 1.90

Riser Geometry
 Riser Structure Type : Circular
 Riser Diameter (in) : 12.00
 Common Length (ft) : 0.000
 Riser Crest Elevation : 409.90 ft

Hydraulic Structure Geometry

Number of Devices: 1

---Device Number 1 ---
 Device Type : Circular Orifice
 Control Elevation (ft) : 408.70
 Diameter (in) : 8.00
 Orientation : Vertical
 Elbow : Yes

*****FLOOD FREQUENCY AND DURATION STATISTICS*****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1
 Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1
 Number of Links: 1

***** Subbasin: Post Developed *****

Flood Frequency Data(cfs)
 (Recurrence Interval Computed Using Gringorten Plotting Position)
 Tr (yrs) Flood Peak (cfs)

Tr (yrs)	Flood Peak (cfs)
2-Year	1.394E-02
5-Year	1.780E-02
10-Year	2.108E-02
25-Year	2.562E-02
50-Year	2.713E-02
100-Year	3.095E-02
200-Year	3.525E-02

***** Link: BRC #10

***** Link Inflow

Frequency Stats
 Flood Frequency Data(cfs)
 (Recurrence Interval Computed Using Gringorten Plotting Position)
 Tr (yrs) Flood Peak (cfs)

Tr (yrs)	Flood Peak (cfs)
2-Year	1.394E-02

5-Year 1.780E-02
 10-Year 2.108E-02
 25-Year 2.562E-02
 50-Year 2.713E-02
 100-Year 3.095E-02
 200-Year 3.525E-02

***** Link: BRC #10

***** Link WSEL

Stats

WSEL Frequency Data(ft)
 (Recurrence Interval Computed Using Gringorten Plotting Position)

Tr (yrs)	WSEL Peak (ft)
1.05-Year	408.726
1.11-Year	408.731
1.25-Year	408.739
2.00-Year	408.751
3.33-Year	408.759
5-Year	408.763
10-Year	408.772
25-Year	408.777
50-Year	408.781
100-Year	408.787

*****Groundwater Recharge Summary *****

Recharge is computed as input to Perind Groundwater Plus Infiltration in Structures

Total Predeveloped Recharge During Simulation	
Model Element	Recharge Amount (ac-ft)
Subbasin: Pre-Developed	2.581
Total:	2.581

Total Post Developed Recharge During Simulation	
Model Element	Recharge Amount (ac-ft)
Subbasin: Post Developed	2.581
Link: BRC #10	24.046
Total:	26.627

Total Predevelopment Recharge is Less than Post Developed
Average Recharge Per Year, (Number of Years= 158)
Predeveloped: 0.016 ac-ft/year, Post Developed: 0.169 ac-ft/year

*****Water Quality Facility Data *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

***** Link: BRC #10

Infiltration/Filtration Statistics-----

Total Runoff Volume (ac-ft): 25.06
Total Runoff Infiltrated (ac-ft): 24.05, 95.94%
Total Runoff Filtered (ac-ft): 0.00, 0.00%
Percent Treated (Infiltrated+Filtered)/Total Volume: 95.94%

*****Compliance Point Results *****

Scenario Predeveloped Compliance Subbasin: Pre-Developed

Scenario Postdeveloped Compliance Link: BRC #10

*** Point of Compliance Flow Frequency Data ***

Recurrence Interval Computed Using Gringorten Plotting Position

Predevelopment Runoff		Postdevelopment Runoff	
Tr (Years)	Discharge (cfs)	Tr (Years)	Discharge (cfs)
2-Year	1.394E-02	2-Year	1.027E-02
5-Year	1.780E-02	5-Year	1.511E-02
10-Year	2.108E-02	10-Year	1.925E-02
25-Year	2.562E-02	25-Year	2.375E-02
50-Year	2.713E-02	50-Year	2.547E-02
100-Year	3.095E-02	100-Year	2.957E-02
200-Year	3.525E-02	200-Year	3.360E-02

** Record too Short to Compute Peak Discharge for These Recurrence Intervals

**** Flow Duration Performance ****

Excursion at Predeveloped 50%Q2 (Must be Less Than 0%): -79.4% PASS
Maximum Excursion from 50%Q2 to Q2 (Must be Less Than 0%): -55.4% PASS
Maximum Excursion from Q2 to Q50 (Must be less than 10%): -26.7% PASS
Percent Excursion from Q2 to Q50 (Must be less than 50%): 0.0% PASS

MEETS ALL FLOW DURATION DESIGN CRITERIA: PASS

**** LID Duration Performance ****

Excursion at Predeveloped 8%Q2 (Must be Less Than 0%): -95.6% PASS
Maximum Excursion from 8%Q2 to 50%Q2 (Must be Less Than 0%): -79.4% PASS

MEETS ALL LID DURATION DESIGN CRITERIA: PASS



**Thornton Creek
Drainage Calculations
Bioretention Cell Summary**

Bioretention Cells

April 11, 2013

Bioretention Cell Flow Reduction Summary

Note: Predeveloped conditions do not affect the performance of the bioretention cell or model output. Impervious and pervious surfaces have been used for predeveloped conditions in the modeling in order to show actual existing conditions at the site and in order to show the reduced flow benefits provided by the facility.

Bioretention Cell #11		With Underdrain					
Storm Event	Predeveloped Flows		Postdeveloped Flows		Flow Reduction		
2 Year	0.0118	cfs	0.0100	cfs	0.0018	cfs	
5 Year	0.0150	cfs	0.0137	cfs	0.0013	cfs	
10 Year	0.0177	cfs	0.0165	cfs	0.0012	cfs	
25 Year	0.0215	cfs	0.0203	cfs	0.0012	cfs	
50 Year	0.0229	cfs	0.0218	cfs	0.0011	cfs	
100 Year	0.0261	cfs	0.0252	cfs	0.0009	cfs	
2 Year to 50 Year Sum =					0.0067	cfs	

MGS FLOOD PROJECT REPORT

Program Version: MGSFlood 4.29
Program License Number: 200310001
Run Date: 04/12/2013 2:05 PM

Input File Name: BRC#11_Scenario 1.fld
Project Name: North Thornton Creek LID Stormwater Retrofit
Analysis Title: BRC #11 with underdrain
Comments: Scenario 1

PRECIPITATION INPUT

Computational Time Step (Minutes): 60

Extended Precipitation Timeseries Selected
Climatic Region Number: 13

Full Period of Record Available used for Routing
Precipitation Station : 96004005 Puget East 40 in_5min 10/01/1939-10/01/2097
Evaporation Station : 961040 Puget East 40 in MAP
Evaporation Scale Factor : 0.750

HSPF Parameter Region Number: 1
HSPF Parameter Region Name : USGS Default

***** Default HSPF Parameters Used (Not Modified by User) *****

***** WATERSHED DEFINITION *****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1

----- Subbasin : Pre-Developed -----	-----Area(Acres) -----
Till Forest	0.000
Till Pasture	0.000
Till Grass	0.017
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.039
-----	-----
Subbasin Total	0.056

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1

----- Subbasin : Post Developed -----

-----Area(Acres) -----

Till Forest	0.000
Till Pasture	0.000
Till Grass	0.017
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.039

Subbasin Total	0.056
----------------	-------

***** LINK DATA *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

***** LINK DATA *****

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

Link Name: BRC #11

Link Type: Bioretention Facility

Downstream Link: None

Base Elevation (ft)	:	409.20			
Riser Crest Elevation (ft)	:	409.70			
Storage Depth (ft)	:	0.50			
Bottom Length (ft)	:	20.0			
Bottom Width (ft)	:	2.0			
Side Slopes (ft/ft)	:	L1= 2.50	L2= 2.50	W1= 2.50	W2= 2.50
Bottom Area (sq-ft)	:	40.			
Area at Riser Crest El (sq-ft)	:	101.			
	(acres)	:	0.002		
Volume at Riser Crest (cu-ft)	:	59.			
	(ac-ft)	:	0.001		

Infiltration on Bottom only Selected

Soil Properties

Bioil Thickness (ft)	:	1.50
Bioil Saturated Hydraulic Conductivity (in/hr)	:	2.00

Bio Soil Porosity (Percent) : 40.00
Native Soil Hydraulic Conductivity (in/hr) : 1.90

Riser Geometry
Riser Structure Type : Circular
Riser Diameter (in) : 12.00
Common Length (ft) : 0.000
Riser Crest Elevation : 409.70 ft

Hydraulic Structure Geometry

Number of Devices: 1

---Device Number 1 ---
Device Type : Circular Orifice
Control Elevation (ft) : 408.50
Diameter (in) : 8.00
Orientation : Vertical
Elbow : Yes

*****FLOOD FREQUENCY AND DURATION STATISTICS*****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1
Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1
Number of Links: 1

***** Subbasin: Post Developed *****

Flood Frequency Data(cfs)
(Recurrence Interval Computed Using Gringorten Plotting Position)
Tr (yrs) Flood Peak (cfs)

Tr (yrs)	Flood Peak (cfs)
2-Year	1.179E-02
5-Year	1.502E-02
10-Year	1.774E-02
25-Year	2.152E-02
50-Year	2.285E-02
100-Year	2.609E-02
200-Year	2.962E-02

***** Link: BRC #11

***** Link Inflow

Frequency Stats
Flood Frequency Data(cfs)
(Recurrence Interval Computed Using Gringorten Plotting Position)
Tr (yrs) Flood Peak (cfs)

Tr (yrs)	Flood Peak (cfs)
2-Year	1.179E-02

5-Year 1.502E-02
 10-Year 1.774E-02
 25-Year 2.152E-02
 50-Year 2.285E-02
 100-Year 2.609E-02
 200-Year 2.962E-02

***** Link: BRC #11

***** Link WSEL

Stats

WSEL Frequency Data(ft)
 (Recurrence Interval Computed Using Gringorten Plotting Position)
 Tr (yrs) WSEL Peak (ft)

Tr (yrs)	WSEL Peak (ft)
1.05-Year	408.532
1.11-Year	408.536
1.25-Year	408.540
2.00-Year	408.551
3.33-Year	408.556
5-Year	408.560
10-Year	408.567
25-Year	408.572
50-Year	408.575
100-Year	408.581

*****Groundwater Recharge Summary *****

Recharge is computed as input to Perind Groundwater Plus Infiltration in Structures

Model Element	Total Predeveloped Recharge During Simulation Recharge Amount (ac-ft)
Subbasin: Pre-Developed	2.090
Total:	2.090

Model Element	Total Post Developed Recharge During Simulation Recharge Amount (ac-ft)
Subbasin: Post Developed	2.090
Link: BRC #11	19.283
Total:	21.373

**Total Predevelopment Recharge is Less than Post Developed
 Average Recharge Per Year, (Number of Years= 158)
 Predeveloped: 0.013 ac-ft/year, Post Developed: 0.135 ac-ft/year**

*****Water Quality Facility Data *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

***** Link: BRC #11

Infiltration/Filtration Statistics-----

Total Runoff Volume (ac-ft): 20.99
Total Runoff Infiltrated (ac-ft): 19.28, 91.89%
Total Runoff Filtered (ac-ft): 0.00, 0.00%
Percent Treated (Infiltrated+Filtered)/Total Volume: 91.89%

*****Compliance Point Results *****

Scenario Predeveloped Compliance Subbasin: Pre-Developed

Scenario Postdeveloped Compliance Link: BRC #11

*** Point of Compliance Flow Frequency Data ***

Recurrence Interval Computed Using Gringorten Plotting Position

Predevelopment Runoff		Postdevelopment Runoff	
Tr (Years)	Discharge (cfs)	Tr (Years)	Discharge (cfs)
2-Year	1.179E-02	2-Year	1.005E-02
5-Year	1.502E-02	5-Year	1.369E-02
10-Year	1.774E-02	10-Year	1.652E-02
25-Year	2.152E-02	25-Year	2.028E-02
50-Year	2.285E-02	50-Year	2.177E-02
100-Year	2.609E-02	100-Year	2.517E-02
200-Year	2.962E-02	200-Year	2.853E-02

** Record too Short to Compute Peak Discharge for These Recurrence Intervals

**** Flow Duration Performance ****

Excursion at Predeveloped 50%Q2 (Must be Less Than 0%): -68.5% PASS
Maximum Excursion from 50%Q2 to Q2 (Must be Less Than 0%): -37.5% PASS
Maximum Excursion from Q2 to Q50 (Must be less than 10%): -17.1% PASS
Percent Excursion from Q2 to Q50 (Must be less than 50%): 0.0% PASS

MEETS ALL FLOW DURATION DESIGN CRITERIA: PASS

**** LID Duration Performance ****

Excursion at Predeveloped 8%Q2 (Must be Less Than 0%): -91.3% PASS
Maximum Excursion from 8%Q2 to 50%Q2 (Must be Less Than 0%): -68.5% PASS

MEETS ALL LID DURATION DESIGN CRITERIA: PASS



**Thornton Creek
Drainage Calculations
Bioretention Cell Summary**

Bioretention Cells

April 11, 2013

Bioretention Cell Flow Reduction Summary

Note: Predeveloped conditions do not affect the performance of the bioretention cell or model output. Impervious and pervious surfaces have been used for predeveloped conditions in the modeling in order to show actual existing conditions at the site and in order to show the reduced flow benefits provided by the facility.

Bioretention Cell #12		With Underdrain			
Storm Event	Predeveloped Flows		Postdeveloped Flows		Flow Reduction
2 Year	0.0124	cfs	0.0060	cfs	0.0064 cfs
5 Year	0.0158	cfs	0.0112	cfs	0.0046 cfs
10 Year	0.0187	cfs	0.0133	cfs	0.0054 cfs
25 Year	0.0227	cfs	0.0205	cfs	0.0022 cfs
50 Year	0.0240	cfs	0.0221	cfs	0.0019 cfs
100 Year	0.0275	cfs	0.0258	cfs	0.0017 cfs
2 Year to 50 Year Sum =					0.0205 cfs

MGS FLOOD PROJECT REPORT

Program Version: MGSFlood 4.29
Program License Number: 200310001
Run Date: 06/24/2013 9:40 AM

Input File Name: BRC#12_Scenario 1 6-24-13.fld
Project Name: North Thornton Creek LID Stormwater Retrofit
Analysis Title: BRC #12 with underdrain
Comments: Scenario 1

PRECIPITATION INPUT

Computational Time Step (Minutes): 60

Extended Precipitation Timeseries Selected
Climatic Region Number: 13

Full Period of Record Available used for Routing
Precipitation Station : 96004005 Puget East 40 in_5min 10/01/1939-10/01/2097
Evaporation Station : 961040 Puget East 40 in MAP
Evaporation Scale Factor : 0.750

HSPF Parameter Region Number: 1
HSPF Parameter Region Name : USGS Default

***** Default HSPF Parameters Used (Not Modified by User) *****

***** WATERSHED DEFINITION *****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1

----- Subbasin : Pre-Developed -----	-----Area(Acres) -----
Till Forest	0.000
Till Pasture	0.000
Till Grass	0.018
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.041
-----	-----
Subbasin Total	0.059

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1

----- Subbasin : Post Developed -----

-----Area(Acres) -----

Till Forest	0.000
Till Pasture	0.000
Till Grass	0.018
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.041

Subbasin Total	0.059
----------------	-------

***** LINK DATA *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

***** LINK DATA *****

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

Link Name: BRC #12

Link Type: Bioretention Facility

Downstream Link: None

Base Elevation (ft)	:	409.20			
Riser Crest Elevation (ft)	:	409.70			
Storage Depth (ft)	:	0.50			
Bottom Length (ft)	:	35.0			
Bottom Width (ft)	:	2.0			
Side Slopes (ft/ft)	:	L1= 2.50	L2= 2.50	W1= 2.50	W2= 2.50
Bottom Area (sq-ft)	:	70.			
Area at Riser Crest El (sq-ft)	:	169.			
	(acres)	:	0.004		
Volume at Riser Crest (cu-ft)	:	101.			
	(ac-ft)	:	0.002		

Infiltration on Bottom only Selected

Soil Properties

Biosoil Thickness (ft)	:	1.50
Biosoil Saturated Hydraulic Conductivity (in/hr)	:	2.00

Bioil Porosity (Percent) : 40.00
 Native Soil Hydraulic Conductivity (in/hr) : 1.90

Riser Geometry
 Riser Structure Type : Circular
 Riser Diameter (in) : 12.00
 Common Length (ft) : 0.000
 Riser Crest Elevation : 409.70 ft

Hydraulic Structure Geometry

Number of Devices: 1

---Device Number 1 ---
 Device Type : Circular Orifice
 Control Elevation (ft) : 408.50
 Diameter (in) : 8.00
 Orientation : Vertical
 Elbow : Yes

*****FLOOD FREQUENCY AND DURATION STATISTICS*****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1
 Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1
 Number of Links: 1

***** Link: BRC #12

***** Link WSEL

Stats

WSEL Frequency Data(ft)
 (Recurrence Interval Computed Using Gringorten Plotting Position)

Tr (yrs)	WSEL Peak (ft)
1.05-Year	408.435
1.11-Year	408.507
1.25-Year	408.523
2.00-Year	408.538
3.33-Year	408.551
5-Year	408.554
10-Year	408.559
25-Year	408.572
50-Year	408.576
100-Year	408.582

*****Groundwater Recharge Summary*****

Recharge is computed as input to Perind Groundwater Plus Infiltration in Structures

Total Predeveloped Recharge During Simulation	
Model Element	Recharge Amount (ac-ft)
Subbasin: Pre-Developed	2.213
Total:	2.213

Total Post Developed Recharge During Simulation	
Model Element	Recharge Amount (ac-ft)
Subbasin: Post Developed	2.213
Link: BRC #12	22.022
Total:	24.235

Total Predevelopment Recharge is Less than Post Developed Average Recharge Per Year, (Number of Years= 158)
Predeveloped: 0.014 ac-ft/year, Post Developed: 0.153 ac-ft/year

*******Water Quality Facility Data*******

-----**SCENARIO: PREDEVELOPED**

Number of Links: 0

-----**SCENARIO: POSTDEVELOPED**

Number of Links: 1

***** Link: BRC #12

Infiltration/Filtration Statistics-----
 Total Runoff Volume (ac-ft): 22.36
 Total Runoff Infiltrated (ac-ft): 22.02, 98.50%
 Total Runoff Filtered (ac-ft): 0.00, 0.00%
 Percent Treated (Infiltrated+Filtered)/Total Volume: 98.50%

*******Compliance Point Results*******

Scenario Predeveloped Compliance Subbasin: Pre-Developed

Scenario Postdeveloped Compliance Link: BRC #12

***** Point of Compliance Flow Frequency Data *****

Recurrence Interval Computed Using Gringorten Plotting Position

Predevelopment Runoff		Postdevelopment Runoff	
Tr (Years)	Discharge (cfs)	Tr (Years)	Discharge (cfs)
2-Year	1.240E-02	2-Year	6.022E-03
5-Year	1.581E-02	5-Year	1.118E-02
10-Year	1.867E-02	10-Year	1.328E-02
25-Year	2.266E-02	25-Year	2.048E-02

50-Year	2.404E-02	50-Year	2.214E-02
100-Year	2.745E-02	100-Year	2.584E-02
200-Year	3.118E-02	200-Year	2.927E-02

** Record too Short to Compute Peak Discharge for These Recurrence Intervals

****** Flow Duration Performance ******

Excursion at Predeveloped 50%Q2 (Must be Less Than 0%):	-89.1%	PASS
Maximum Excursion from 50%Q2 to Q2 (Must be Less Than 0%):	-75.5%	PASS
Maximum Excursion from Q2 to Q50 (Must be less than 10%):	-23.4%	PASS
Percent Excursion from Q2 to Q50 (Must be less than 50%):	0.0%	PASS

MEETS ALL FLOW DURATION DESIGN CRITERIA: PASS

****** LID Duration Performance ******

Excursion at Predeveloped 8%Q2 (Must be Less Than 0%):	-98.1%	PASS
Maximum Excursion from 8%Q2 to 50%Q2 (Must be Less Than 0%):	-89.1%	PASS

MEETS ALL LID DURATION DESIGN CRITERIA: PASS



Bioretention Cells
 April 11, 2013

Bioretention Cell Flow Reduction Summary

Note: Predeveloped conditions do not affect the performance of the bioretention cell or model output. Impervious and pervious surfaces have been used for predeveloped conditions in the modeling in order to show actual existing conditions at the site and in order to show the reduced flow benefits provided by the facility.

Bioretention Cell #13		With Underdrain			
Storm Event	Predeveloped Flows		Postdeveloped Flows		Flow Reduction
2 Year	0.0161	cfs	0.0032	cfs	0.0129 cfs
5 Year	0.0207	cfs	0.0124	cfs	0.0084 cfs
10 Year	0.0247	cfs	0.0157	cfs	0.0091 cfs
25 Year	0.0302	cfs	0.0219	cfs	0.0083 cfs
50 Year	0.0318	cfs	0.0268	cfs	0.0050 cfs
100 Year	0.0362	cfs	0.0287	cfs	0.0075 cfs
2 Year to 50 Year Sum =					0.0435 cfs

MGS FLOOD PROJECT REPORT

Program Version: MGSFlood 4.29
Program License Number: 200310001
Run Date: 04/12/2013 2:48 PM

Input File Name: BRC#13_Scenario 1.fld
Project Name: North Thornton Creek LID Stormwater Retrofit
Analysis Title: BRC #13 with underdrain
Comments: Scenario 1

PRECIPITATION INPUT

Computational Time Step (Minutes): 60

Extended Precipitation Timeseries Selected
Climatic Region Number: 13

Full Period of Record Available used for Routing
Precipitation Station : 96004005 Puget East 40 in_5min 10/01/1939-10/01/2097
Evaporation Station : 961040 Puget East 40 in MAP
Evaporation Scale Factor : 0.750

HSPF Parameter Region Number: 1
HSPF Parameter Region Name : USGS Default

***** Default HSPF Parameters Used (Not Modified by User) *****

***** WATERSHED DEFINITION *****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1

----- Subbasin : Pre-Developed -----	-----Area(Acres) -----
Till Forest	0.000
Till Pasture	0.000
Till Grass	0.027
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.053
-----	-----
Subbasin Total	0.080

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1

----- Subbasin : Post Developed -----

-----Area(Acres) -----

Till Forest	0.000
Till Pasture	0.000
Till Grass	0.027
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.053

Subbasin Total 0.080

***** LINK DATA *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

***** LINK DATA *****

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

Link Name: BRC #13

Link Type: Bioretention Facility

Downstream Link: None

Base Elevation (ft)	:	410.50			
Riser Crest Elevation (ft)	:		:	411.50	
Storage Depth (ft)	:	1.00			
Bottom Length (ft)	:	38.0			
Bottom Width (ft)	:	2.0			
Side Slopes (ft/ft)	:	L1= 2.50	L2= 2.50	W1= 2.50	W2= 2.50
Bottom Area (sq-ft)	:	76.			
Area at Riser Crest El (sq-ft)	:	301.			
	(acres)	:	0.007		
Volume at Riser Crest (cu-ft)	:	230.			
	(ac-ft)	:	0.005		

Infiltration on Bottom only Selected

Soil Properties

Bioil Thickness (ft)	:	1.50
Bioil Saturated Hydraulic Conductivity (in/hr)	:	2.00

Bio Soil Porosity (Percent) : 40.00
Native Soil Hydraulic Conductivity (in/hr) : 1.74

Riser Geometry
Riser Structure Type : Circular
Riser Diameter (in) : 12.00
Common Length (ft) : 0.000
Riser Crest Elevation : 411.50 ft

Hydraulic Structure Geometry

Number of Devices: 1

---Device Number 1 ---
Device Type : Circular Orifice
Control Elevation (ft) : 410.50
Diameter (in) : 8.00
Orientation : Vertical
Elbow : Yes

*****FLOOD FREQUENCY AND DURATION STATISTICS*****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1
Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1
Number of Links: 1

***** Subbasin: Post Developed *****

Flood Frequency Data(cfs)
(Recurrence Interval Computed Using Gringorten Plotting Position)
Tr (yrs) Flood Peak (cfs)

Tr (yrs)	Flood Peak (cfs)
2-Year	1.610E-02
5-Year	2.070E-02
10-Year	2.473E-02
25-Year	3.020E-02
50-Year	3.182E-02
100-Year	3.621E-02
200-Year	4.152E-02

***** Link: BRC #13

***** Link Inflow

Frequency Stats
Flood Frequency Data(cfs)
(Recurrence Interval Computed Using Gringorten Plotting Position)
Tr (yrs) Flood Peak (cfs)

Tr (yrs)	Flood Peak (cfs)
2-Year	1.610E-02

5-Year 2.070E-02
 10-Year 2.473E-02
 25-Year 3.020E-02
 50-Year 3.182E-02
 100-Year 3.621E-02
 200-Year 4.152E-02

***** Link: BRC #13

***** Link WSEL

Stats

WSEL Frequency Data(ft)
 (Recurrence Interval Computed Using Gringorten Plotting Position)

Tr (yrs)	WSEL Peak (ft)
1.05-Year	410.016
1.11-Year	410.178
1.25-Year	410.368
2.00-Year	410.526
3.33-Year	410.543
5-Year	410.557
10-Year	410.564
25-Year	410.574
50-Year	410.583
100-Year	410.586

*****Groundwater Recharge Summary *****

Recharge is computed as input to Perind Groundwater Plus Infiltration in Structures

Total Predeveloped Recharge During Simulation	
Model Element	Recharge Amount (ac-ft)
Subbasin: Pre-Developed	3.319
Total:	3.319

Total Post Developed Recharge During Simulation	
Model Element	Recharge Amount (ac-ft)
Subbasin: Post Developed	3.319
Link: BRC #13	29.396
Total:	32.715

Total Predevelopment Recharge is Less than Post Developed
Average Recharge Per Year, (Number of Years= 158)
Predeveloped: 0.021 ac-ft/year, Post Developed: 0.207 ac-ft/year

*****Water Quality Facility Data *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

***** Link: BRC #13

Infiltration/Filtration Statistics-----

Total Runoff Volume (ac-ft): 29.50
Total Runoff Infiltrated (ac-ft): 29.40, 99.63%
Total Runoff Filtered (ac-ft): 0.00, 0.00%
Percent Treated (Infiltrated+Filtered)/Total Volume: 99.63%

*****Compliance Point Results *****

Scenario Predeveloped Compliance Subbasin: Pre-Developed

Scenario Postdeveloped Compliance Link: BRC #13

*** Point of Compliance Flow Frequency Data ***

Recurrence Interval Computed Using Gringorten Plotting Position

Predevelopment Runoff		Postdevelopment Runoff	
Tr (Years)	Discharge (cfs)	Tr (Years)	Discharge (cfs)
2-Year	1.610E-02	2-Year	3.202E-03
5-Year	2.070E-02	5-Year	1.235E-02
10-Year	2.473E-02	10-Year	1.568E-02
25-Year	3.020E-02	25-Year	2.194E-02
50-Year	3.182E-02	50-Year	2.684E-02
100-Year	3.621E-02	100-Year	2.867E-02
200-Year	4.152E-02	200-Year	3.764E-02

** Record too Short to Compute Peak Discharge for These Recurrence Intervals

**** Flow Duration Performance ****

Excursion at Predeveloped 50%Q2 (Must be Less Than 0%): -94.1% PASS
Maximum Excursion from 50%Q2 to Q2 (Must be Less Than 0%): -84.9% PASS
Maximum Excursion from Q2 to Q50 (Must be less than 10%): -64.7% PASS
Percent Excursion from Q2 to Q50 (Must be less than 50%): 0.0% PASS

MEETS ALL FLOW DURATION DESIGN CRITERIA: PASS

**** LID Duration Performance ****

Excursion at Predeveloped 8%Q2 (Must be Less Than 0%): -98.7% PASS
Maximum Excursion from 8%Q2 to 50%Q2 (Must be Less Than 0%): -94.1% PASS

MEETS ALL LID DURATION DESIGN CRITERIA: PASS



**Thornton Creek
Drainage Calculations
Bioretention Cell Summary**

Bioretention Cells
April 11, 2013

Bioretention Cell Flow Reduction Summary

Note: Predeveloped conditions do not affect the performance of the bioretention cell or model output. Impervious and pervious surfaces have been used for predeveloped conditions in the modeling in order to show actual existing conditions at the site and in order to show the reduced flow benefits provided by the facility.

Bioretention Cell #14		With Underdrain			
Storm Event	Predeveloped Flows		Postdeveloped Flows		Flow Reduction
2 Year	0.0205	cfs	0.0063	cfs	0.0142 cfs
5 Year	0.0266	cfs	0.0184	cfs	0.0082 cfs
10 Year	0.0316	cfs	0.0226	cfs	0.0090 cfs
25 Year	0.0410	cfs	0.0293	cfs	0.0117 cfs
50 Year	0.0436	cfs	0.0370	cfs	0.0066 cfs
100 Year	0.0477	cfs	0.0399	cfs	0.0078 cfs
2 Year to 50 Year Sum =					0.0497 cfs

MGS FLOOD PROJECT REPORT

Program Version: MGSFlood 4.29
Program License Number: 200310001
Run Date: 06/24/2013 9:28 AM

Input File Name: BRC#14_Scenario 1 6-24-13.fld
Project Name: North Thornton Creek LID Stormwater Retrofit
Analysis Title: BRC #14 with underdrain
Comments: Scenario 1

PRECIPITATION INPUT

Computational Time Step (Minutes): 60

Extended Precipitation Timeseries Selected
Climatic Region Number: 13

Full Period of Record Available used for Routing
Precipitation Station : 96004005 Puget East 40 in_5min 10/01/1939-10/01/2097
Evaporation Station : 961040 Puget East 40 in MAP
Evaporation Scale Factor : 0.750

HSPF Parameter Region Number: 1
HSPF Parameter Region Name : USGS Default

***** Default HSPF Parameters Used (Not Modified by User) *****

***** WATERSHED DEFINITION *****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1

----- Subbasin : Pre-Developed -----	-----Area(Acres) -----
Till Forest	0.000
Till Pasture	0.000
Till Grass	0.053
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.064
-----	-----
Subbasin Total	0.117

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1

----- Subbasin : Post Developed -----

-----Area(Acres) -----

Till Forest	0.000
Till Pasture	0.000
Till Grass	0.053
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.064

Subbasin Total	0.117
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***** LINK DATA *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

***** LINK DATA *****

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

Link Name: BRC #14

Link Type: Bioretention Facility

Downstream Link: None

Base Elevation (ft)	:	410.50			
Riser Crest Elevation (ft)	:		:	411.50	
Storage Depth (ft)	:	1.00			
Bottom Length (ft)	:	45.0			
Bottom Width (ft)	:	2.0			
Side Slopes (ft/ft)	:	L1= 2.50	L2= 2.50	W1= 2.50	W2= 2.50
Bottom Area (sq-ft)	:	90.			
Area at Riser Crest El (sq-ft)	:	350.			
	(acres)	:	0.008		
Volume at Riser Crest (cu-ft)	:	270.			
	(ac-ft)	:	0.006		

Infiltration on Bottom only Selected

Soil Properties

Bioil Thickness (ft)	:	1.50
Bioil Saturated Hydraulic Conductivity (in/hr)	:	2.00

Bioil Porosity (Percent) : 40.00
 Native Soil Hydraulic Conductivity (in/hr) : 1.74

Riser Geometry
 Riser Structure Type : Circular
 Riser Diameter (in) : 12.00
 Common Length (ft) : 0.000
 Riser Crest Elevation : 411.50 ft

Hydraulic Structure Geometry

Number of Devices: 1

---Device Number 1 ---
 Device Type : Circular Orifice
 Control Elevation (ft) : 410.50
 Diameter (in) : 8.00
 Orientation : Vertical
 Elbow : Yes

*****FLOOD FREQUENCY AND DURATION STATISTICS*****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1
 Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1
 Number of Links: 1

***** Link: BRC #14

***** Link WSEL

Stats

WSEL Frequency Data(ft)
 (Recurrence Interval Computed Using Gringorten Plotting Position)

Tr (yrs)	WSEL Peak (ft)
1.05-Year	410.129
1.11-Year	410.273
1.25-Year	410.449
2.00-Year	410.539
3.33-Year	410.557
5-Year	410.571
10-Year	410.577
25-Year	410.584
50-Year	410.598
100-Year	410.602

*****Groundwater Recharge Summary*****

Recharge is computed as input to Perind Groundwater Plus Infiltration in Structures

Total Predeveloped Recharge During Simulation	
Model Element	Recharge Amount (ac-ft)
Subbasin: Pre-Developed	6.515
Total:	6.515

Total Post Developed Recharge During Simulation	
Model Element	Recharge Amount (ac-ft)
Subbasin: Post Developed	6.515
Link: BRC #14	39.283
Total:	45.797

Total Predevelopment Recharge is Less than Post Developed Average Recharge Per Year, (Number of Years= 158)
Predeveloped: 0.041 ac-ft/year, Post Developed: 0.290 ac-ft/year

*****Water Quality Facility Data *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

***** Link: BRC #14

Infiltration/Filtration Statistics-----
 Total Runoff Volume (ac-ft): 39.68
 Total Runoff Infiltrated (ac-ft): 39.28, 99.01%
 Total Runoff Filtered (ac-ft): 0.00, 0.00%
 Percent Treated (Infiltrated+Filtered)/Total Volume: 99.01%

*****Compliance Point Results *****

Scenario Predeveloped Compliance Subbasin: Pre-Developed

Scenario Postdeveloped Compliance Link: BRC #14

*** Point of Compliance Flow Frequency Data ***

Recurrence Interval Computed Using Gringorten Plotting Position

Predevelopment Runoff		Postdevelopment Runoff	
Tr (Years)	Discharge (cfs)	Tr (Years)	Discharge (cfs)
2-Year	2.054E-02	2-Year	6.262E-03
5-Year	2.656E-02	5-Year	1.837E-02
10-Year	3.156E-02	10-Year	2.259E-02
25-Year	4.099E-02	25-Year	2.934E-02

50-Year	4.358E-02	50-Year	3.697E-02
100-Year	4.774E-02	100-Year	3.989E-02
200-Year	5.674E-02	200-Year	5.253E-02

** Record too Short to Compute Peak Discharge for These Recurrence Intervals

****** Flow Duration Performance ******

Excursion at Predeveloped 50%Q2 (Must be Less Than 0%):	-91.0%	PASS
Maximum Excursion from 50%Q2 to Q2 (Must be Less Than 0%):	-76.8%	PASS
Maximum Excursion from Q2 to Q50 (Must be less than 10%):	-60.0%	PASS
Percent Excursion from Q2 to Q50 (Must be less than 50%):	0.0%	PASS

MEETS ALL FLOW DURATION DESIGN CRITERIA: PASS

****** LID Duration Performance ******

Excursion at Predeveloped 8%Q2 (Must be Less Than 0%):	-98.1%	PASS
Maximum Excursion from 8%Q2 to 50%Q2 (Must be Less Than 0%):	-91.0%	PASS

MEETS ALL LID DURATION DESIGN CRITERIA: PASS



**Thornton Creek
Drainage Calculations
Bioretention Cell Summary**

Bioretention Cells
April 11, 2013

Bioretention Cell Flow Reduction Summary

Note: Predeveloped conditions do not affect the performance of the bioretention cell or model output. Impervious and pervious surfaces have been used for predeveloped conditions in the modeling in order to show actual existing conditions at the site and in order to show the reduced flow benefits provided by the facility.

Bioretention Cell #15		With Underdrain					
Storm Event	Predeveloped Flows		Postdeveloped Flows		Flow Reduction		
2 Year	0.0064	cfs	0.0000	cfs	0.0064	cfs	
5 Year	0.0083	cfs	0.0036	cfs	0.0047	cfs	
10 Year	0.0098	cfs	0.0054	cfs	0.0044	cfs	
25 Year	0.0127	cfs	0.0095	cfs	0.0032	cfs	
50 Year	0.0135	cfs	0.0113	cfs	0.0022	cfs	
100 Year	0.0148	cfs	0.0131	cfs	0.0018	cfs	
2 Year to 50 Year Sum =					0.0208	cfs	

MGS FLOOD PROJECT REPORT

Program Version: MGSFlood 4.29
Program License Number: 200310001
Run Date: 06/24/2013 9:30 AM

Input File Name: BRC#15_Scenario 1 6-24-13.fld
Project Name: North Thornton Creek LID Stormwater Retrofit
Analysis Title: BRC #15 with underdrain
Comments: Scenario 1

PRECIPITATION INPUT

Computational Time Step (Minutes): 60

Extended Precipitation Timeseries Selected
Climatic Region Number: 13

Full Period of Record Available used for Routing
Precipitation Station : 96004005 Puget East 40 in_5min 10/01/1939-10/01/2097
Evaporation Station : 961040 Puget East 40 in MAP
Evaporation Scale Factor : 0.750

HSPF Parameter Region Number: 1
HSPF Parameter Region Name : USGS Default

***** Default HSPF Parameters Used (Not Modified by User) *****

***** WATERSHED DEFINITION *****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1

----- Subbasin : Pre-Developed -----	-----Area(Acres) -----
Till Forest	0.000
Till Pasture	0.000
Till Grass	0.016
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.020
-----	-----
Subbasin Total	0.036

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1

----- Subbasin : Post Developed -----

-----Area(Acres) -----

Till Forest	0.000
Till Pasture	0.000
Till Grass	0.016
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.020

Subbasin Total 0.036

***** LINK DATA *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

***** LINK DATA *****

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

Link Name: BRC #15

Link Type: Bioretention Facility

Downstream Link: None

Base Elevation (ft)	:	411.60			
Riser Crest Elevation (ft)	:	412.10			
Storage Depth (ft)	:	0.50			
Bottom Length (ft)	:	45.0			
Bottom Width (ft)	:	2.0			
Side Slopes (ft/ft)	:	L1= 2.00	L2= 2.00	W1= 2.00	W2= 2.00
Bottom Area (sq-ft)	:	90.			
Area at Riser Crest El (sq-ft)	:	188.			
	(acres)	:	0.004		
Volume at Riser Crest (cu-ft)	:	123.			
	(ac-ft)	:	0.003		

Infiltration on Bottom only Selected

Soil Properties

Bioil Thickness (ft)	:	1.50
Bioil Saturated Hydraulic Conductivity (in/hr)	:	2.00

Bio Soil Porosity (Percent) : 40.00
 Native Soil Hydraulic Conductivity (in/hr) : 1.74

Riser Geometry
 Riser Structure Type : Circular
 Riser Diameter (in) : 12.00
 Common Length (ft) : 0.000
 Riser Crest Elevation : 412.10 ft

Hydraulic Structure Geometry

Number of Devices: 1

---Device Number 1 ---
 Device Type : Circular Orifice
 Control Elevation (ft) : 410.50
 Diameter (in) : 8.00
 Orientation : Vertical
 Elbow : Yes

*****FLOOD FREQUENCY AND DURATION STATISTICS*****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1
 Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1
 Number of Links: 1

***** Link: BRC #15

***** Link WSEL

Stats

WSEL Frequency Data(ft)
 (Recurrence Interval Computed Using Gringorten Plotting Position)

Tr (yrs)	WSEL Peak (ft)
1.05-Year	410.182
1.11-Year	410.217
1.25-Year	410.285
2.00-Year	410.477
3.33-Year	410.512
5-Year	410.528
10-Year	410.536
25-Year	410.548
50-Year	410.554
100-Year	410.558

*****Groundwater Recharge Summary*****

Recharge is computed as input to Perind Groundwater Plus Infiltration in Structures

Total Predeveloped Recharge During Simulation	
Model Element	Recharge Amount (ac-ft)
Subbasin: Pre-Developed	1.967
Total:	1.967

Total Post Developed Recharge During Simulation	
Model Element	Recharge Amount (ac-ft)
Subbasin: Post Developed	1.967
Link: BRC #15	12.865
Total:	14.831

Total Predevelopment Recharge is Less than Post Developed Average Recharge Per Year, (Number of Years= 158)
Predeveloped: 0.012 ac-ft/year, Post Developed: 0.094 ac-ft/year

*****Water Quality Facility Data *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

***** Link: BRC #15

Infiltration/Filtration Statistics-----
 Total Runoff Volume (ac-ft): 12.89
 Total Runoff Infiltrated (ac-ft): 12.86, 99.78%
 Total Runoff Filtered (ac-ft): 0.00, 0.00%
 Percent Treated (Infiltrated+Filtered)/Total Volume: 99.78%

*****Compliance Point Results *****

Scenario Predeveloped Compliance Subbasin: Pre-Developed

Scenario Postdeveloped Compliance Link: BRC #15

*** Point of Compliance Flow Frequency Data ***

Recurrence Interval Computed Using Gringorten Plotting Position

Predevelopment Runoff		Postdevelopment Runoff	
Tr (Years)	Discharge (cfs)	Tr (Years)	Discharge (cfs)
2-Year	6.366E-03	2-Year	3.768E-06
5-Year	8.260E-03	5-Year	3.621E-03
10-Year	9.816E-03	10-Year	5.430E-03
25-Year	1.269E-02	25-Year	9.488E-03

50-Year	1.346E-02	50-Year	1.127E-02
100-Year	1.481E-02	100-Year	1.306E-02
200-Year	1.755E-02	200-Year	1.542E-02

** Record too Short to Compute Peak Discharge for These Recurrence Intervals

****** Flow Duration Performance ******

Excursion at Predeveloped 50%Q2 (Must be Less Than 0%):	-96.8%	PASS
Maximum Excursion from 50%Q2 to Q2 (Must be Less Than 0%):	-88.9%	PASS
Maximum Excursion from Q2 to Q50 (Must be less than 10%):	-48.5%	PASS
Percent Excursion from Q2 to Q50 (Must be less than 50%):	0.0%	PASS

MEETS ALL FLOW DURATION DESIGN CRITERIA: PASS

****** LID Duration Performance ******

Excursion at Predeveloped 8%Q2 (Must be Less Than 0%):	-99.8%	PASS
Maximum Excursion from 8%Q2 to 50%Q2 (Must be Less Than 0%):	-96.8%	PASS

MEETS ALL LID DURATION DESIGN CRITERIA: PASS



**Thornton Creek
Drainage Calculations
Bioretention Cell Summary**

Bioretention Cells
April 11, 2013

Bioretention Cell Flow Reduction Summary

Note: Predeveloped conditions do not affect the performance of the bioretention cell or model output. Impervious and pervious surfaces have been used for predeveloped conditions in the modeling in order to show actual existing conditions at the site and in order to show the reduced flow benefits provided by the facility.

Bioretention Cell #16		With Underdrain			
Storm Event	Predeveloped Flows		Postdeveloped Flows		Flow Reduction
2 Year	0.0059	cfs	0.0053	cfs	0.0006 cfs
5 Year	0.0075	cfs	0.0069	cfs	0.0006 cfs
10 Year	0.0090	cfs	0.0085	cfs	0.0005 cfs
25 Year	0.0118	cfs	0.0113	cfs	0.0005 cfs
50 Year	0.0126	cfs	0.0122	cfs	0.0004 cfs
100 Year	0.0136	cfs	0.0135	cfs	0.0002 cfs
2 Year to 50 Year Sum =					0.0026 cfs

MGS FLOOD PROJECT REPORT

Program Version: MGSFlood 4.29
Program License Number: 200310001
Run Date: 04/12/2013 3:20 PM

Input File Name: BRC#16_Scenario 1.fld
Project Name: North Thornton Creek LID Stormwater Retrofit
Analysis Title: BRC #16 with underdrain
Comments: Scenario 1

PRECIPITATION INPUT

Computational Time Step (Minutes): 60

Extended Precipitation Timeseries Selected
Climatic Region Number: 13

Full Period of Record Available used for Routing
Precipitation Station : 96004005 Puget East 40 in_5min 10/01/1939-10/01/2097
Evaporation Station : 961040 Puget East 40 in MAP
Evaporation Scale Factor : 0.750

HSPF Parameter Region Number: 1
HSPF Parameter Region Name : USGS Default

***** Default HSPF Parameters Used (Not Modified by User) *****

***** WATERSHED DEFINITION *****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1

----- Subbasin : Pre-Developed -----	-----Area(Acres) -----
Till Forest	0.000
Till Pasture	0.000
Till Grass	0.016
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.018
-----	-----
Subbasin Total	0.034

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1

----- Subbasin : Post Developed -----

-----Area(Acres) -----

Till Forest	0.000
Till Pasture	0.000
Till Grass	0.016
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.018

Subbasin Total	0.034
----------------	-------

***** LINK DATA *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

***** LINK DATA *****

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

Link Name: BRC #16

Link Type: Bioretention Facility

Downstream Link: None

Base Elevation (ft)	:	433.30			
Riser Crest Elevation (ft)	:	434.30			
Storage Depth (ft)	:	1.00			
Bottom Length (ft)	:	18.0			
Bottom Width (ft)	:	2.0			
Side Slopes (ft/ft)	:	L1= 2.50	L2= 2.50	W1= 2.50	W2= 2.50
Bottom Area (sq-ft)	:	36.			
Area at Riser Crest El (sq-ft)	:	161.			
	(acres)	:	0.004		
Volume at Riser Crest (cu-ft)	:	116.			
	(ac-ft)	:	0.003		

Infiltration on Bottom only Selected

Soil Properties

Bioil Thickness (ft)	:	1.50
Bioil Saturated Hydraulic Conductivity (in/hr)	:	2.00

Bio Soil Porosity (Percent) : 40.00
Native Soil Hydraulic Conductivity (in/hr) : 1.12

Riser Geometry
Riser Structure Type : Circular
Riser Diameter (in) : 12.00
Common Length (ft) : 0.000
Riser Crest Elevation : 434.30 ft

Hydraulic Structure Geometry

Number of Devices: 1

---Device Number 1 ---
Device Type : Circular Orifice
Control Elevation (ft) : 432.24
Diameter (in) : 8.00
Orientation : Vertical
Elbow : Yes

*****FLOOD FREQUENCY AND DURATION STATISTICS*****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1
Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1
Number of Links: 1

***** Subbasin: Post Developed *****

Flood Frequency Data(cfs)
(Recurrence Interval Computed Using Gringorten Plotting Position)
Tr (yrs) Flood Peak (cfs)

Tr (yrs)	Flood Peak (cfs)
2-Year	5.878E-03
5-Year	7.527E-03
10-Year	8.980E-03
25-Year	1.176E-02
50-Year	1.256E-02
100-Year	1.364E-02
200-Year	1.631E-02

***** Link: BRC #16

***** Link Inflow

Frequency Stats
Flood Frequency Data(cfs)
(Recurrence Interval Computed Using Gringorten Plotting Position)
Tr (yrs) Flood Peak (cfs)

Tr (yrs)	Flood Peak (cfs)
2-Year	5.878E-03

5-Year 7.527E-03
 10-Year 8.980E-03
 25-Year 1.176E-02
 50-Year 1.256E-02
 100-Year 1.364E-02
 200-Year 1.631E-02

***** Link: BRC #16

***** Link WSEL

Stats

WSEL Frequency Data(ft)
 (Recurrence Interval Computed Using Gringorten Plotting Position)
 Tr (yrs) WSEL Peak (ft)

Tr (yrs)	WSEL Peak (ft)
1.05-Year	432.262
1.11-Year	432.265
1.25-Year	432.268
2.00-Year	432.276
3.33-Year	432.279
5-Year	432.281
10-Year	432.286
25-Year	432.292
50-Year	432.296
100-Year	432.299

*****Groundwater Recharge Summary *****

Recharge is computed as input to Perind Groundwater Plus Infiltration in Structures

Model Element	Total Predeveloped Recharge During Simulation Recharge Amount (ac-ft)
Subbasin: Pre-Developed	1.967
Total:	1.967

Model Element	Total Post Developed Recharge During Simulation Recharge Amount (ac-ft)
Subbasin: Post Developed	1.967
Link: BRC #16	10.513
Total:	12.480

Total Predevelopment Recharge is Less than Post Developed
Average Recharge Per Year, (Number of Years= 158)
Predeveloped: 0.012 ac-ft/year, Post Developed: 0.079 ac-ft/year

*****Water Quality Facility Data *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

***** Link: BRC #16

Infiltration/Filtration Statistics-----

Total Runoff Volume (ac-ft): 11.48
Total Runoff Infiltrated (ac-ft): 10.51, 91.59%
Total Runoff Filtered (ac-ft): 0.00, 0.00%
Percent Treated (Infiltrated+Filtered)/Total Volume: 91.59%

*****Compliance Point Results *****

Scenario Predeveloped Compliance Subbasin: Pre-Developed

Scenario Postdeveloped Compliance Link: BRC #16

*** Point of Compliance Flow Frequency Data ***

Recurrence Interval Computed Using Gringorten Plotting Position

Predevelopment Runoff		Postdevelopment Runoff	
Tr (Years)	Discharge (cfs)	Tr (Years)	Discharge (cfs)
2-Year	5.878E-03	2-Year	5.250E-03
5-Year	7.527E-03	5-Year	6.925E-03
10-Year	8.980E-03	10-Year	8.458E-03
25-Year	1.176E-02	25-Year	1.129E-02
50-Year	1.256E-02	50-Year	1.220E-02
100-Year	1.364E-02	100-Year	1.346E-02
200-Year	1.631E-02	200-Year	1.598E-02

** Record too Short to Compute Peak Discharge for These Recurrence Intervals

**** Flow Duration Performance ****

Excursion at Predeveloped 50%Q2 (Must be Less Than 0%): -63.2% PASS
Maximum Excursion from 50%Q2 to Q2 (Must be Less Than 0%): -32.6% PASS
Maximum Excursion from Q2 to Q50 (Must be less than 10%): 0.0% PASS
Percent Excursion from Q2 to Q50 (Must be less than 50%): 0.0% PASS

MEETS ALL FLOW DURATION DESIGN CRITERIA: PASS

**** LID Duration Performance ****

Excursion at Predeveloped 8%Q2 (Must be Less Than 0%): -90.6% PASS
Maximum Excursion from 8%Q2 to 50%Q2 (Must be Less Than 0%): -63.2% PASS

MEETS ALL LID DURATION DESIGN CRITERIA: PASS



Bioretention Cells
 April 11, 2013

Bioretention Cell Flow Reduction Summary

Note: Predeveloped conditions do not affect the performance of the bioretention cell or model output. Impervious and pervious surfaces have been used for predeveloped conditions in the modeling in order to show actual existing conditions at the site and in order to show the reduced flow benefits provided by the facility.

Bioretention Cell #17		With Underdrain			
Storm Event	Predeveloped Flows		Postdeveloped Flows		Flow Reduction
2 Year	0.0097	cfs	0.0087	cfs	0.0010 cfs
5 Year	0.0125	cfs	0.0116	cfs	0.0009 cfs
10 Year	0.0150	cfs	0.0142	cfs	0.0008 cfs
25 Year	0.0191	cfs	0.0183	cfs	0.0007 cfs
50 Year	0.0201	cfs	0.0195	cfs	0.0006 cfs
100 Year	0.0224	cfs	0.0221	cfs	0.0003 cfs
2 Year to 50 Year Sum =					0.0040 cfs

MGS FLOOD PROJECT REPORT

Program Version: MGSFlood 4.29
Program License Number: 200310001
Run Date: 04/12/2013 3:25 PM

Input File Name: BRC#17_Scenario 1.fld
Project Name: North Thornton Creek LID Stormwater Retrofit
Analysis Title: BRC #17 with underdrain
Comments: Scenario 1

PRECIPITATION INPUT

Computational Time Step (Minutes): 60

Extended Precipitation Timeseries Selected
Climatic Region Number: 13

Full Period of Record Available used for Routing
Precipitation Station : 96004005 Puget East 40 in_5min 10/01/1939-10/01/2097
Evaporation Station : 961040 Puget East 40 in MAP
Evaporation Scale Factor : 0.750

HSPF Parameter Region Number: 1
HSPF Parameter Region Name : USGS Default

***** Default HSPF Parameters Used (Not Modified by User) *****

***** WATERSHED DEFINITION *****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1

----- Subbasin : Pre-Developed -----
-----Area(Acres) -----

Till Forest	0.000
Till Pasture	0.000
Till Grass	0.022
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.031

Subbasin Total	0.053

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1

----- Subbasin : Post Developed -----

-----Area(Acres) -----

Till Forest	0.000
Till Pasture	0.000
Till Grass	0.022
Outwash Forest	0.000
Outwash Pasture	0.000
Outwash Grass	0.000
Wetland	0.000
Green Roof	0.000
User 2	0.000
Impervious	0.031

Subbasin Total 0.053

***** LINK DATA *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

***** LINK DATA *****

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

Link Name: BRC #17

Link Type: Bioretention Facility

Downstream Link: None

Base Elevation (ft)	:	433.30			
Riser Crest Elevation (ft)	:	434.30			
Storage Depth (ft)	:	1.00			
Bottom Length (ft)	:	28.0			
Bottom Width (ft)	:	2.0			
Side Slopes (ft/ft)	:	L1= 2.50	L2= 2.50	W1= 2.50	W2= 2.50
Bottom Area (sq-ft)	:	56.			
Area at Riser Crest El (sq-ft)	:	231.			
	(acres)	:	0.005		
Volume at Riser Crest (cu-ft)	:	173.			
	(ac-ft)	:	0.004		

Infiltration on Bottom only Selected

Soil Properties

Bioil Thickness (ft)	:	1.50
Bioil Saturated Hydraulic Conductivity (in/hr)	:	2.00

Bio Soil Porosity (Percent) : 40.00
 Native Soil Hydraulic Conductivity (in/hr) : 1.12

Riser Geometry
 Riser Structure Type : Circular
 Riser Diameter (in) : 12.00
 Common Length (ft) : 0.000
 Riser Crest Elevation : 434.30 ft

Hydraulic Structure Geometry

Number of Devices: 1

---Device Number 1 ---
 Device Type : Circular Orifice
 Control Elevation (ft) : 432.31
 Diameter (in) : 8.00
 Orientation : Vertical
 Elbow : Yes

*****FLOOD FREQUENCY AND DURATION STATISTICS*****

-----SCENARIO: PREDEVELOPED

Number of Subbasins: 1
 Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Subbasins: 1
 Number of Links: 1

***** Subbasin: Post Developed *****

Flood Frequency Data(cfs)
 (Recurrence Interval Computed Using Gringorten Plotting Position)
 Tr (yrs) Flood Peak (cfs)

Tr (yrs)	Flood Peak (cfs)
2-Year	9.708E-03
5-Year	1.253E-02
10-Year	1.502E-02
25-Year	1.907E-02
50-Year	2.009E-02
100-Year	2.240E-02
200-Year	2.629E-02

***** Link: BRC #17

***** Link Inflow

Frequency Stats
 Flood Frequency Data(cfs)
 (Recurrence Interval Computed Using Gringorten Plotting Position)
 Tr (yrs) Flood Peak (cfs)

Tr (yrs)	Flood Peak (cfs)
2-Year	9.708E-03

5-Year 1.253E-02
 10-Year 1.502E-02
 25-Year 1.907E-02
 50-Year 2.009E-02
 100-Year 2.240E-02
 200-Year 2.629E-02

***** Link: BRC #17

***** Link WSEL

Stats

WSEL Frequency Data(ft)
 (Recurrence Interval Computed Using Gringorten Plotting Position)
 Tr (yrs) WSEL Peak (ft)

Tr (yrs)	WSEL Peak (ft)
1.05-Year	432.339
1.11-Year	432.343
1.25-Year	432.347
2.00-Year	432.357
3.33-Year	432.362
5-Year	432.365
10-Year	432.371
25-Year	432.378
50-Year	432.382
100-Year	432.386

*****Groundwater Recharge Summary *****

Recharge is computed as input to Perind Groundwater Plus Infiltration in Structures

Total Predeveloped Recharge During Simulation	
Model Element	Recharge Amount (ac-ft)
Subbasin: Pre-Developed	2.704
Total:	2.704

Total Post Developed Recharge During Simulation	
Model Element	Recharge Amount (ac-ft)
Subbasin: Post Developed	2.704
Link: BRC #17	16.968
Total:	19.672

Total Predevelopment Recharge is Less than Post Developed
Average Recharge Per Year, (Number of Years= 158)
Predeveloped: 0.017 ac-ft/year, Post Developed: 0.125 ac-ft/year

*****Water Quality Facility Data *****

-----SCENARIO: PREDEVELOPED

Number of Links: 0

-----SCENARIO: POSTDEVELOPED

Number of Links: 1

***** Link: BRC #17

Infiltration/Filtration Statistics-----

Total Runoff Volume (ac-ft): 18.60
 Total Runoff Infiltrated (ac-ft): 16.97, 91.21%
 Total Runoff Filtered (ac-ft): 0.00, 0.00%
 Percent Treated (Infiltrated+Filtered)/Total Volume: 91.21%

*****Compliance Point Results *****

Scenario Predeveloped Compliance Subbasin: Pre-Developed

Scenario Postdeveloped Compliance Link: BRC #17

*** Point of Compliance Flow Frequency Data ***

Recurrence Interval Computed Using Gringorten Plotting Position

Predevelopment Runoff		Postdevelopment Runoff	
Tr (Years)	Discharge (cfs)	Tr (Years)	Discharge (cfs)
2-Year	9.708E-03	2-Year	8.702E-03
5-Year	1.253E-02	5-Year	1.162E-02
10-Year	1.502E-02	10-Year	1.421E-02
25-Year	1.907E-02	25-Year	1.833E-02
50-Year	2.009E-02	50-Year	1.953E-02
100-Year	2.240E-02	100-Year	2.212E-02
200-Year	2.629E-02	200-Year	2.577E-02

** Record too Short to Compute Peak Discharge for These Recurrence Intervals

**** Flow Duration Performance ****

Excursion at Predeveloped 50%Q2 (Must be Less Than 0%): -64.2% PASS
 Maximum Excursion from 50%Q2 to Q2 (Must be Less Than 0%): -31.9% PASS
 Maximum Excursion from Q2 to Q50 (Must be less than 10%): 0.0% PASS
 Percent Excursion from Q2 to Q50 (Must be less than 50%): 0.0% PASS

 MEETS ALL FLOW DURATION DESIGN CRITERIA: PASS

**** LID Duration Performance ****

Excursion at Predeveloped 8%Q2 (Must be Less Than 0%): -90.4% PASS
 Maximum Excursion from 8%Q2 to 50%Q2 (Must be Less Than 0%): -64.2% PASS

 MEETS ALL LID DURATION DESIGN CRITERIA: PASS

Appendix B – Geotechnical Information

- **Infiltration Evaluation**
- **Soil Analysis**



April 5, 2013

HWA Project No. 2012 007

Perteet Inc.

505 Fifth Avenue South, Suite 300

Seattle, WA 98104-3894

Attention: Jason Shrope, P.E.

Subject: **INFILTRATION EVALUATIONS**
North Fork Thornton Creek LID Stormwater Retrofit
Shoreline, Washington

Dear Mr. Shrope:

This report summarizes the results of the HWA GeoSciences Inc. (HWA) storm water infiltration suitability study, conducted for Perteet on behalf of the City of Shoreline, Washington. The purpose of the investigation was to evaluate the study area surface and subsurface conditions and provide recommendations in support of low impact development (LID) stormwater retrofit improvements.

SCOPE OF WORK

In a previous phase of the study, HWA reviewed available geologic data, advanced shallow hand boring explorations, and provided preliminary recommendations for low-impact development stormwater facilities.

In this follow-on phase, HWA's scope of work included the following elements:

- At selected LID sites, drill and sample direct push soil borings to characterize shallow soil and ground water conditions with respect to stormwater infiltration potential.
- Employ a subcontracted licensed drilling contractor to advance the borings.
- Collect and analyze selected soil samples for material properties including grain size distribution.
- Estimate potential infiltration rates per Ecology Stormwater Manual, and provide recommendations for stormwater infiltration at each site based on the technical findings of the investigation.

SITE GEOLOGY AND SOILS

Geologic information for the project area was obtained from the *Composite Geologic Map of the Sno-King Area: University of Washington, Seattle-Area*, (Booth, et al., 2004). According to Booth, near-surface deposits in the study area consist primarily of Vashon glacial till at the surface over advance outwash. In some areas, advance outwash is present at the surface. Soil types mapped in the project area include the following:

Vashon Till (QVt) covers most of the study area and generally consists of an unsorted compact mixture of clay to boulder sized particles in a fine-grained matrix, deposited at the base of the Cordilleran ice sheet during the latest glaciation. Occasional sand and gravel lenses may be present. Till is commonly referred to as “hardpan” due to its concrete-like texture. Till is generally not water-bearing, and acts as an aquitard that inhibits the flow of ground water, perches water on top of it in surficial fill, and also confines water below it in the advance outwash. In general, the permeability of till ranges from low in weathered surficial deposits to relatively impermeable in very dense non-weathered materials.

Advance Outwash (QVa) consists mostly of glaciofluvial (river-deposited) sand and gravel, with some lacustrine (lake deposited) clay and silt deposited during the advance of glaciers. Sandy units are commonly thick, well sorted, and fine grained, with interlayered coarser sand, gravel, cobbles and silt. Advance outwash is typically dense to very dense, having been overridden by glacial ice, and is commonly overlain by till, except where exposed by erosion. The advance outwash represents a local aquifer, with ground water typically occurring under unconfined conditions, although locally confined conditions may be present where the outwash is thin below a confining overlying layer. Ground water in the study area follows local topography and discharges to the Snohomish River to the east, and to the Puget Sound to the west. Where exposed at the surface, the QVa may be unsaturated. Unsaturated surface exposures of QVa are subject to high rates of natural recharge via precipitation.

SITE EXPLORATIONS

On March 12, 2013, a HWA geologist conducted soil explorations within the study area in order to further delineate near-surface soils for stormwater infiltration potential. A total of nine soil borings were advanced with a direct-push drilling rig to depths of up to 13 feet. Boring locations were selected to coincide with proposed facility locations. Figure 2 shows the locations of the borings. Appendix A includes the exploration logs.

Site soil conditions encountered were described by the HWA geologist at each of the locations. Soil samples were collected at selected intervals within each boring and sealed in plastic bags for examination.

LABORATORY TESTING

Laboratory tests were conducted on selected samples obtained from the explorations to characterize relevant engineering and index properties of the project soils. Laboratory tests included determination of in-situ moisture content and grain size distribution. The tests were conducted in general accordance with appropriate American Society of Testing and Materials (ASTM) standards. The test results are presented in Appendix B.

DISCUSSION

Soils encountered generally consisted one to two feet of fill material, likely derived from native soils, in most borings. Deeper fill soils were encountered at borings B-4, B-5 and B-6, likely due to the borings' proximity to utilities. Most of the study area was underlain by silty sand (with variable silt content) believed to be weathered glacial till beneath the fill, to a maximum depth of eight feet below grade. Unweathered glacial till was encountered at depths ranging from three to eight feet. Silty sands, possibly advance outwash deposits, were encountered in boring B-5 and B-9 at depths of eight to nine feet, respectively.

Grain size analyses were performed on selected soil samples. Samples were selected based on proposed depths of the stormwater facilities and field classification. Samples were typically classified as silty sand based on the grain size analysis, although one sample (B7-3) was classified as silt.

The grain size results were initially analyzed by two methods recommended in the Washington State Department of Ecology (Ecology) 2005 *Stormwater Management Manual for Western Washington*: ASTM grain size distribution and USDA textural analysis. These methods assign short term and corrected long term infiltration rates to soils based on grain size distribution data. The results are summarized on Table 1.

Based on these analyses, long-term infiltration rates for most of the soils encountered at the site range were 0.25 in/hr using the USDA method, with one sample (B5, 8 foot depth) as high as 2 in/hr. The ASTM ('D₁₀') method generally classified the soils as 'unsuitable' for infiltration based on the high silt and clay content and resulting low D₁₀ values. These methodologies tend to be conservative in their infiltration capacity estimations.

HWA also calculated infiltration capability of the soils using the "detailed approach" method per the 2005 Ecology Manual. This method, taken from Massmann (2003) also uses grain size distribution data. First, the saturated hydraulic conductivity (K) is estimated based on a regression-based formula which includes the D₁₀, D₆₀, D₉₀, (where D_n = the particle size where n percent of the sample passes that sieve) and percent fines :

$$\log_{10}(K_{sat}) = -1.57 + 1.90D_{10} + 0.015D_{60} - 0.013D_{90} - 2.08f_{fines}$$

Table 1
Infiltration Analysis Summary

Boring ID	Proposed Infiltration Facility Type and ID	Approx. Facility Depth (ft bgs)	Approx. Facility Dimensions (ft)	Sample Depth (ft bgs)	Soil Field Description	ASTM Method (Ecology, 2005)			USDA Method (Ecology (2005))		Detailed Method (Ecology. 2005)			
						ASTM Soil Classification	D ₁₀ * diameter, (mm)	Infiltration Rate	USDA Soil Classification	Short/Long Term Rates (in/hr)	Massmann K _{sat} (in/hr)	Infiltration by Massmann Regression** (in/hr)	Correction factor	Corrected Infiltration rate (in/hr)
B1	Rain Garden #15,16	5-6	3x28, 3x35	6	Till	SM	0.005	Unsuitable	Sandy loam	1/0.25	6.8	1.9	0.6	1.12
B2	Rain Garden #14	5-6	2.5x42	4	Till	SM	0.005	Unsuitable	Sandy loam	1/0.25	7.1	2.0	0.6	1.17
B3	Rain Garden #8, 9	5-6	3x45 (2)	4	Weathered Till	SM	0.005	Unsuitable	Sandy loam	1/0.25	10.8	2.9	0.6	1.74
		5-6	3x45 (2)	7	Till, sandy	SM	0.016	Unsuitable	Sandy loam	1/0.25	11.8	3.2	0.6	1.90
B4	Rain Garden #5, 6,7	5-6	2x45, 2x17, 2x60	3	Fill	SM	0.015	Unsuitable	Sandy loam	1/0.25	11.8	3.2	0.6	1.90
B5	Rain Garden #10,11	5-6	3x75, 3x65	8	Till, sandy	SM	0.06	0.8	Sand	8/2	12.5	3.3	0.6	2.00
		5-6		11	Till, sandy	SM	0.02	Unsuitable	Loamy sand	2/0.05	16.5	4.4	0.6	2.61
B6	Rain Garden #3, 4	5-6	3x35, 3x45	6	Fill	SM	0.0075	Unsuitable	Sandy loam	1/0.25	4.7	1.3	0.6	0.79
B7	Rain Garden #1,2	5-6	3x70	3	Till	ML	0.003	Unsuitable	Silt Loam	Unsuitable	1.7	0.5	0.6	0.29
B8	Gallery #1	10-12	6x150	8	Till	SM	0.003	Unsuitable	Sandy loam	1/0.25	5.8	2.0	0.6	1.18
B9	Gallery #2&3	5-7	6x155, 6x122	8	Till, sandy	SM	0.015	Unsuitable	Sandy loam	1/0.25	14.5	3.9	0.6	2.34
	Gallery #2&3	5-7		10	Till	SM	0.015	Unsuitable	Sandy loam	1/0.25	12.3	3.4	0.6	2.02

Notes:

Highlighted - value estimated

* - ASTM D₁₀ method not to be used for D₁₀< 0.05mm

** - assumptions, 20 feet to ground water, area based on 60% plan dimensions

April 5, 2013

HWA Project No. 2012 007

Calculated saturated hydraulic conductivities using this method ranged over one order of magnitude (considered a relatively narrow range for this parameter), from 0.0024 feet/minute (ft/min) (1.7in/hr) for B7 (6 foot sample), to 0.023 ft/min (16.5 in/hr) for B5 (11 foot sample).

The second step in the “detailed approach” involves calculation of the vertical hydraulic gradient, also based on regression of data and computer simulations from multiple infiltration facilities in the Puget Sound area. The vertical gradient for a trench is described by the following relationship: $i = (Dwt+Dt) / 78 * K 0.05$, where:

i = vertical gradient

Dwt = depth to water table (or low-permeability layers) – assumed to be 20 feet

Dt = trench depth - (variable – based on 60% project plans)

K = saturated hydraulic conductivity – based on grain size data (above)

The third step in the “detailed approach” includes a variation of Darcy’s law, which states $Q = k i A$, where:

Q = discharge

$K = 0.023-0.0024$ ft/min (16.5-1.7 in/hr) (above)

i = variable (calculated by above equation)

A = variable (based on 60% project plans)

Solving for discharge and dividing by the area of each proposed infiltration facility yields the final design infiltration rates. The (uncorrected) infiltration rates at the various facility locations range from about 0.5 to 4.4 in/hr (Table 1).

The Stormwater Manual recommends applying an additional correction factor for infiltration facilities to account for biofouling and siltation effects (Ecology, 2005). Based on an assumed low potential for biofouling, and low degree of long-term maintenance/performance monitoring, a reduction factor of 0.6 was used.

The design infiltration rates for the proposed rain gardens and Gallery #1 locations are therefore approximately 0.3 to 2.6 in/hr after applying the correction factor. The design infiltration rate for the proposed gallery #2 and #3 locations is approximately 2 to 2.3 in/hr.

Infiltration via the retrofit of the existing stormwater system will increase on-site stormwater treatment, detention, and infiltration. Infiltration of large storm events may be limited by the fine-grained nature of the receiving soils, as well as fine grained and consolidated soils underlying the receiving areas. Design considerations should include provision for a system overflow discharge, as appropriate.

CONCLUSIONS

Based on the testing and analyses presented herein, design infiltration rates for the proposed rain gardens and Gallery #1 range from approximately 0.3 to 2.6 in/hr, as shown on Table 1 (far right column), and summarized in Table 2 below. The potential infiltration rate for Galleries #2 and #3 is approximately 2 to 2.3 in/hr. This location contains some advance outwash soils at depths of seven to ten feet, and appears promising for infiltration of stormwater. Most of the other rain garden locations are located above glacial till, weathered till, and fill soils with limited infiltration capacity.

Table 2
Infiltration Rate Summary

Boring ID	Proposed infiltration facility type and ID	Design Infiltration rate (in/hr)
B1	Rain Garden #15,16	1.12
B2	Rain Garden #14	1.17
B3	Rain Garden #8, 9	1.74
		1.90
B4	Rain Garden #5, 6,7	1.90
B5	Rain Garden #10,11	2.00
		2.61
B6	Rain Garden #3, 4	0.79
B7	Rain Garden #1,2	0.29
B8	Gallery #1	1.18
B9	Gallery #2&3	2.34
	Gallery #2&3	2.02

REFERENCES

Ecology, Washington State Department of, 2005, *Stormwater Management Manual for Western Washington*, Publications Numbers 05-10-029 through 05-10-033, Water Quality Program, Washington State Department of Ecology

HWA GeoSciences, 2012, *Preliminary Infiltration Evaluation, North Fork Thornton Creek LID Stormwater Retrofit, Shoreline, Washington*, dated September 7.

Massmann, Joel W., 2003. *A Design Manual for Sizing Infiltration Ponds*, Prepared for

April 5, 2013

HWA Project No. 2012 007

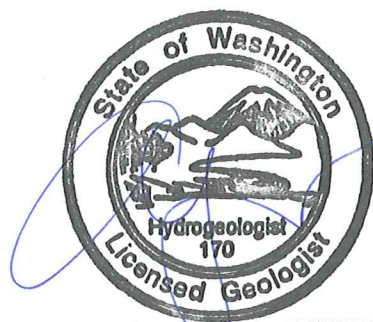
Washington State Transportation Commission, Department of Transportation and in cooperation with U.S. Department of Transportation Federal Highway Administration, October, 2003.



Thank you again for the opportunity to assist Perteet and the City of Shoreline on this project. Should you have any questions regarding this report, or require additional services, please contact us at your convenience.

Sincerely,

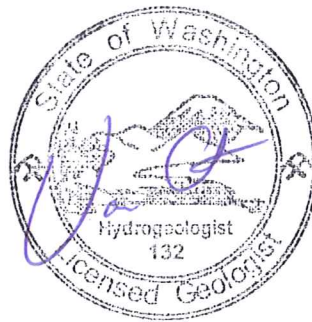
HWA GEOSCIENCES INC.



Arnie Sugar

4-5-13

Arnie Sugar, LG, LHG
Hydrogeologist, President



VANCE ATKINS

4/5/13

Vance Atkins, LG, LHG
Senior Hydrogeologist

Attachments:

Figure 1- Site Location Map

Figure 2 – Boring Location Map

Table 1 – Infiltration Analysis Summary

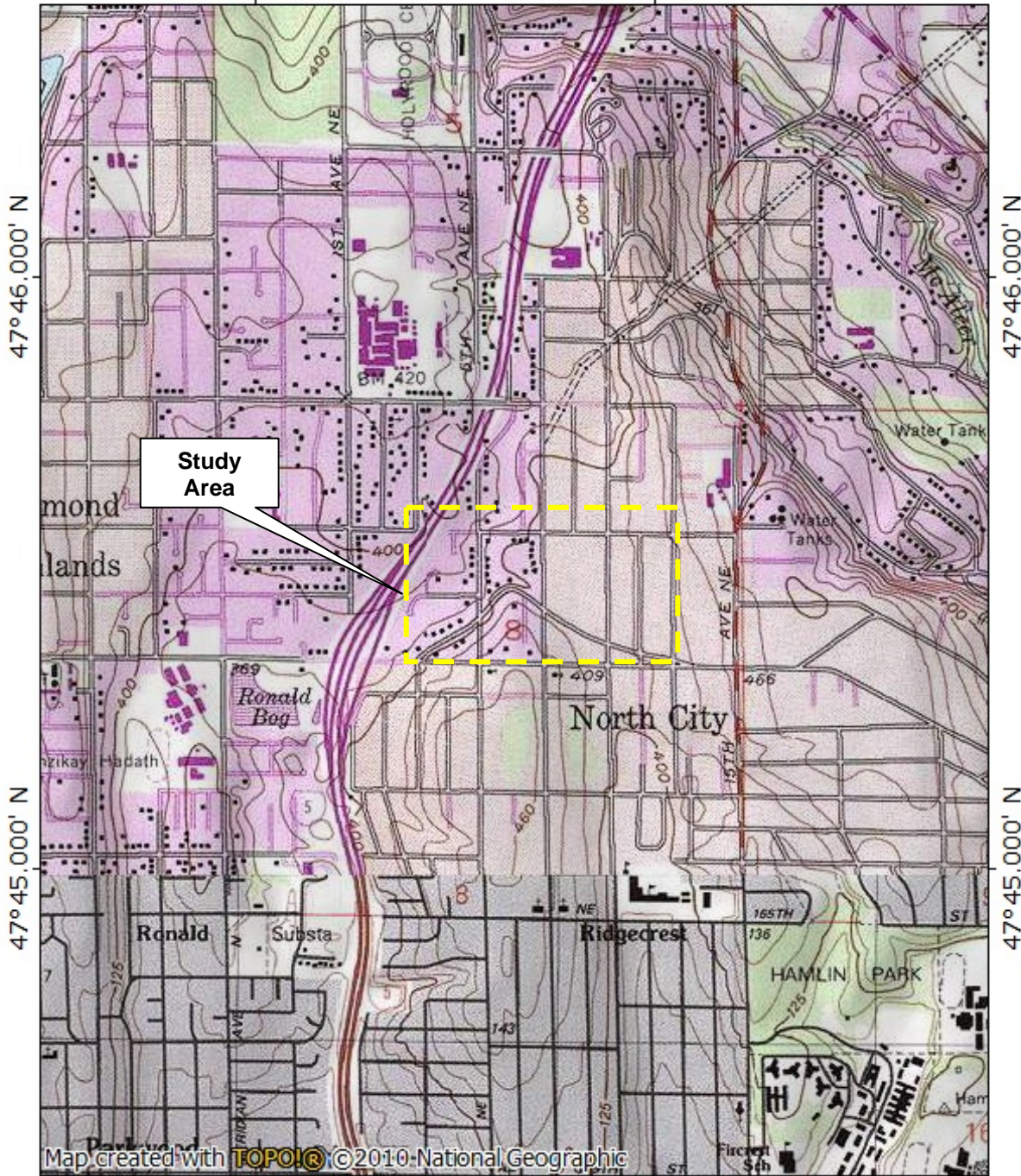
Appendix A – Boring Logs

Appendix B – Geotechnical Laboratory Test Results

TOPO! map printed on 04/03/13 from "Untitled.tpo"

122°20.000' W

WGS84 122°19.000' W



47°46.000' N

47°46.000' N

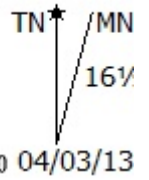
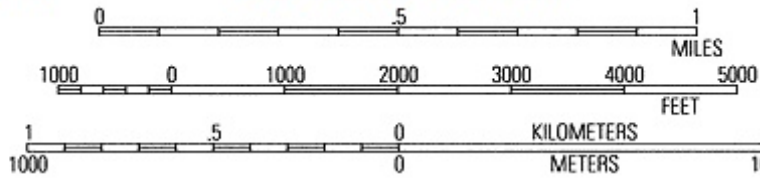
47°45.000' N

47°45.000' N

Map created with TOPO! © 2010 National Geographic

122°20.000' W

WGS84 122°19.000' W



SITE LOCATION MAP

**INFILTRATION EVALUATIONS
NORTH FORK THORNTON CREEK LID STORMWATER
RETROFIT
SHORELINE, WASHINGTON**

FIGURE NO.

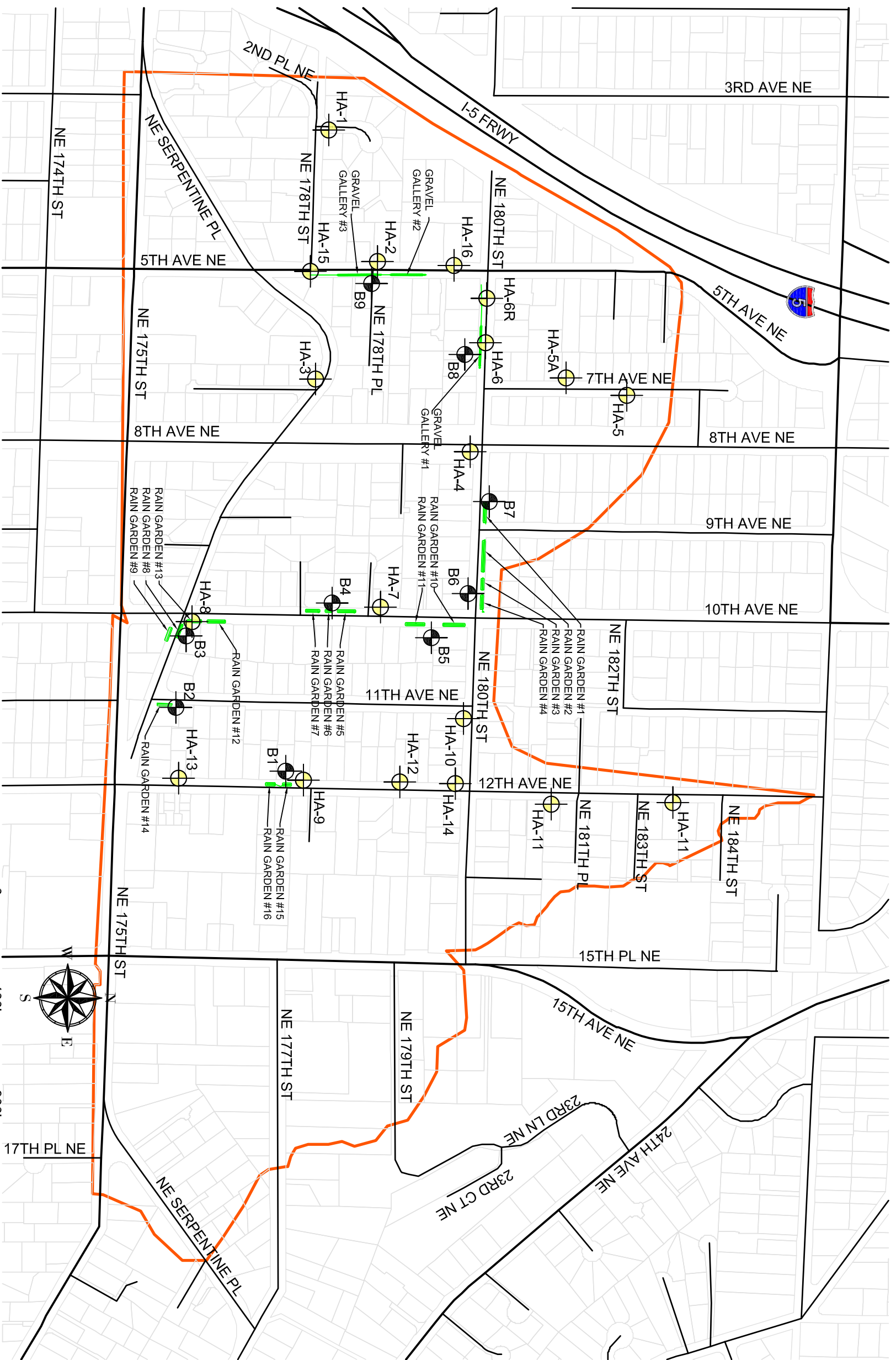
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PROJECT NO.

2012-007



HWA GEOSCIENCES INC.



- HA-16 HAND BORING DESIGNATION AND APPROXIMATE LOCATION
- B9 MACHINE BORING DESIGNATION AND APPROXIMATE LOCATION
- RAIN GARDENS
- GRAVEL GALLERY

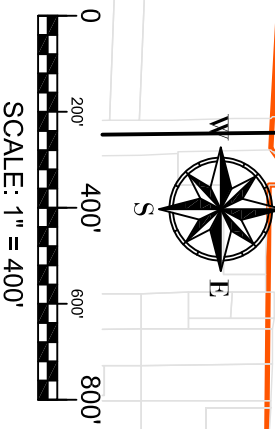
BASE MAP PROVIDED BY: PERTTEI



HWA GEOSCIENCES INC.

NORTH FORK THORNTON
CREEK LID
STORMWATER RETROFIT
SHORELINE, WASHINGTON

SITE AND
EXPLORATION
PLAN



400'

DRAWN BY EFK	FIGURE # 2
CHECK BY AS	PROJECT # 2012-007-21
DATE: 04.03.13	TASK 0200

APPENDIX A

BORING LOGS

RELATIVE DENSITY OR CONSISTENCY VERSUS SPT N-VALUE

COHESIONLESS SOILS			COHESIVE SOILS		
Density	N (blows/ft)	Approximate Relative Density(%)	Consistency	N (blows/ft)	Approximate Undrained Shear Strength (psf)
Very Loose	0 to 4	0 - 15	Very Soft	0 to 2	<250
Loose	4 to 10	15 - 35	Soft	2 to 4	250 - 500
Medium Dense	10 to 30	35 - 65	Medium Stiff	4 to 8	500 - 1000
Dense	30 to 50	65 - 85	Stiff	8 to 15	1000 - 2000
Very Dense	over 50	85 - 100	Very Stiff Hard	15 to 30 over 30	2000 - 4000 >4000

TEST SYMBOLS

%F	Percent Fines	
AL	Atterberg Limits:	PL = Plastic Limit LL = Liquid Limit
CBR	California Bearing Ratio	
CN	Consolidation	
DD	Dry Density (pcf)	
DS	Direct Shear	
GS	Grain Size Distribution	
K	Permeability	
MD	Moisture/Density Relationship (Proctor)	
MR	Resilient Modulus	
PID	Photoionization Device Reading	
PP	Pocket Penetrometer	Approx. Compressive Strength (tsf)
SG	Specific Gravity	
TC	Triaxial Compression	
TV	Torvane	Approx. Shear Strength (tsf)
UC	Unconfined Compression	

USCS SOIL CLASSIFICATION SYSTEM

MAJOR DIVISIONS			GROUP DESCRIPTIONS		
Coarse Grained Soils	Gravel and Gravelly Soils	Clean Gravel (little or no fines)		GW Well-graded GRAVEL	
		Gravel with Fines (appreciable amount of fines)		GP Poorly-graded GRAVEL	
	More than 50% of Coarse Fraction Retained on No. 4 Sieve	Sand and Sandy Soils	Clean Sand (little or no fines)		SW Well-graded SAND
			Sand with Fines (appreciable amount of fines)		SP Poorly-graded SAND
More than 50% Retained on No. 200 Sieve Size	50% or More of Coarse Fraction Passing No. 4 Sieve	Silty SAND		SM Silty SAND	
		Clayey SAND		SC Clayey SAND	
	Fine Grained Soils	Silt and Clay	Liquid Limit Less than 50%		ML SILT
			Liquid Limit 50% or More		CL Lean CLAY
50% or More Passing No. 200 Sieve Size	Silt and Clay	Liquid Limit 50% or More		MH Elastic SILT	
		Liquid Limit 50% or More		CH Fat CLAY	
		Liquid Limit 50% or More		OH Organic SILT/Organic CLAY	
Highly Organic Soils				PT PEAT	

SAMPLE TYPE SYMBOLS

	2.0" OD Split Spoon (SPT) (140 lb. hammer with 30 in. drop)
	Shelby Tube
	3-1/4" OD Split Spoon with Brass Rings
	Small Bag Sample
	Large Bag (Bulk) Sample
	Core Run
	Non-standard Penetration Test (3.0" OD split spoon)

GROUNDWATER SYMBOLS

	Groundwater Level (measured at time of drilling)
	Groundwater Level (measured in well or open hole after water level stabilized)

COMPONENT DEFINITIONS

COMPONENT	SIZE RANGE
Boulders	Larger than 12 in
Cobbles	3 in to 12 in
Gravel	3 in to No 4 (4.5mm)
Coarse gravel	3 in to 3/4 in
Fine gravel	3/4 in to No 4 (4.5mm)
Sand	No. 4 (4.5 mm) to No. 200 (0.074 mm)
Coarse sand	No. 4 (4.5 mm) to No. 10 (2.0 mm)
Medium sand	No. 10 (2.0 mm) to No. 40 (0.42 mm)
Fine sand	No. 40 (0.42 mm) to No. 200 (0.074 mm)
Silt and Clay	Smaller than No. 200 (0.074mm)

COMPONENT PROPORTIONS

PROPORTION RANGE	DESCRIPTIVE TERMS
< 5%	Clean
5 - 12%	Slightly (Clayey, Silty, Sandy)
12 - 30%	Clayey, Silty, Sandy, Gravelly
30 - 50%	Very (Clayey, Silty, Sandy, Gravelly)
Components are arranged in order of increasing quantities.	

NOTES: Soil classifications presented on exploration logs are based on visual and laboratory observation. Soil descriptions are presented in the following general order:

Density/consistency, color, modifier (if any) GROUP NAME, additions to group name (if any), moisture content. Proportion, gradation, and angularity of constituents, additional comments. (GEOLOGIC INTERPRETATION)

Please refer to the discussion in the report text as well as the exploration logs for a more complete description of subsurface conditions.

MOISTURE CONTENT

DRY	Absence of moisture, dusty, dry to the touch.
MOIST	Damp but no visible water.
WET	Visible free water, usually soil is below water table.



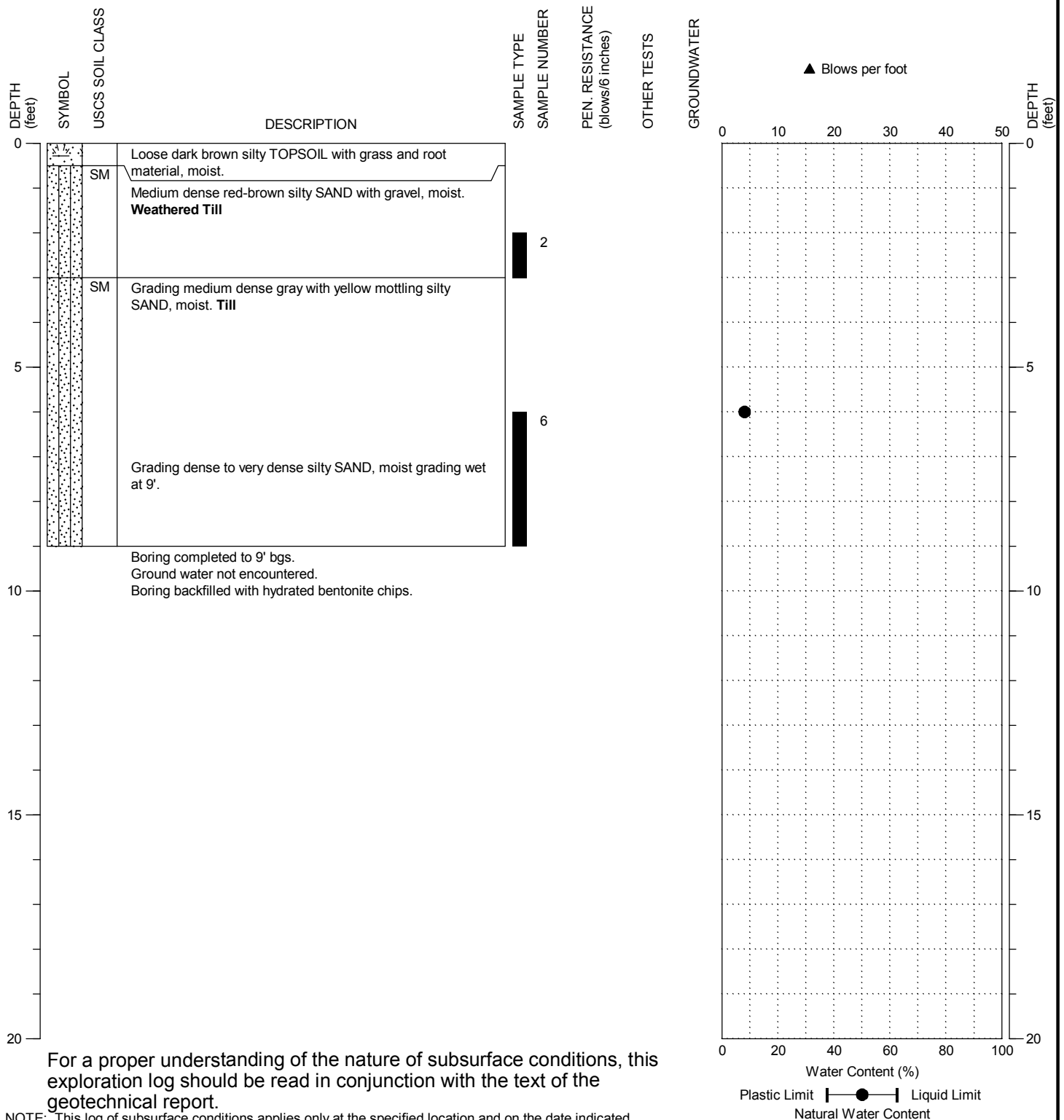
HWA GEOSCIENCES INC.

Thornton Creek LID Retrofit
Shoreline
WA

LEGEND OF TERMS AND SYMBOLS USED ON EXPLORATION LOGS

DRILLING COMPANY: ESN Northwest
 DRILLING METHOD: GeoProbe
 SAMPLING METHOD: 1.25" Macrocore Sampler with HDPE liner
 SURFACE ELEVATION: ± feet

LOCATION: 17563 12th Ave NE
 DATE STARTED: 3/12/2013
 DATE COMPLETED: 3/12/2013
 LOGGED BY: V. Atkins



For a proper understanding of the nature of subsurface conditions, this exploration log should be read in conjunction with the text of the geotechnical report.

NOTE: This log of subsurface conditions applies only at the specified location and on the date indicated and therefore may not necessarily be indicative of other times and/or locations.

BORING:
 B-1

PAGE: 1 of 1



Thornton Creek LID Retrofit
 Shoreline
 WA

9a 136

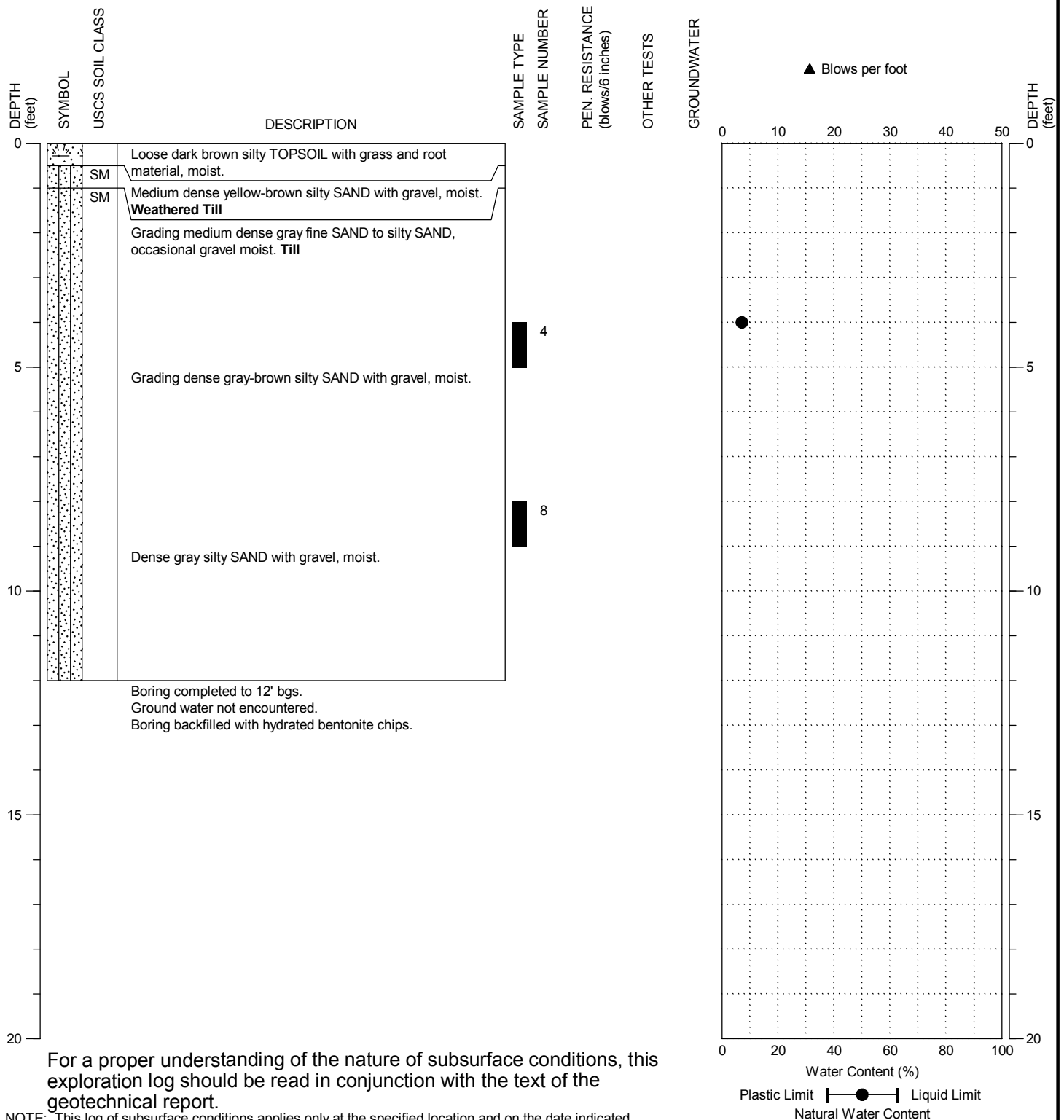
PROJECT NO.: 2012-007

FIGURE:

A-2

DRILLING COMPANY: ESN Northwest
 DRILLING METHOD: GeoProbe
 SAMPLING METHOD: 1.25" Macrocore Sampler with HDPE liner
 SURFACE ELEVATION: ± feet

LOCATION: 17520 11th Ave NE
 DATE STARTED: 3/12/2013
 DATE COMPLETED: 3/12/2013
 LOGGED BY: V. Atkins



For a proper understanding of the nature of subsurface conditions, this exploration log should be read in conjunction with the text of the geotechnical report.

NOTE: This log of subsurface conditions applies only at the specified location and on the date indicated and therefore may not necessarily be indicative of other times and/or locations.

BORING:
 B-2
 PAGE: 1 of 1



Thornton Creek LID Retrofit
 Shoreline
 WA

9a 137

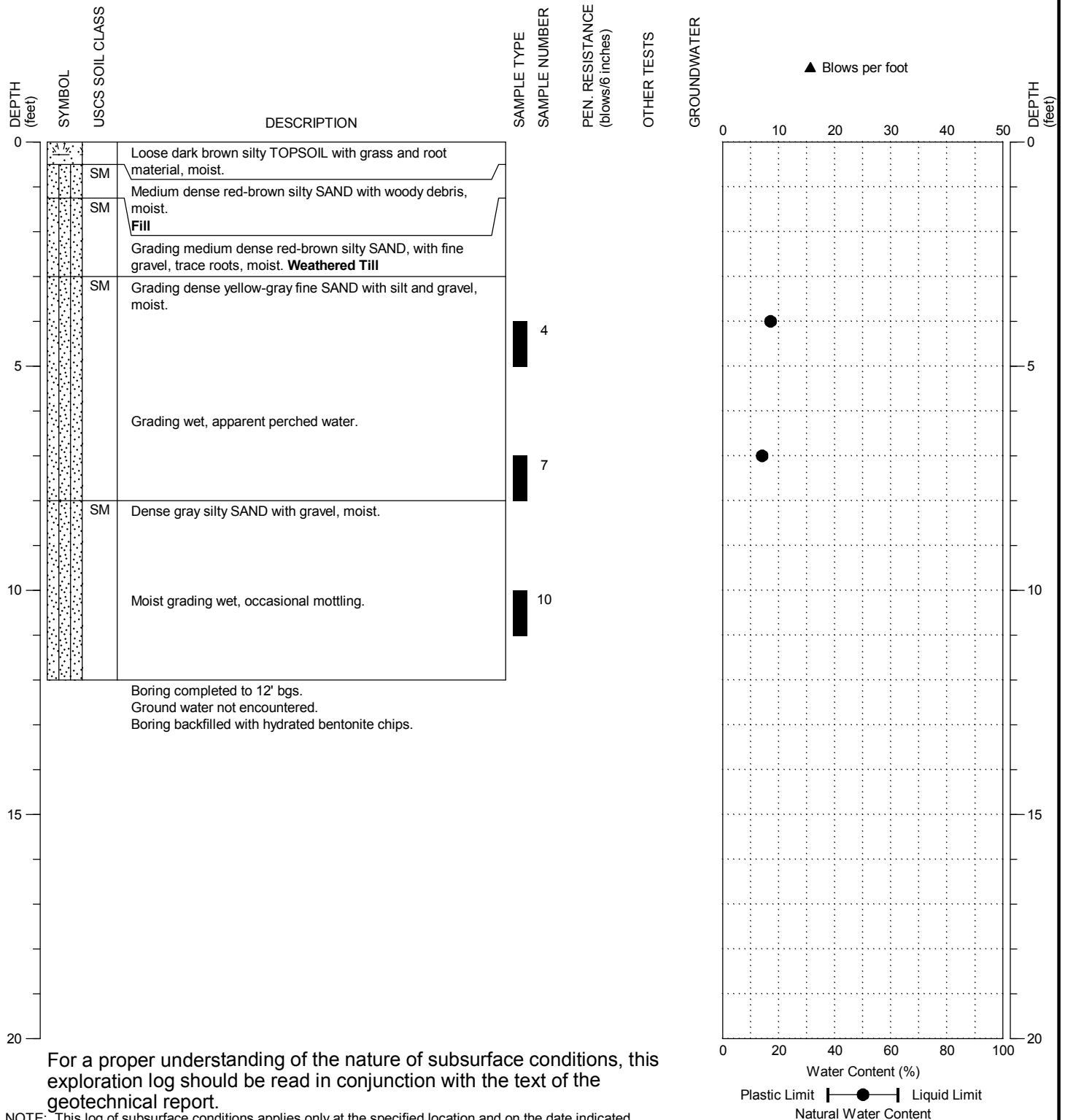
PROJECT NO.: 2012-007

FIGURE:

A-3

DRILLING COMPANY: ESN Northwest
 DRILLING METHOD: GeoProbe
 SAMPLING METHOD: 1.25" Macrocore Sampler with HDPE liner
 SURFACE ELEVATION: ± feet

LOCATION: 1010 NE Serpentine Pl
 DATE STARTED: 3/12/2013
 DATE COMPLETED: 3/12/2013
 LOGGED BY: V. Atkins



For a proper understanding of the nature of subsurface conditions, this exploration log should be read in conjunction with the text of the geotechnical report.

NOTE: This log of subsurface conditions applies only at the specified location and on the date indicated and therefore may not necessarily be indicative of other times and/or locations.

BORING:
 B-3

PAGE: 1 of 1



Thornton Creek LID Retrofit
 Shoreline
 WA

9a 138

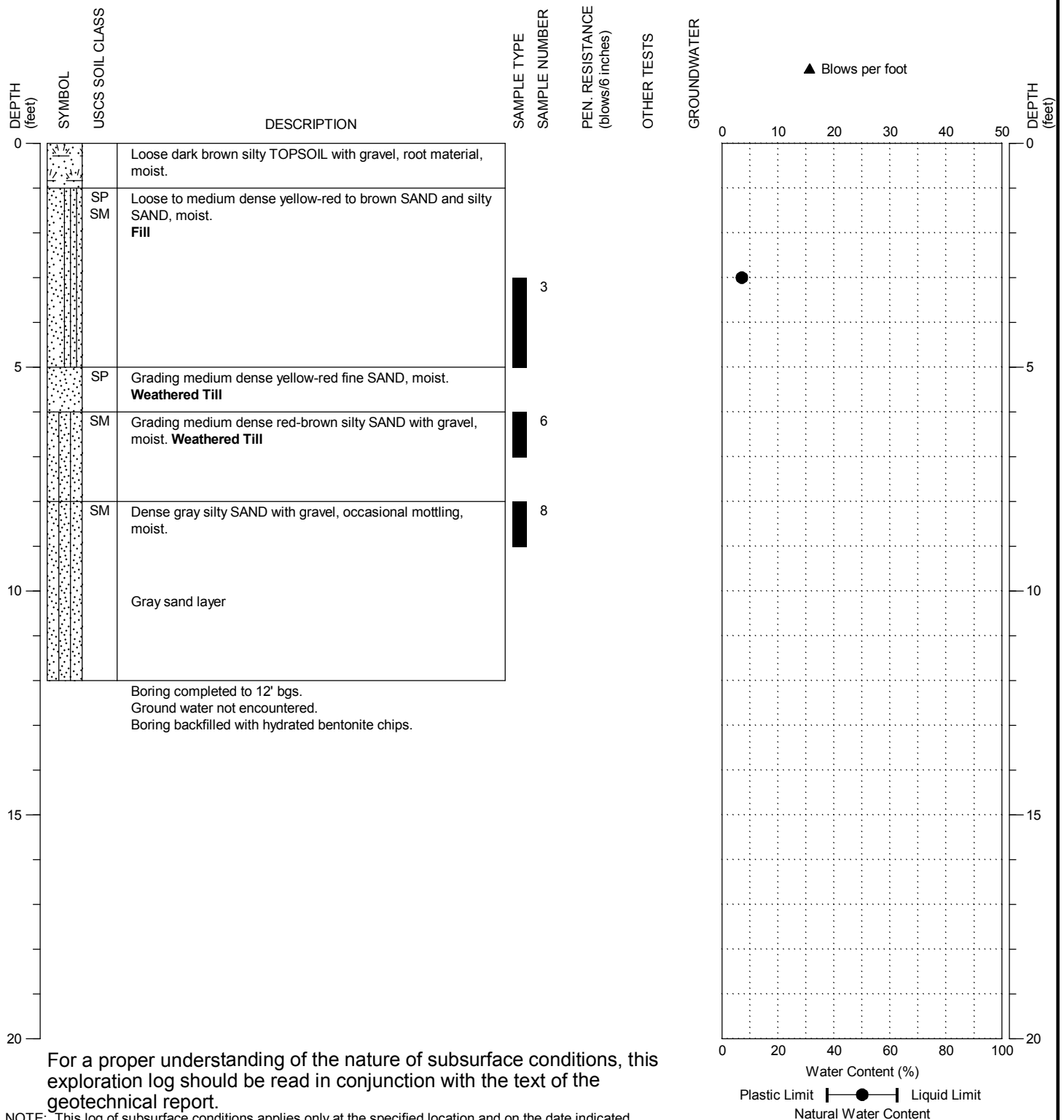
PROJECT NO.: 2012-007

FIGURE:

A-4

DRILLING COMPANY: ESN Northwest
 DRILLING METHOD: GeoProbe
 SAMPLING METHOD: 1.25" Macrocore Sampler with HDPE liner
 SURFACE ELEVATION: ± feet

LOCATION: 17708 10th Ave NE (across Street)
 DATE STARTED: 3/12/2013
 DATE COMPLETED: 3/12/2013
 LOGGED BY: V. Atkins



For a proper understanding of the nature of subsurface conditions, this exploration log should be read in conjunction with the text of the geotechnical report.

NOTE: This log of subsurface conditions applies only at the specified location and on the date indicated and therefore may not necessarily be indicative of other times and/or locations.

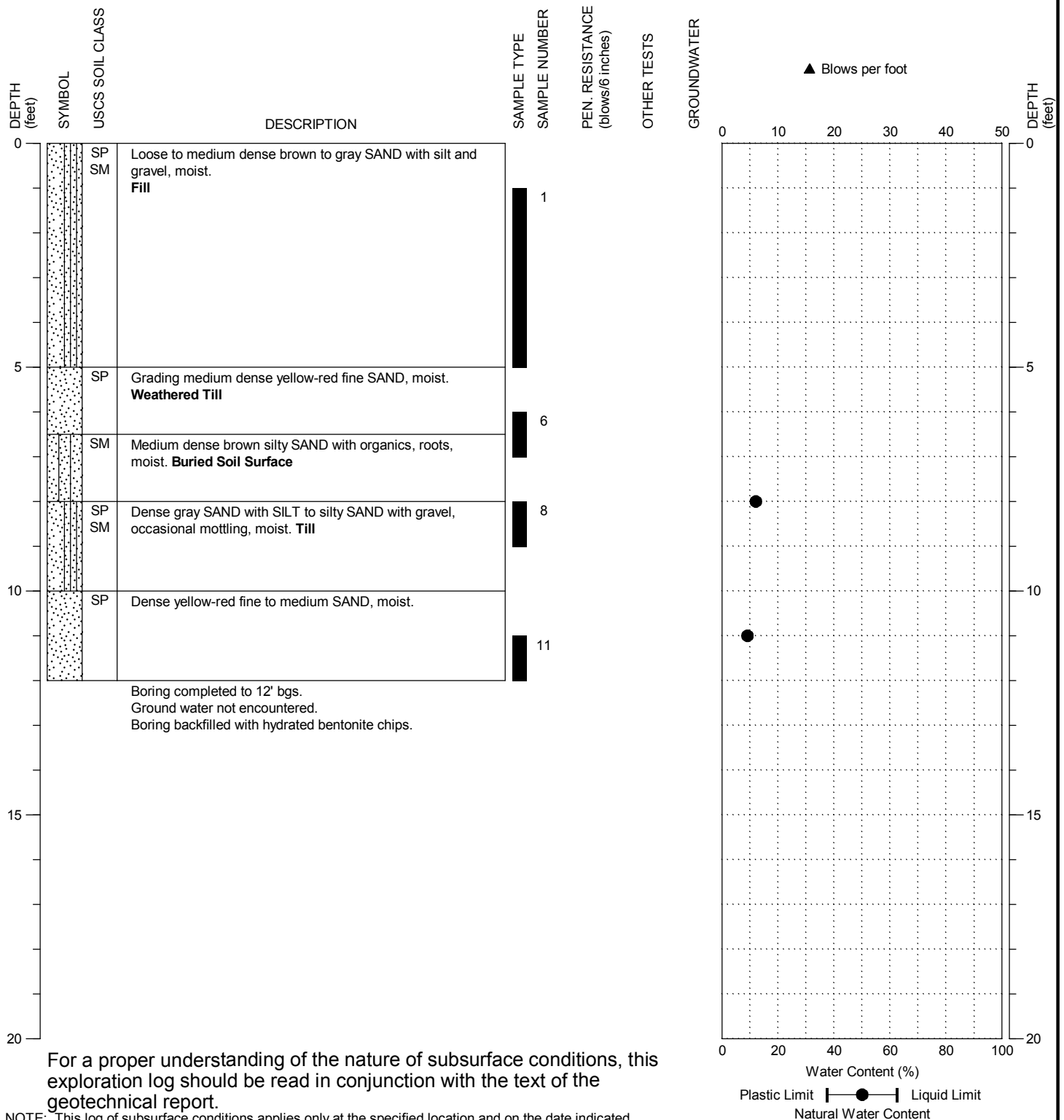


Thornton Creek LID Retrofit
 Shoreline
 WA

BORING:
 B-4
 PAGE: 1 of 1

DRILLING COMPANY: ESN Northwest
 DRILLING METHOD: GeoProbe
 SAMPLING METHOD: 1.25" Macrocore Sampler with HDPE liner
 SURFACE ELEVATION: ± feet

LOCATION: 17921 10th Ave NE (across Street)
 DATE STARTED: 3/12/2013
 DATE COMPLETED: 3/12/2013
 LOGGED BY: V. Atkins



For a proper understanding of the nature of subsurface conditions, this exploration log should be read in conjunction with the text of the geotechnical report.

NOTE: This log of subsurface conditions applies only at the specified location and on the date indicated and therefore may not necessarily be indicative of other times and/or locations.

BORING:
 B-5
 PAGE: 1 of 1



Thornton Creek LID Retrofit
 Shoreline
 WA

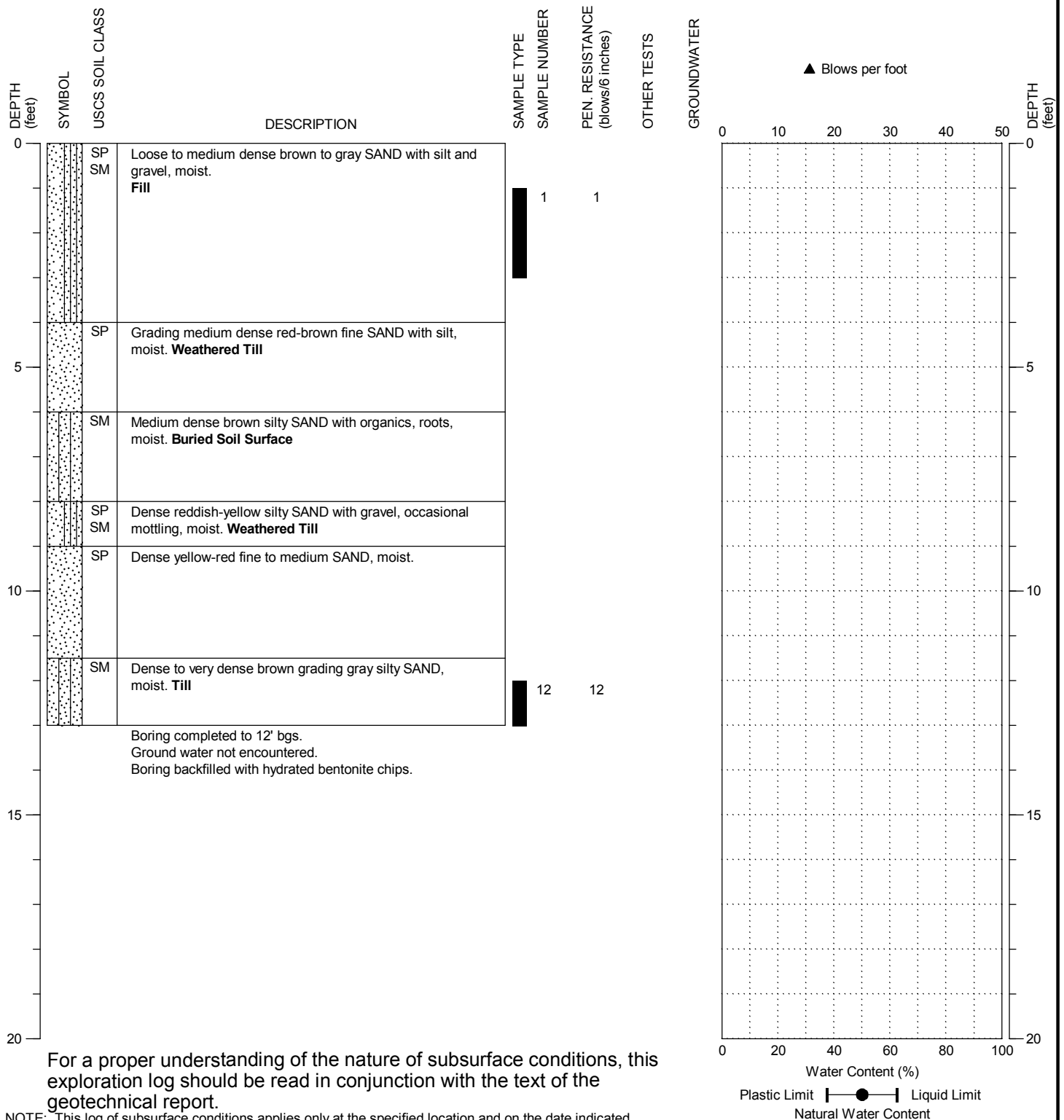
9a 140

PROJECT NO.: 2012-007

FIGURE: A-6

DRILLING COMPANY: ESN Northwest
 DRILLING METHOD: GeoProbe
 SAMPLING METHOD: 1.25" Macrocore Sampler with HDPE liner
 SURFACE ELEVATION: ± feet

LOCATION: 17921 10th Ave NE (across Street)
 DATE STARTED: 3/12/2013
 DATE COMPLETED: 3/12/2013
 LOGGED BY: V. Atkins



For a proper understanding of the nature of subsurface conditions, this exploration log should be read in conjunction with the text of the geotechnical report.

NOTE: This log of subsurface conditions applies only at the specified location and on the date indicated and therefore may not necessarily be indicative of other times and/or locations.

BORING:
 B-5A
 PAGE: 1 of 1



Thornton Creek LID Retrofit
 Shoreline
 WA

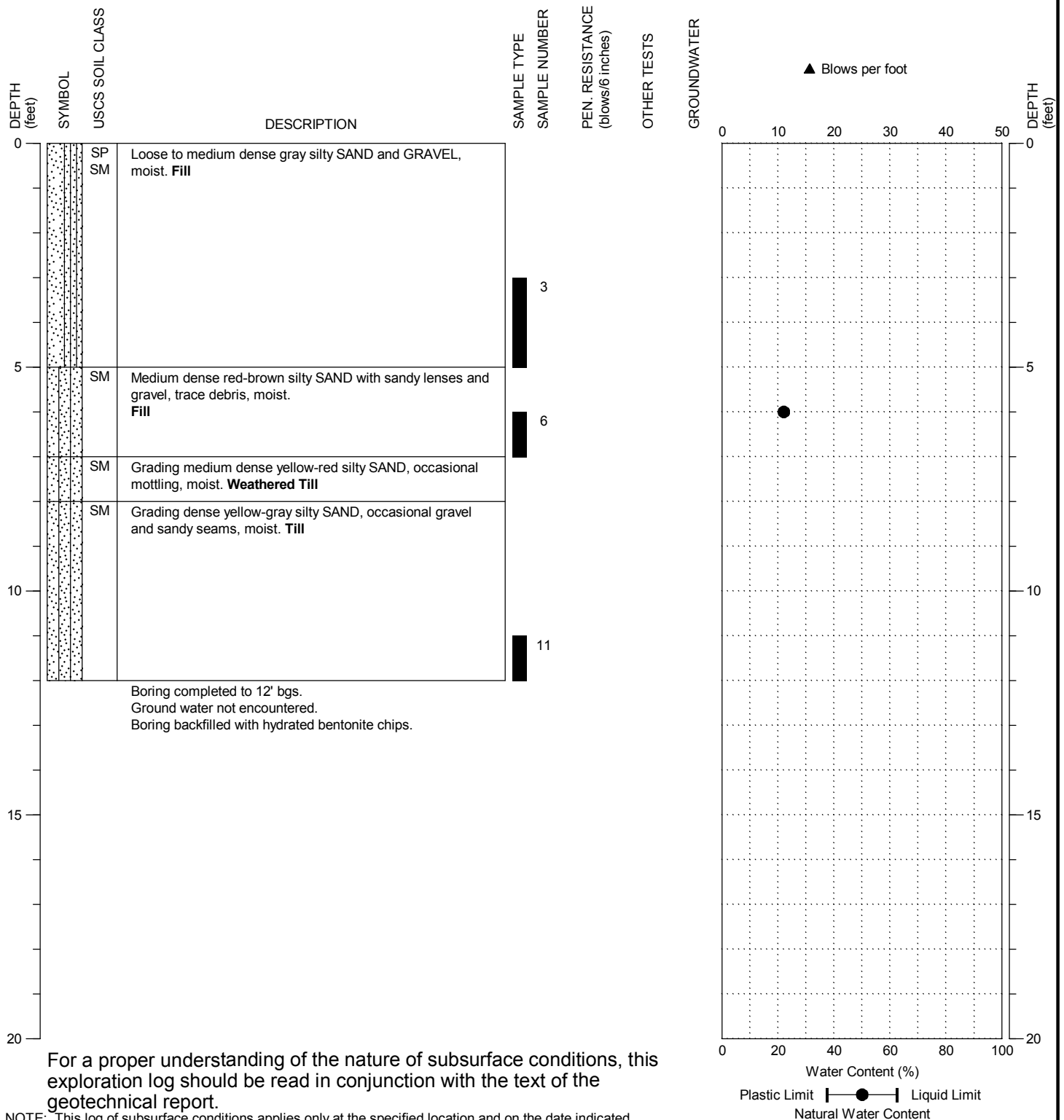
9a 141

PROJECT NO.: 2012-007

FIGURE: A-7

DRILLING COMPANY: ESN Northwest
 DRILLING METHOD: GeoProbe
 SAMPLING METHOD: 1.25" Macrocore Sampler with HDPE liner
 SURFACE ELEVATION: ± feet

LOCATION: 919 NE 180th St
 DATE STARTED: 3/12/2013
 DATE COMPLETED: 3/12/2013
 LOGGED BY: V. Atkins



For a proper understanding of the nature of subsurface conditions, this exploration log should be read in conjunction with the text of the geotechnical report.

NOTE: This log of subsurface conditions applies only at the specified location and on the date indicated and therefore may not necessarily be indicative of other times and/or locations.

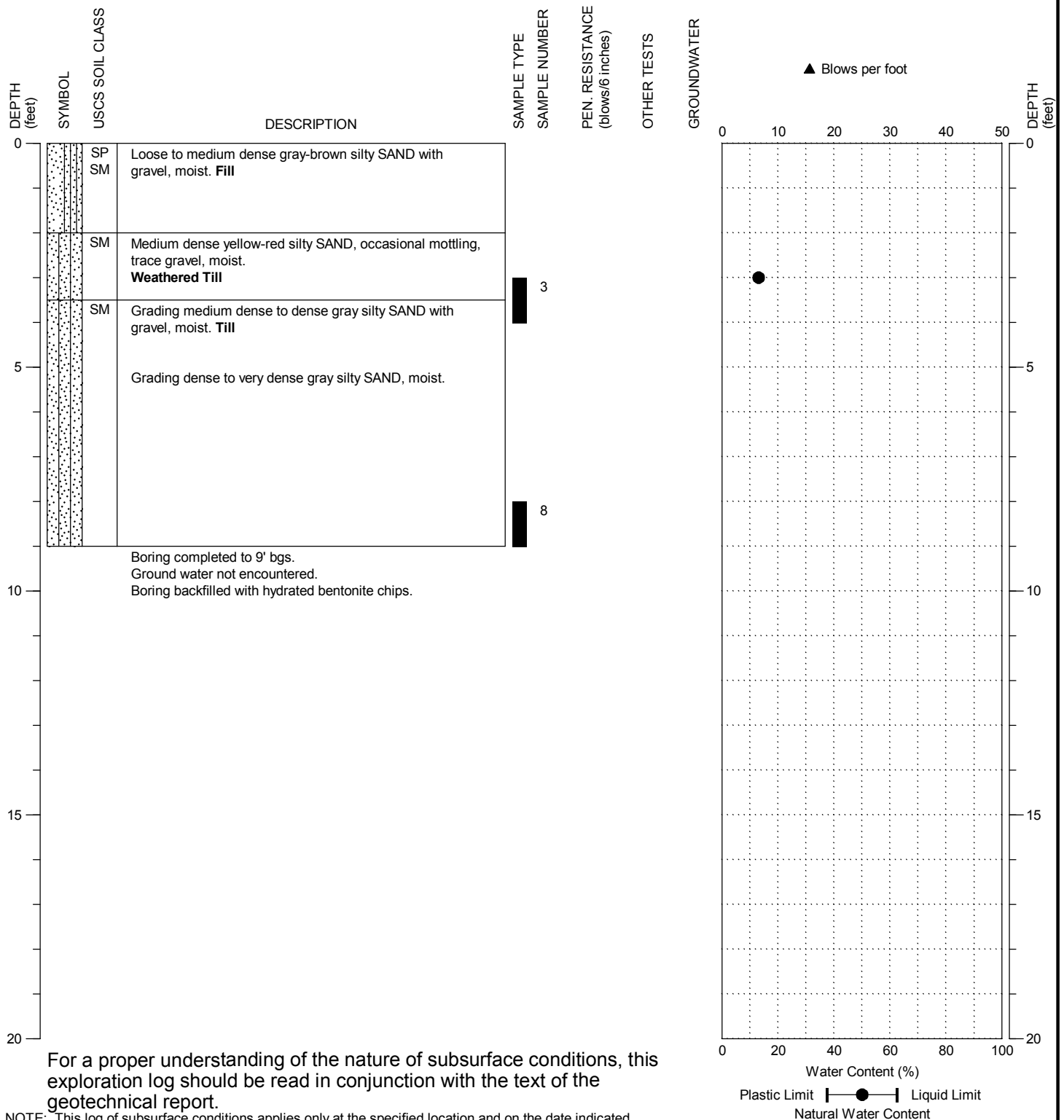
BORING:
 B-6
 PAGE: 1 of 1



Thornton Creek LID Retrofit
 Shoreline
 WA

DRILLING COMPANY: ESN Northwest
 DRILLING METHOD: GeoProbe
 SAMPLING METHOD: 1.25" Macrocore Sampler with HDPE liner
 SURFACE ELEVATION: ± feet

LOCATION: 820 NE 180th St
 DATE STARTED: 3/12/2013
 DATE COMPLETED: 3/12/2013
 LOGGED BY: V. Atkins



For a proper understanding of the nature of subsurface conditions, this exploration log should be read in conjunction with the text of the geotechnical report.

NOTE: This log of subsurface conditions applies only at the specified location and on the date indicated and therefore may not necessarily be indicative of other times and/or locations.

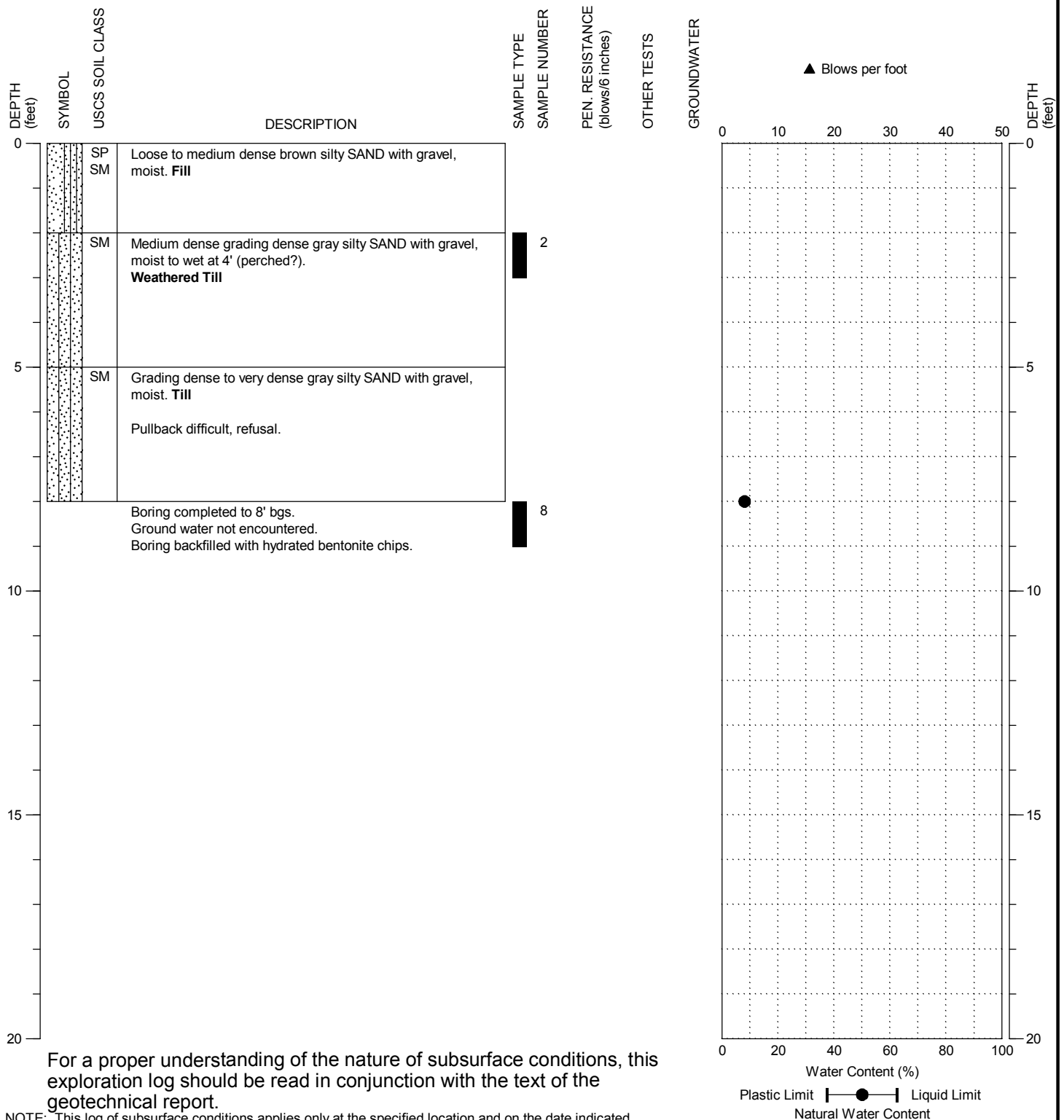


Thornton Creek LID Retrofit
 Shoreline
 WA

BORING:
 B-7
 PAGE: 1 of 1

DRILLING COMPANY: ESN Northwest
 DRILLING METHOD: GeoProbe
 SAMPLING METHOD: 1.25" Macrocore Sampler with HDPE liner
 SURFACE ELEVATION: ± feet

LOCATION: 523 NE 180th St
 DATE STARTED: 3/12/2013
 DATE COMPLETED: 3/12/2013
 LOGGED BY: V. Atkins



For a proper understanding of the nature of subsurface conditions, this exploration log should be read in conjunction with the text of the geotechnical report.

NOTE: This log of subsurface conditions applies only at the specified location and on the date indicated and therefore may not necessarily be indicative of other times and/or locations.

BORING:
 B-8

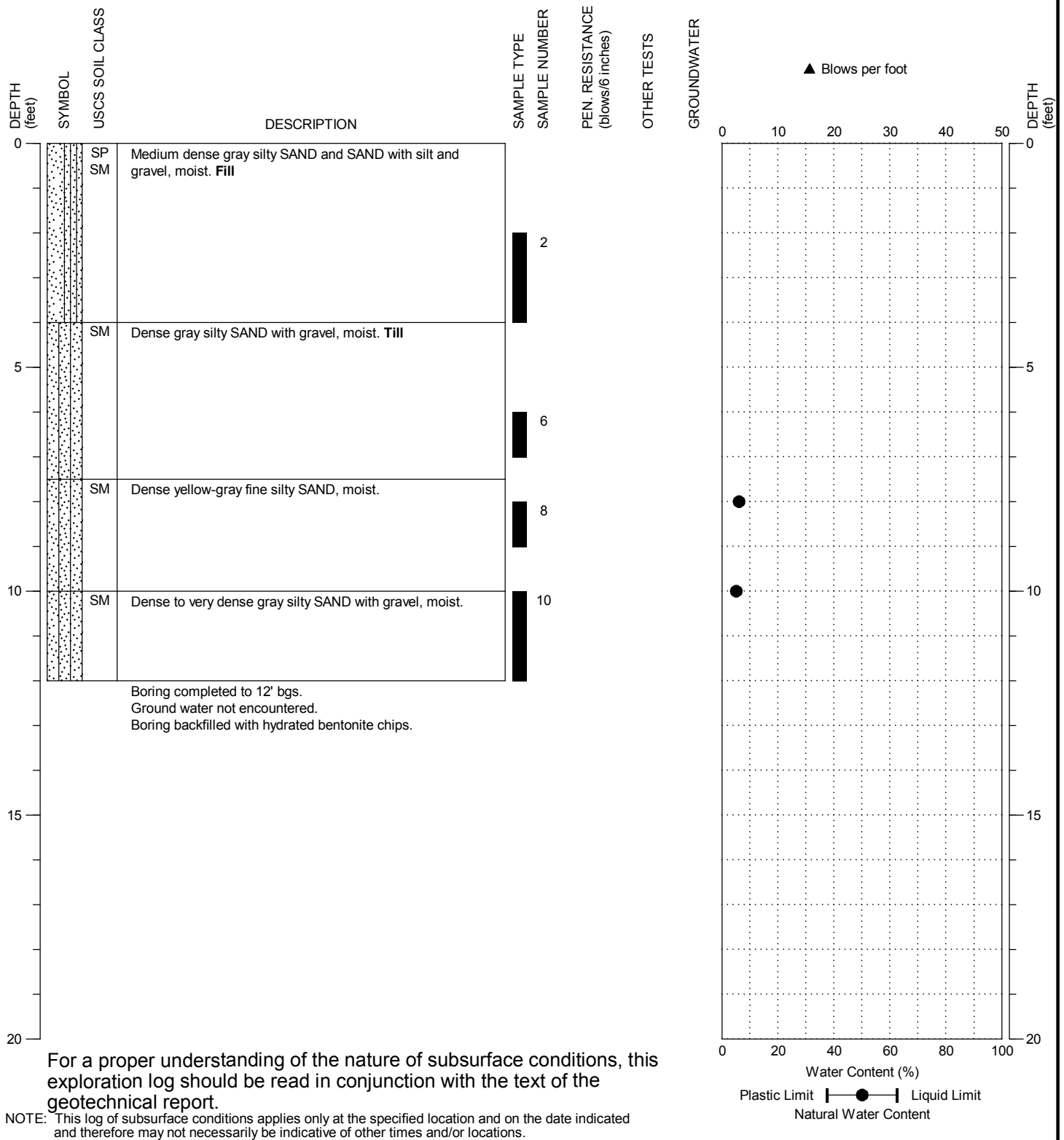
PAGE: 1 of 1



Thornton Creek LID Retrofit
 Shoreline
 WA

DRILLING COMPANY: ESN Northwest
 DRILLING METHOD: GeoProbe
 SAMPLING METHOD: 1.25" Macrocore Sampler with HDPE liner
 SURFACE ELEVATION: ± feet

LOCATION: 17822 5th Ave NE
 DATE STARTED: 3/12/2013
 DATE COMPLETED: 3/12/2013
 LOGGED BY: V. Atkins



Thornton Creek LID Retrofit
 Shoreline
 WA

BORING:
 B-9

PAGE: 1 of 1

APPENDIX B

**GEOTECHNICAL LABORATORY
TEST RESULTS**

APPENDIX B

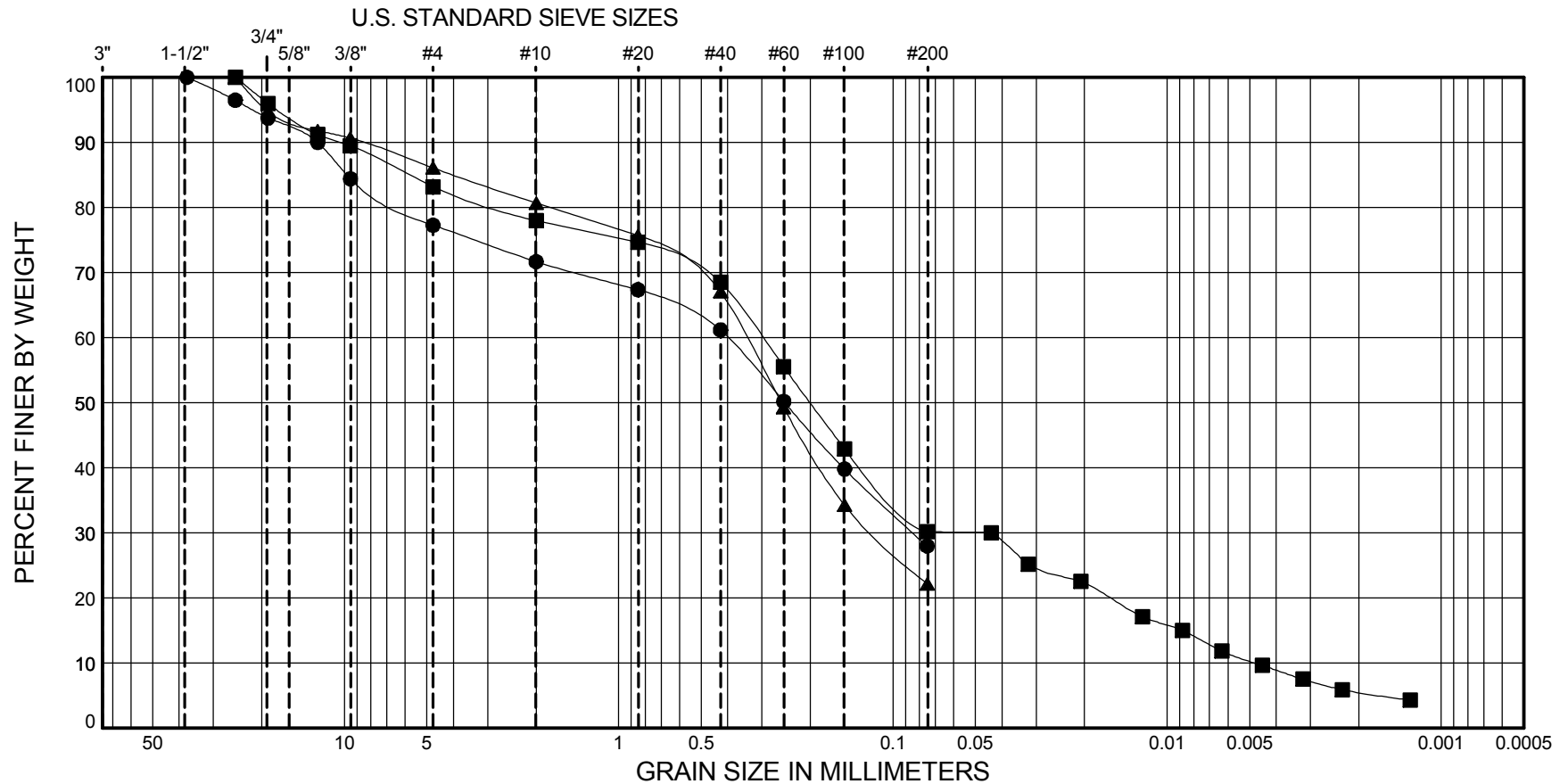
LABORATORY TEST RESULTS

The soil samples obtained from the borings were taken to HWA's soils laboratory in Bothell, Washington for testing. Laboratory tests were conducted on selected soil samples to characterize relevant engineering properties of the on-site soils. Laboratory tests, as described below, included determination of moisture content, grain size distributions of representative samples.

MOISTURE CONTENT (BY MASS): The moisture content of selected soil samples were determined in general accordance with ASTM D 2216. Test results are presented on the exploration logs in Appendix A, as appropriate.

PARTICLE SIZE ANALYSIS OF SOILS: Selected samples were tested to determine the particle size distribution of material in general accordance with ASTM D422. The results are summarized on the Grain Size Distribution report, Figures B-1 through B-4 which also provides information regarding the classification of the sample and the moisture content at the time of testing. The USDA classifications of selected soil samples are shown on the classification on Figure B-5.

GRAVEL		SAND			SILT	CLAY
Coarse	Fine	Coarse	Medium	Fine		



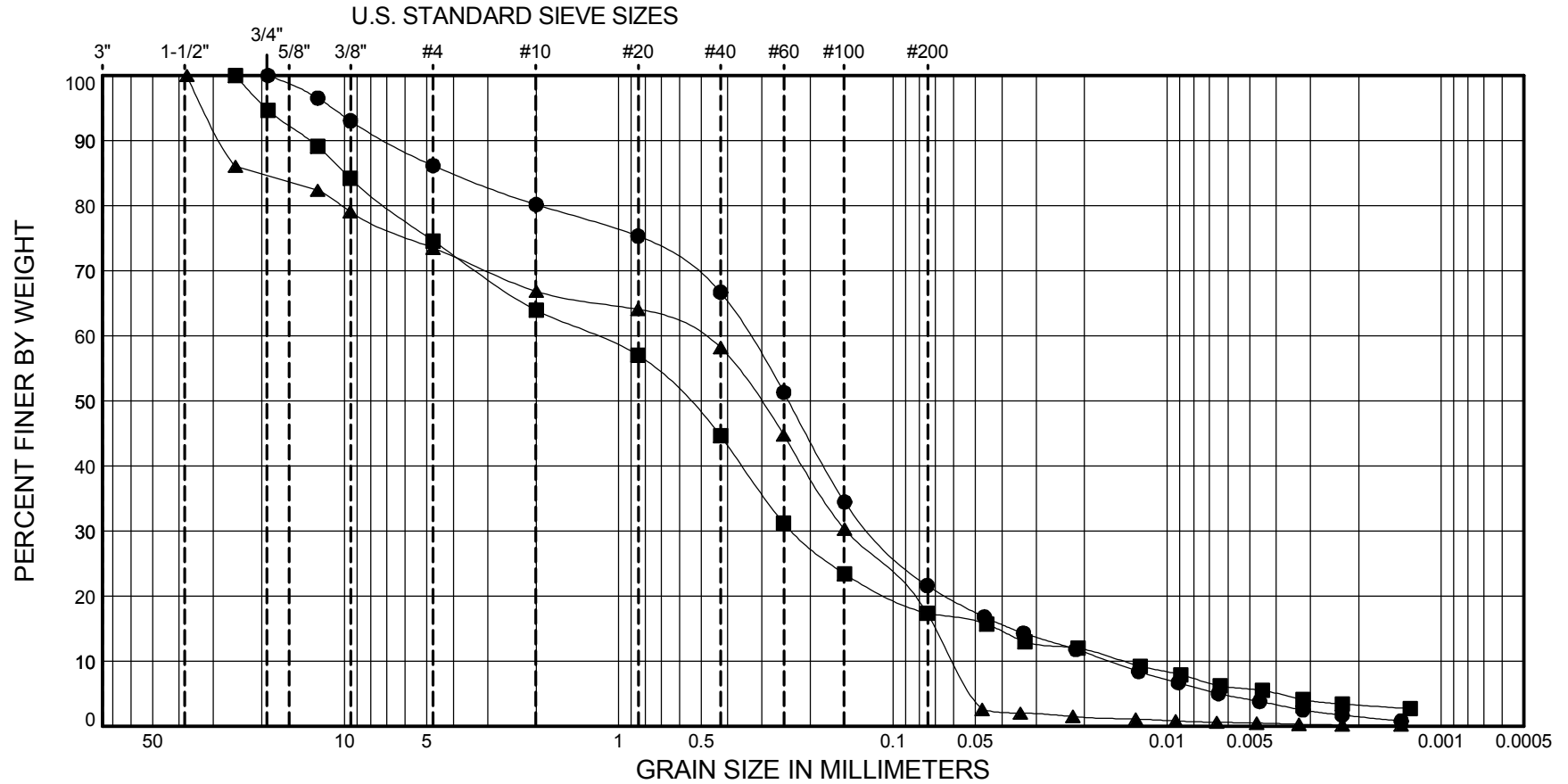
SYMBOL	SAMPLE	DEPTH (ft)	CLASSIFICATION OF SOIL- ASTM D2487 Group Symbol and Name	% MC	LL	PL	PI	Gravel %	Sand %	Fines %
●	B-1	6	(SM) Grayish brown, silty SAND with gravel	8				22.7	49.3	28.0
■	B-2	4	(SM) Olive brown, silty SAND with gravel	7				16.8	53.0	30.2
▲	B-3	4	(SM) Olive brown, silty SAND	17				13.9	63.9	22.1



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WA
9a-148

PARTICLE-SIZE ANALYSIS
OF SOILS
METHOD ASTM D422

GRAVEL		SAND			SILT	CLAY
Coarse	Fine	Coarse	Medium	Fine		



SYMBOL	SAMPLE	DEPTH (ft)	CLASSIFICATION OF SOIL- ASTM D2487 Group Symbol and Name	% MC	LL	PL	PI	Gravel %	Sand %	Fines %
●	B-3	7	(SM) Olive brown, silty SAND	14				13.9	64.5	21.6
■	B-4	3	(SM) Olive brown, silty SAND with gravel	7				25.4	57.2	17.4
▲	B-5	8	(SM) Olive brown, silty SAND with gravel	12				26.5	56.1	17.3



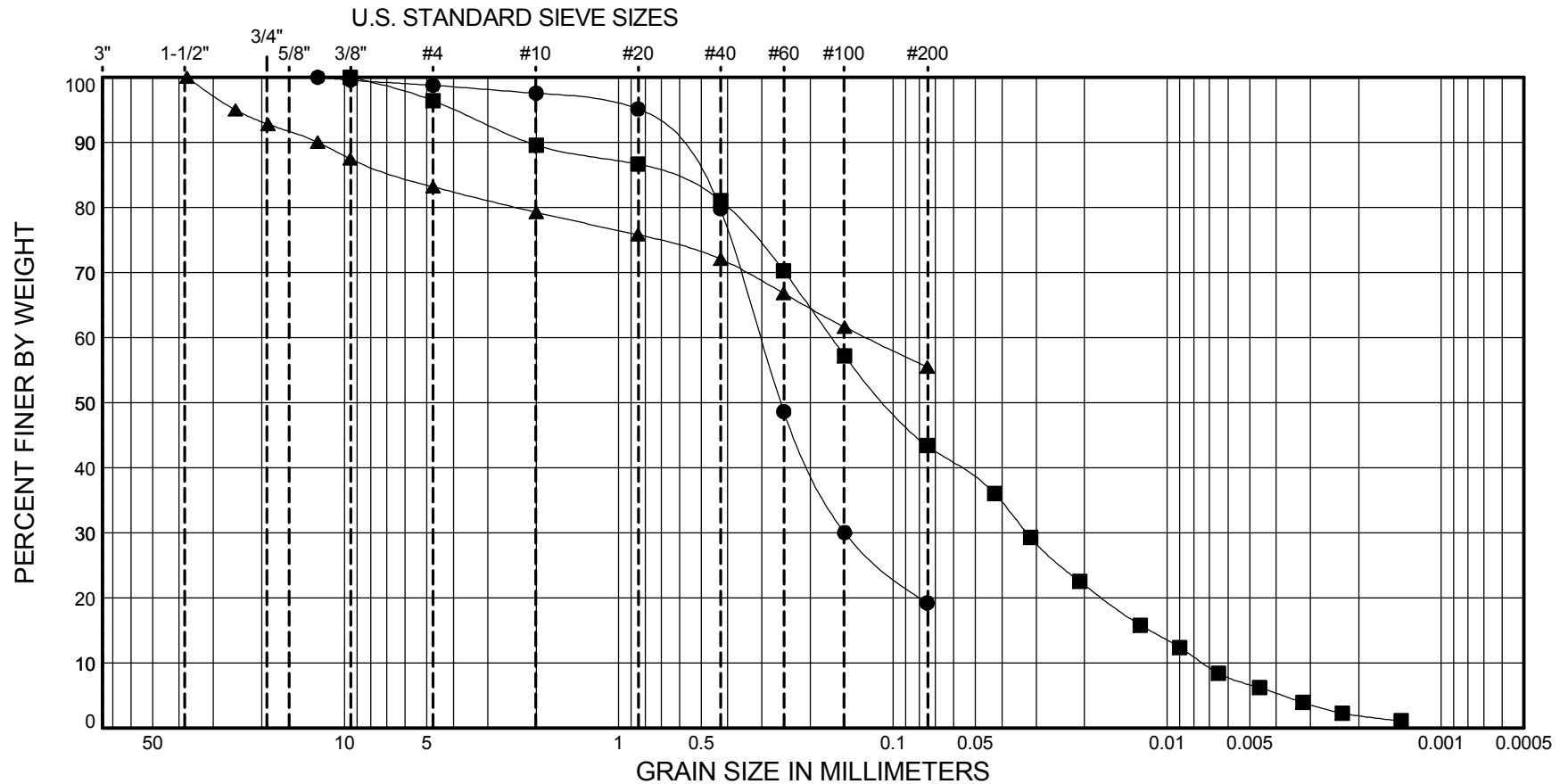
Thornton Creek LID Retrofit
Shoreline
WA
9a-149

PARTICLE-SIZE ANALYSIS
OF SOILS
METHOD ASTM D422

PROJECT NO.: 2012-007

FIGURE: B-2

GRAVEL		SAND			SILT	CLAY
Coarse	Fine	Coarse	Medium	Fine		



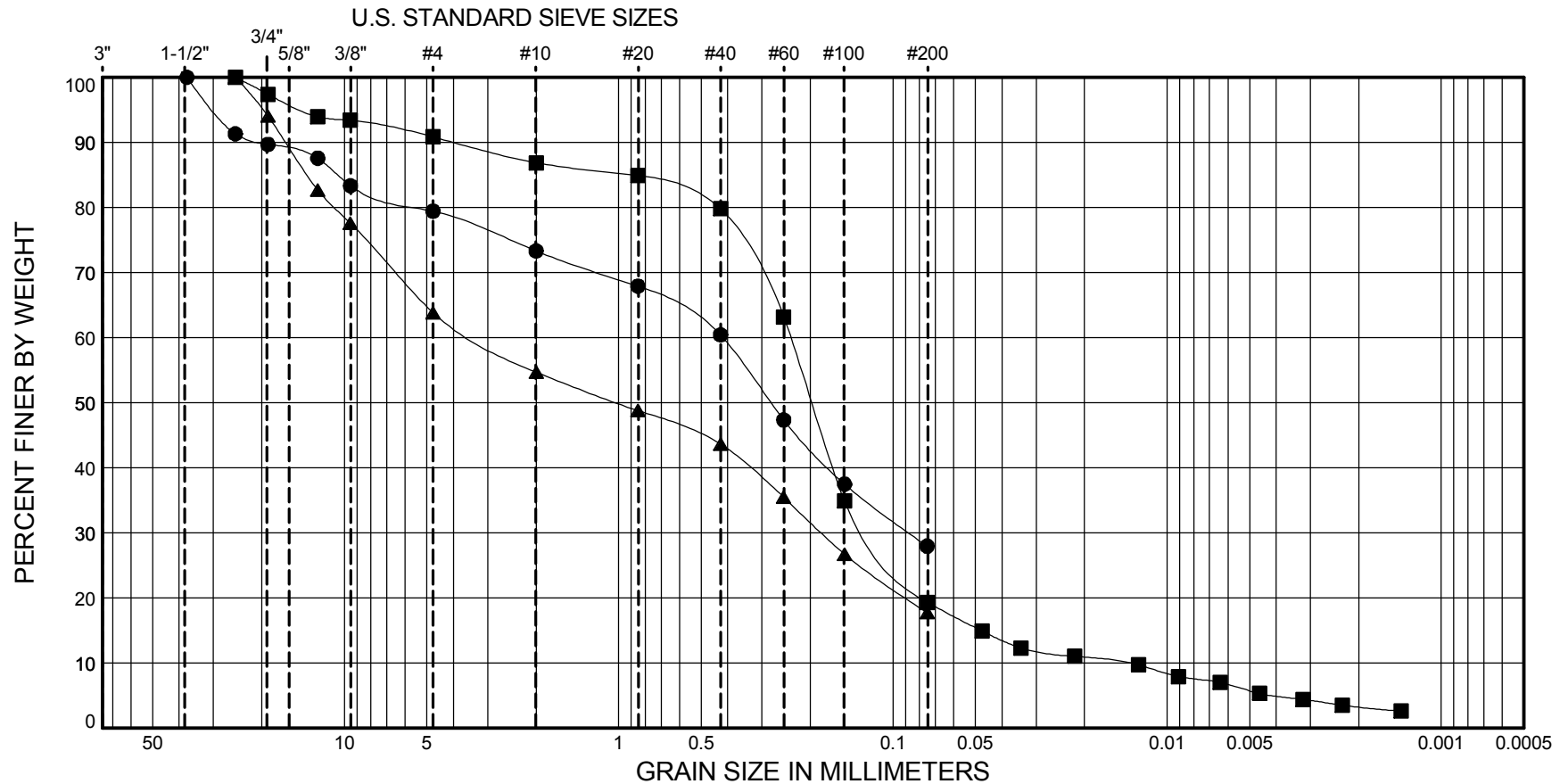
SYMBOL	SAMPLE	DEPTH (ft)	CLASSIFICATION OF SOIL- ASTM D2487 Group Symbol and Name	% MC	LL	PL	PI	Gravel %	Sand %	Fines %
●	B-5	11	(SM) Olive brown, silty SAND	9				1.2	79.5	19.2
■	B-6	6	(SM) Dark yellowish brown, silty SAND	22				3.6	53.0	43.4
▲	B-7	3	(ML) Yellowish brown, sandy SILT with gravel	13				16.9	27.7	55.5



Thornton Creek LID Retrofit
Shoreline
WA
9a-150

PARTICLE-SIZE ANALYSIS
OF SOILS
METHOD ASTM D422

GRAVEL		SAND			SILT	CLAY
Coarse	Fine	Coarse	Medium	Fine		



SYMBOL	SAMPLE	DEPTH (ft)	CLASSIFICATION OF SOIL- ASTM D2487 Group Symbol and Name	% MC	LL	PL	PI	Gravel %	Sand %	Fines %
●	B-8	8	(SM) Grayish brown, silty SAND with gravel	8				20.6	51.5	27.9
■	B-9	8	(SM) Olive brown, silty SAND	6				9.2	71.5	19.3
▲	B-9	10	(SM) Grayish brown, silty SAND with gravel	5				36.2	46.1	17.8



Thornton Creek LID Retrofit
Shoreline
WA
9a-151

PARTICLE-SIZE ANALYSIS
OF SOILS
METHOD ASTM D422



3600 Fremont Ave. N.
Seattle, WA 98103
T: (206) 352-3790
F: (206) 352-7178
info@fremontanalytical.com

HWA GeoSciences, Inc.
Vance Atkins
21312 30th Drive SE, Ste 110
Bothell, Washington 98021

RE: Shoreline Lid
Lab ID: 1306023

June 07, 2013

Attention Vance Atkins:

Fremont Analytical, Inc. received 1 sample(s) on 6/5/2013 for the analyses presented in the following report.

Cation Exchange Capacity

This report consists of the following:

- Case Narrative
- Analytical Results
- Applicable Quality Control Summary Reports
- Chain of Custody

All analyses were performed consistent with the Quality Assurance program of Fremont Analytical, Inc. Please contact the laboratory if you should have any questions about the results.

Thank you for using Fremont Analytical.

Sincerely,

A handwritten signature in black ink, appearing to read "Michelle Clements", written over a light blue horizontal line.

Michelle Clements
Sr. Chemist / Lab Manager



Date: 06/07/2013

CLIENT: HWA GeoSciences, Inc.
Project: Shoreline Lid
Lab Order: 1306023

Work Order Sample Summary

Lab Sample ID	Client Sample ID	Date/Time Collected	Date/Time Received
1306023-001	B9 (6-7)	06/04/2013 2:00 PM	06/05/2013 9:17 AM

Note: If no "Time Collected" is supplied, a default of 12:00AM is assigned

9a-153

CLIENT: HWA GeoSciences, Inc.**Project:** Shoreline Lid

I. SAMPLE RECEIPT:

Samples receipt information is recorded on the attached Sample Receipt Checklist.

II. GENERAL REPORTING COMMENTS:

Results are reported on a wet weight basis unless dry-weight correction is denoted in the units field on the analytical report ("mg/kg-dry" or "ug/kg-dry").

Matrix Spike (MS) and MS Duplicate (MSD) samples are tested from an analytical batch of "like" matrix to check for possible matrix effect. The MS and MSD will provide site specific matrix data only for those samples which are spiked by the laboratory. The sample chosen for spike purposes may or may not have been a sample submitted in this sample delivery group. The validity of the analytical procedures for which data is reported in this analytical report is determined by the Laboratory Control Sample (LCS) and the Method Blank (MB). The LCS and the MB are processed with the samples and the MS/MSD to ensure method criteria are achieved throughout the entire analytical process.

III. ANALYSES AND EXCEPTIONS:

Exceptions associated with this report will be footnoted in the analytical results page(s) or the quality control summary page(s) and/or noted below.



Client: HWA GeoSciences, Inc.

Collection Date: 6/4/2013 2:00:00 PM

Project: Shoreline Lid

Lab ID: 1306023-001

Matrix: Soil

Client Sample ID: B9 (6-7)

Analyses	Result	RL	Qual	Units	DF	Date Analyzed
----------	--------	----	------	-------	----	---------------

Cation Exchange Capacity

Batch ID: R8784

Analyst: MC

Cation Exchange Capacity	4.94	0		meq/100g	1	6/6/2013 1:47:49 PM
--------------------------	------	---	--	----------	---	---------------------

Qualifiers: B Analyte detected in the associated Method Blank
 E Value above quantitation range
 J Analyte detected below quantitation limits
 RL Reporting Limit

D Dilution was required
 H Holding times for preparation or analysis exceeded
 ND Not detected at the Reporting Limit
 S Spike recovery outside accepted recovery limits

Work Order: 1306023
CLIENT: HWA GeoSciences, Inc.
Project: Shoreline Lid

QC SUMMARY REPORT
Cation Exchange Capacity

Sample ID: MB-R8784	SampType: MBLK	Units: meq/100g	Prep Date: 6/6/2013	RunNo: 8784							
Client ID: MBLKS	Batch ID: R8784		Analysis Date: 6/6/2013	SeqNo: 176301							
Analyte	Result	RL	SPK value	SPK Ref Val	%REC	LowLimit	HighLimit	RPD Ref Val	%RPD	RPDLimit	Qual

Cation Exchange Capacity

ND 0

Sample ID: LCS-R8784	SampType: LCS	Units: µg/L	Prep Date: 6/6/2013	RunNo: 8784							
Client ID: LCSS	Batch ID: R8784		Analysis Date: 6/6/2013	SeqNo: 176302							
Analyte	Result	RL	SPK value	SPK Ref Val	%REC	LowLimit	HighLimit	RPD Ref Val	%RPD	RPDLimit	Qual

Barium

108 0 100.0 0 108 75 125

Sample ID: 1306023-001ADUP	SampType: DUP	Units: meq/100g	Prep Date: 6/6/2013	RunNo: 8784							
Client ID: B9 (6-7)	Batch ID: R8784		Analysis Date: 6/6/2013	SeqNo: 176304							
Analyte	Result	RL	SPK value	SPK Ref Val	%REC	LowLimit	HighLimit	RPD Ref Val	%RPD	RPDLimit	Qual

Cation Exchange Capacity

4.99 0 4.940 1.01 30

Qualifiers: B Analyte detected in the associated Method Blank
H Holding times for preparation or analysis exceeded
R RPD outside accepted recovery limits
D Dilution was required
J Analyte detected below quantitation limits
RL Reporting Limit
E Value above quantitation range
ND Not detected at the Reporting Limit
S Spike recovery outside accepted recovery limits

Client Name: **HWA**

 Work Order Number: **1306023**

 Logged by: **Clare Griggs**

 Date Received: **6/5/2013 9:17:00 AM**
Chain of Custody

1. Were custodial seals present? Yes No Not Required
2. Is Chain of Custody complete? Yes No Not Present
3. How was the sample delivered? Client

Log In

4. Coolers are present? Yes No NA
No cooler present.
5. Was an attempt made to cool the samples? Yes No NA
No cooler/ice present.
6. Were all coolers received at a temperature of >0° C to 10.0°C Yes No NA
Sample was not received at recommended temp.
7. Sample(s) in proper container(s)? Yes No
8. Sufficient sample volume for indicated test(s)? Yes No
9. Are samples properly preserved? Yes No
10. Was preservative added to bottles? Yes No NA
11. Is there headspace present in VOA vials? Yes No NA
12. Did all sample containers arrive in good condition?(unbroken) Yes No
13. Does paperwork match bottle labels? Yes No
14. Are matrices correctly identified on Chain of Custody? Yes No
15. Is it clear what analyses were requested? Yes No
16. Were all holding times able to be met? Yes No

Special Handling (if applicable)

17. Was client notified of all discrepancies with this order? Yes No NA

Person Notified:	<input type="text"/>	Date:	<input type="text"/>
By Whom:	<input type="text"/>	Via:	<input type="checkbox"/> eMail <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> In Person
Regarding:	<input type="text"/>		
Client Instructions:	<input type="text"/>		

18. Additional remarks/Discrepancies

Item Information

Appendix C – Bioretention Cells – Contributing Areas

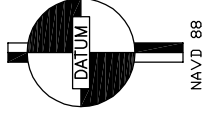
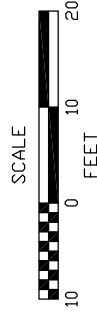
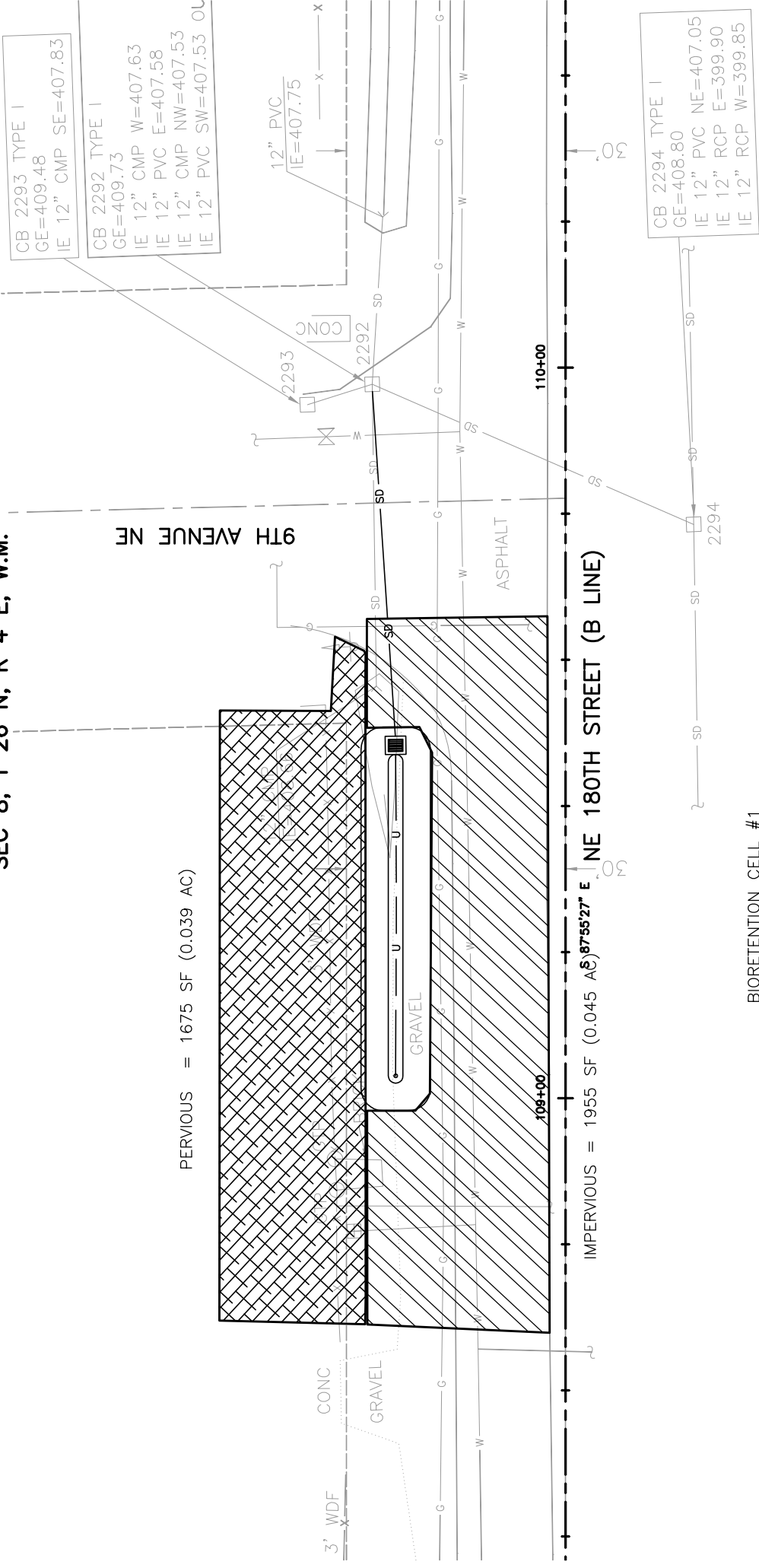
SEC 8, T 26 N, R 4 E, W.M.

PERVIOUS = 1675 SF (0.039 AC)

IMPERVIOUS = 1955 SF (0.045 AC) $\pm 755'27"$ E

NE 180TH STREET (B LINE)

BIORETENTION CELL #1



Perteet
 206-436-0515 | 1-800-615-9900
 505 5th Avenue S, Suite 300
 Seattle, Washington 98104



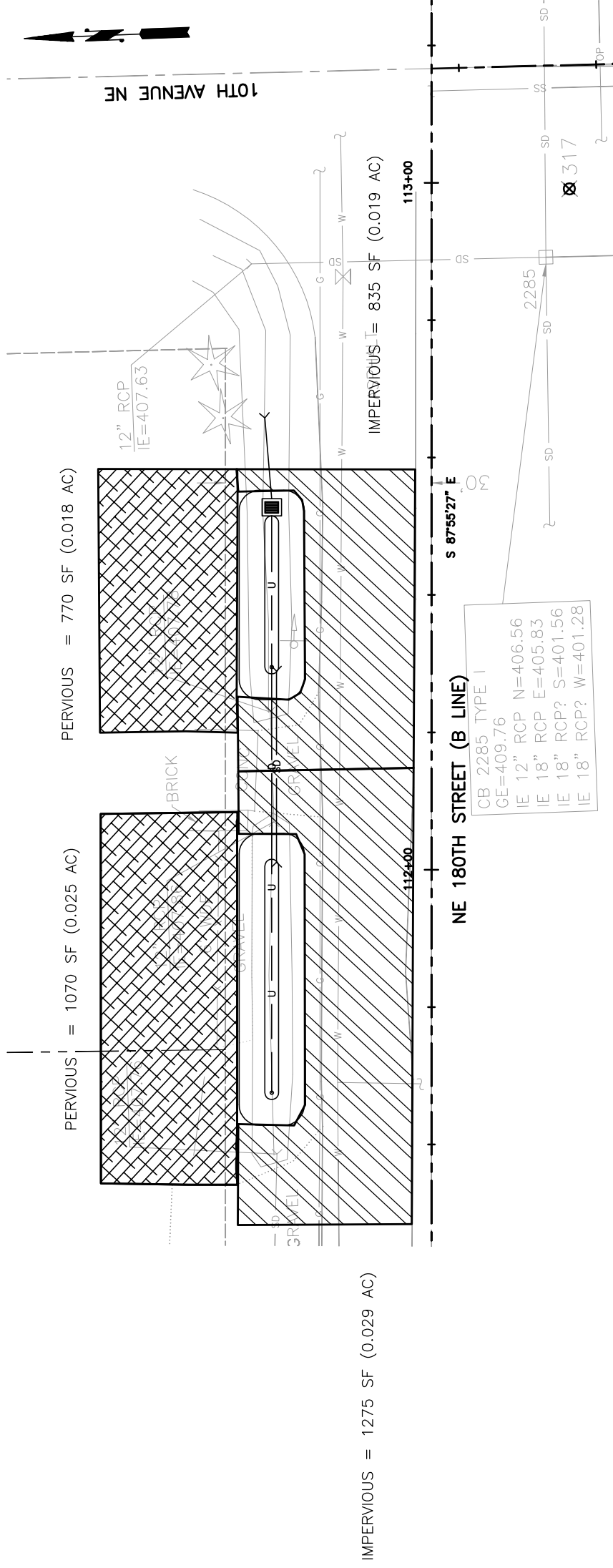
Drawn By: KWC
 Designed By: JTS
 Checked By: JTS
 Approved By: _____
 Date: 5/2013
 Horiz: SEE SHEET
 Vert: SEE SHEET
 Project Number: 20110051

CITY OF SHORELINE
 N. FORK THORNTON CREEK LID
 STORMWATER RETROFIT PROJECT
 CONTRIBUTING AREAS

Drawing No. 1
 Sheet No. 33
 of Total 33

No.	Date	By	Appr.	Revision

SEC 8, T 26 N, R 4 E, W.M.



CB 2285 TYPE 1
 GE=409.76
 IE 12" RCP N=406.56
 IE 18" RCP E=405.83
 IE 18" RCP? S=401.56
 IE 18" RCP? W=401.28

BIORETENTION CELL #2

BIORETENTION CELL #3



Perteet
 206-436-0515 | 1-800-615-9900
 505 5th Avenue S, Suite 300
 Seattle, Washington 98104



Drawn By: KWC
 Designed By: JTS
 Checked By: JTS
 Approved By: JTS

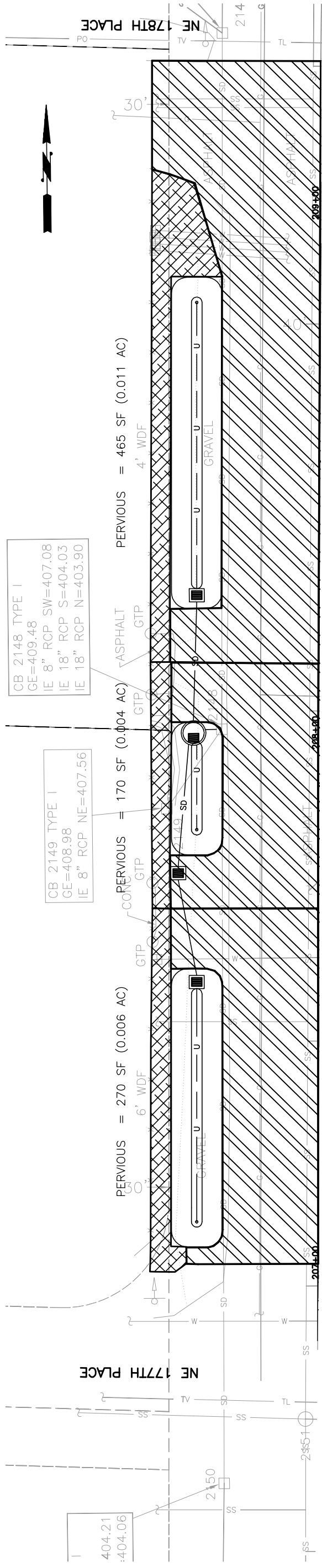
Date: 5/2013
 Date: 5/2013
 Date: 5/2013

SCALE
 Horiz SEE SHEET
 Vert SEE SHEET
 Project Number 20110051

CITY OF SHORELINE
 N. FORK THORNTON CREEK LID
 STORMWATER RETROFIT PROJECT
 CONTRIBUTING AREAS

Drawing No. 2
 Sheet No. 33
 of Total 33

SEC 8, T 26 N, R 4 E, W.M.



IMPERVIOUS = 1345 SF (0.031 AC)

IMPERVIOUS = 1045 SF (0.024 AC)

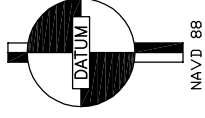
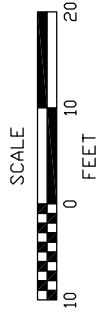
IMPERVIOUS = 2535 SF (0.058 AC)

10TH AVENUE NE (C LINE)

BIORETENTION
CELL #8

BIORETENTION
CELL #7

BIORETENTION
CELL #6



No.	Date	By	Appr.	Revision



Perteet
206-436-0515 | 1-800-615-9900
505 5th Avenue S, Suite 300
Seattle, Washington 98104



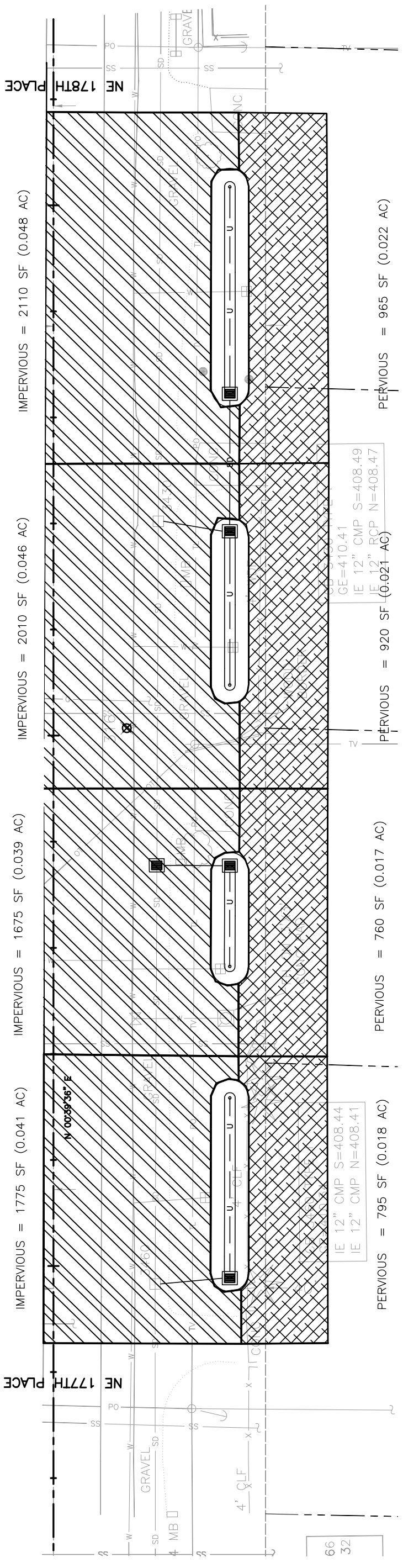
Drawn By KWC	Date 5/2013	SCALE Horiz SEE SHEET
Designed By JTS		Vert SEE SHEET
Checked By 	5/2013	Project Number 20110051
Approved By 		

CITY OF SHORELINE
N. FORK THORNTON CREEK LID
STORMWATER RETROFIT PROJECT
CONTRIBUTING AREAS

Drawing No. 4
Sheet No. 33 of Total

SEC 8, T 26 N, R 4 E, W.M.

10TH AVENUE NE (C LINE)



IMPERVIOUS = 1775 SF (0.041 AC)
 IMPERVIOUS = 1675 SF (0.039 AC)
 IMPERVIOUS = 2010 SF (0.046 AC)
 IMPERVIOUS = 2110 SF (0.048 AC)

NE 177TH PLACE

NE 178TH PLACE

PERVIOUS = 795 SF (0.018 AC)
 IE 12" CMP S=408.44
 IE 12" CMP N=408.41

PERVIOUS = 760 SF (0.017 AC)

PERVIOUS = 920 SF (0.021 AC)
 GE=410.41
 IE 12" CMP S=408.49
 IE 12" RCP N=408.47

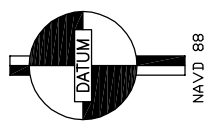
PERVIOUS = 965 SF (0.022 AC)

BIORETENTION
 CELL #12

BIORETENTION
 CELL #11

BIORETENTION
 CELL #10

BIORETENTION
 CELL #9



No.	Date	Revision	By	Appr.

206-436-0515 | 1-800-615-9900
 505 5th Avenue S, Suite 300
 Seattle, Washington 98104

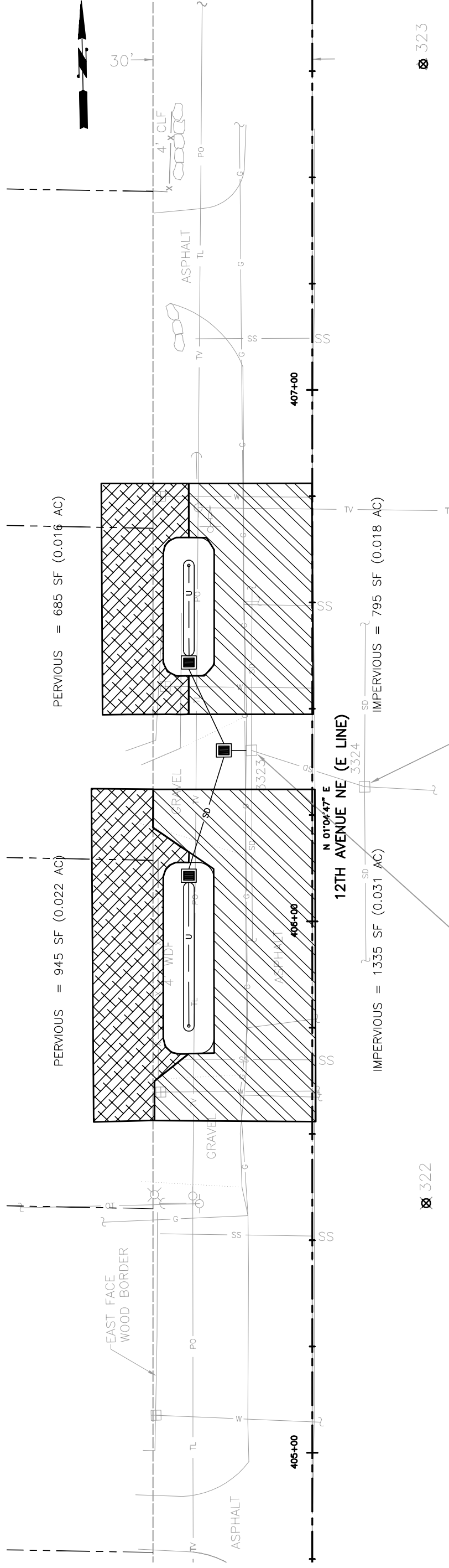


Drawn By	Date	SCALE
KWC	5/2013	Horiz SEE SHEET
Designed By		Vert SEE SHEET
JTS	5/2013	Project Number
Checked By		20110051
Approved By		

CITY OF SHORELINE
 N. FORK THORNTON CREEK LID
 STORMWATER RETROFIT PROJECT
 CONTRIBUTING AREAS

Drawing No. 5
 Sheet No. 33 of Total

SEC 8, T 26 N, R 4 E, W.M.

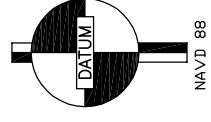
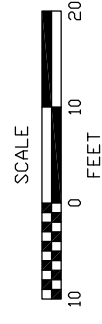


BIORETENTION
CELL #17

BIORETENTION
CELL #16

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No.	Date	By	Appr.	Revision



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Seattle, Washington 98104



Drawn By KWC	Date 5/2013	SCALE
Designed By JTS	Horiz SEE SHEET	
Checked By 	Vert SEE SHEET	
Approved By 	Project Number 20110051	

CITY OF SHORELINE
N. FORK THORNTON CREEK LID
STORMWATER RETROFIT PROJECT
CONTRIBUTING AREAS

Drawing No. 8
Sheet No. 33
of Total 33

Attachment C
Surface Water Basin Map

