Council Meeting Date: June 15, 2015	Agenda Item: 7(b)
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### 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:	Ordinance Resolution _X_ Motion Discussion 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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#### **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 infomration 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:

City of Shoreline -Cromwell Park Restroom -Map S

Work Request Number:

Agency Name:	City of Shoreline -Cromwe	II Park Restroom -Map S	Work Request Number:
Agency # or ID:		County: King	Monthly Budget Amt.
Contract Life:	1 yr. Original Start Da	te:	
Building Type:	Other	Estimated Square Feet: 220	# of Floors: 1.00
Approved working ho	urs 4:00 am to 8:00 am - all yea	ar	
	Work to be performed at:	Client Contract Administrator:	Send billing information to:
Street Address:	Cromwell Park Restroom		
Street Address:	18030 Meridian Ave.N	17500 Midvale Ave. N.	17500 Midvale Ave. N.
City & Zip	Shoreline WA 98133	Shoreline WA 98133	Shoreline WA 98133
Point of contact	Cheryl Ooka	Cheryl Ooka	Phil Ramon
Phone:	206 801-2321	206 801-2321	206 801-2352
Fax:	206 801-2787	206 801-2787	206 801-2352
Fmail·	cooka@shorelinewa.gov	cooka@shorelinewa.gov	pramon@shorelinewa.gov

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

% 0	f weighting applied to	o evaluation categories:	Pricing		References:		Standardiz	ed Q8	&As: 10%
Mano	datory Site Visit Date:		Site Visit Time	9:	В	Bids must be su before th	ubmitted one date of		
			y Vendors) sho his email addre			janitorialde	esk@de	<u>S.Wa</u>	a.gov
	Special Instruc	ctions, cond	litions, Standard	d of Wo	ork Requir	ements and	l/or Floo	or Pl	ans
Facility S	Security: Apparent Succ be given access		oyees may be required to	o pass bac	kground check d	ocumentation for	any staff me	mber o	or subcontractor who will
	Embed any document specific terms, co specifications, floor pother instructions.	onditions, plans, and/or	background check	flo	or plan	rules	?		5 day vs 7 day
	Preva	ilina Wage	Information:	To be u	odated with	any contract (	extension		
			er prevailing wage>>>						county
	Glick GIT IIII	tto identily prope	*Not prev	e: The purailing wag	rchasing agen je changes at t	cy will update th	e Work Co ontract exte	ntract ension	to reflect the L&I n or minimum wage
					Janitor	Shampooer	Waxer	W	Window Washer
					21.29	21.7	24.94	+	25.8
fully serv The amou	nitorial work contrac vice all noted tasks i int of minutes bid by 6.160(2)(c) and the m	n accodance v vendors will b aster contract	vith this agency's pe calculated to me	oerforma asure re service p	ince demand asonablene personnel ar	ds (which will ss and quality e required to	be discu / assuran	ssed ice in	at the site visit.) accordance with
Canan	ral Claanina	Comilo	<b>.</b>						
Gener	ral Cleaning	Service	es:						
Che	eck the boxes of the	e cleaning tas	sks that apply, or	type ac	lditional tas	sks in the se	ctions m	narke	d "Other."
x 1	Dust, wipe, spo	t clean, and	d remove finge	r prints	to includ	le: (Daily	/ Weekl	y)	
	b) Copy room co c) Lunchroom co d) General hallw e) File cabinets f) Glass doors g) Elevator walls h) Stairwell walls	ounters & tables ounters and table ay and corridor v and hand rails and hand rails smudges, stains	valls and spills as needed		oring or open s	surface			

I) X Other (Interior Walls)  m) Other (Interior Walls)  n) Other
Additional Instructions:
7 Weekly XXXXXX 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 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) Ceiling vents, grills, and recesses g) Horizontal & vertical blinds h) Other
i) Other j) Other k) Other

		/ ttta om one / t
		I) Other
		Special instructions:
		Special instructions.
•	Ch	eck box to activate section:
X	4	Clean / Wipe Chrome Fixtures to Include
	<u></u>	
		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: 7 x a Week x x x x x x x x x x x x x x x x x x
•	<u> </u>	
<b>▼</b>	7	eck box to activate section:  Empty Daily Trash / Pocycle hins from the following areas:
<u> X</u>	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) X Other (Remove all garbage from site per special instructions) Other
		Empty smaller trash / recycle items into large receptacles at specified location
		= 1 = 1 = 1 = 1 = 1 = 1 = 1 = 1 = 1 = 1

s)	On designate	d day(s), take la	arge receptac	les to the sp	ecified area				
within 10		d hauled and dump							including outside trash cans ance Facility is located at
Frequ	ency: 7 x	a Week	X X X S M T	X X W R	X X F S Jan	Feb Mar Ap	or May Jun Jul	Aug Sep	Oct Nov Dec
•									
	x to activate way and	section: Outside Cl	ean-up						
		n 10 feet of eac							
b) <b>x</b>		valks along then and debris from							
d)	Empty all ent	rance ash trays		_					
e) g)	Empty outsid Other	e trash cans into	proper recep	otacle as					
i)	Other Other								
m)	Other								
0)	Other								
Special I	nstructions:								
Frequ	ency: 7 x	a Week	x x x	x x	хх				
	Ш		S M T	W R	F S Jan	reb Mar Ap	or May Jun Jul		Oct Nov Dec
	x to activate								1.
	Porter Ser					ter expe	cted to work		hours per day
a) b)		conference roo bulbs & light tuk			nairs				
c)		onitor all janitori ional Day Porter		noted helow	uin Snacial I	netructions			
e)		also perform ta					stated therein.		
g)	1								
k) 🗀	1								
m) o)	╣								

		Attachme	ent A
	perm	cial Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for ing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes eeded to complete the tasks.	Embed Document here describing Day Porter Services if Applicable.
<b>+</b>	Check	box to activate section:	
Χ	8 <b>A</b> d	lditional General Miscellaneous Cleaning	
	a)	Reposition all conference room and reception area chairs	
	b)	Replace light bulbs & light tubes as needed	
	c)	X Stock, and monitor all janitorial supplies	
	d)	Other (Clean all interior and windows including ceiling windows)  Other	
	e) g)	Other	
	i)	Other	
	k)	Other	
	m)	Other	

Other

a Week

Special Instructions:

Frequency:

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

S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

m) X 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: 7 x a Week
Check box to activate section:  x 10 Additional Restroom Cleaning and Disinfecting
a) Clean and disinfect toilet stall doors and walls b) Clean and disinfect shower areas and fixtures c) X Other (See Special Instructions) d) Other e) Other Other Other
Special Instructions: Clean out "Chase area" (mechanical room) once per month; includes sweeping, mopping and removing cobwebs. The chase is use as storage for janitorial supplies and Park equipment. Clean out may require light organization in order to clean the area.
Frequency: 12 x a Year
Check box to activate section:
a) Glean 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: b) Other
m) Other Other
Special Instructions:

Attachment A Check box to activate section: 12 Additional Kitchen Cleaning a) Clean inside of microwave(s) Clean inside of refrigerator(s) b) Other c) d) Other Other e) Other g) i) k) Other Other m) Other 0) Special Instructions:

a)	Other	
b)	<del>Other</del>	
c)	<del>Other</del>	
d)	<del>Other</del>	
e)	<del>Other</del>	
g)	<del>Other</del>	
i)	<del>Other</del>	
k)	<del>Other</del>	
m)	<del>Other</del>	
o)	<del>Other</del>	
	ructions:	

JIIECK L	are and Cleaning Services  oox to activate section:
14 <b>V</b> ac	cuum High Traffic Carpeted Areas to Include: (Daily / Weekly)
a)	Reception Area
b)	General open areas, hallways and corridors
c)	The following Conference rooms:
d) 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)	<del>Other</del>
i)	Other Other
j) <u> </u>	The above square footage is estimated, Vendors should confirm actual square footage at site visit.
Specia	al instructions:
Specia	al instructions:
Specia	al instructions:
Check b	pox to activate section:
Check b	box to activate section:  Cuum Low Traffic Carpeted Areas to Include:
Check b	oox to activate section:  cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms:
Check b	oox to activate section:  cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas  The following Conference rooms:  Private Offices
Check b	cox to activate section:  Cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms & for areas as noted in Special Instructions space below.
Check b  15 Vac  a) [ c) [ e) [ g) [	box to activate section:  cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other
Check b  15 Vac  a) [ c) [ g) [ i) [ k) [	Dox to activate section:  Cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other Other
Check b 15 Vac a) [ c) [ g) [ k) [ m) [	cox to activate section:  cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas  The following Conference rooms:  Private Offices  Additional Rooms &/or areas as noted in Special Instructions space below.  Other Other Other Other
Check b 15 Vac a) [ c) [ g) [ j) [ k) [	Dox to activate section:  Cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other Other

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 h) Other 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 Storage Rooms Other
Special instructions:

• 01	
_	k box to activate section:
18 3	Shampoo Carpet As follows
a	) All carpeted areas
C,	
e	
g i)	
k)	
m	n) Stairs and landing
0	
q	/ <b>   </b>
J,	
	pecial instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equip
Já	anitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.
cellaned	ous:
01	
	k box to activate section:
19	Clean inside of interior/exterior windows
_	) Other
a b	
C,	
d	
е	
f)	
g	
h	) Other
\$	pecial 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.
	lls etc.
<u></u>	

•	Che	eck bo	ox to activate section:
	20	Clea	n (ground level) exterior windows
		a)	Other
		Special	instructions:
•	Cha	ما ،اه	vy to potivoto poetion.
i e			n (non-ground level) exterior windows
	<u>J</u>	a)	Other Other Other Other Other Other Other Other Other
		Special	instructions:
•	Che	eck bo	ox to activate section:
	-		n additional interior windows
		a) [	Entry way Windows

	Attachment A
b) Private office windows	
c) Conference room windows	
d) Reception area windows	
e) Other	
f) Other	
g) Other h) Other	
′ <b> </b>	
i) Other j) Other	
Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., sl	nould come under above sections 1 - 3 above.)
Missellaneous and Other Types of Cleaning	1
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 o) Other s) Other s) Other	
Special ilistructions:	
Check box to activate section:	
24 Other	
a) Other	

		Attachment A
	c) Other	
	c) Other e) Other g) Other	
	g) Other Other	
	k) Other	
	m) Other Other	
	o) Other Q) Other	
	Special instructions:	
	s) Other Special instructions:	
_	Observation and the section of	
<b>4</b>	Check box to activate section:	
	25 Other	
	a) Other	
	a) Other C) Other	
	e) Other	
	g) Other i) Other	
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	m) Other	
	o) Other q) Other	
	q) Other S) Other	
	Special instructions:	
	L	
	:	
•	Check box to activate section:	
_	1	
	26 Other	
	a) Other	
	c) Other	
	e) Other	
	g) Other Other	
	k) <del>Other</del>	

			Attachment A
		m) Other	
		o) Other	
		q) Other	
		Special instructions:	
		-	
_	Ol-		
•	Che	eck box to acti	vate section:
	27	Other	
		a) Other	
		c) Other e) Other	
		g) Other	
		i) Other	
		k) Other	
		m) Other Other	
		q) Other	
		s) Other	
		Special instructions:	
As Ne	ede	d 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 ordina	ary cleanup following special event or office function or minor construction
		Frequency: 1	x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as

Emergency water damage cleanup Other (i.e. Chemical Spills) Other (i.e. Biological Spills) Other (i.e. Bodily Fluids) Other

Other Absent a compelling business reason State Agencies are to utilize state contract to purchase PAPER SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Agency Vendor Toilet Paper Paper Towels - Eco Green 100% Recycled X Toilet Seat Covers Other (please specify) Absent a compelling business reason State Agencies are to utilize state contract to purchase CLEANING SUPPLIES 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 \$0.00 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</p> Environmentally Drovided by

Supply	Preferred?		Agency			Vendor			
Light Bulbs									
Deicer		X			X				
						4			

Liquid Soap						
Floor Care Products	2	к			Х	
Garbage Bags - Heavy Duty					Х	
Glass Cleaner		к			Х	
Restroom Disinfectants & Cleaners		х			Х	
Trash Can Liners					X	
Other		x			X	



## DEPARTMENT OF ENTERPRISE SERVICES

Master Contracts & Consulting

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

## Janitorial Services Contract 00508 -- Per 2014 Refresh Work Request #

**REVISION ID 01/00/00** 

Work Request Form: Type your agency/entity infomration 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. City of Shoreline -Echo Lake Park Restroom-Map F Agency Name: Work Request Number: County: King Agency # or ID: Monthly Budget Amt. Contract Life: 1 yr. Original Start Date: Other Estimated Square Feet: 164 **Building Type:** # of Floors: **1.00** 4:00 am to 8:00 am - all year Approved working hours Work to be performed at: Client Contract Administrator: Send billing information to: Echo Lake Park Restroom Street Address: 19915 Ashworth Ave. N 17500 Midvale Ave. N. 17500 Midvale Ave. N. Street Address: WA 98177 Shoreline WA 98133 Shoreline WA **98133** Shoreline City & Zip Cheryl Ooka Phil Ramon Cheryl Ooka Point of contact 801-2321 801-2321 801-2352 206 Phone: 206 206 Fax: 206 801-2787 206 801-2787 206 801-2352 pramon@shorelinewa.gov Email: cooka@shorelinewa.gov cooka@shorelinewa.gov

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

% 0	f weighting applied	to evaluation categories:	Pricing		References:		Standardiz	ed Q	&As: 10%
Man	datory Site Visit Date:		Site Visit Time	e:	В	ids must be su before th	ibmitted of		
		•	oy Vendors) sho his email addre			janitorialde	esk@de	S.Wa	a.gov
	Special Instru	ctions, cond	ditions, Standard	d of Wo	ork Require	ements and	l/or Floo	r Pl	ans
Facility S		cessful Bidder emp ss to the facility.	loyees may be required to	o pass bac	kground check d	ocumentation for a	any staff me	mber o	or subcontractor who will
	Embed any documer specific terms, c specifications, floor other instructions.	onditions, plans, and/or	background check	flo	or plan	rules?	?		5 day vs 7 day
	Preva	ailing Wage	Information:	To be u	odated with	any contract e	extension		
	Click on lir	nk to identify prop	prev	te: The pu vailing wag	rchasing agen Je changes at t	cy will update th	e Work Cor ontract exte	ntract	county to reflect the L&I n or minimum wage
					Janitor	Shampooer	Waxer	V	Window Washer
					21.29	21.7	24.94		25.8
fully serv The amou	NOTE: Janitorial work contracts are "performance based" contracts, and vendors must submit quotes that assure the ability to fully service all noted tasks in accodance with this agency's performance demands (which will be discussed at the site visit.)  The amount of minutes bid by vendors will be calculated to measure reasonableness and quality assurance in accordance with RCW 39.26.160(2)(c) and the master contract 00508; janitorial service personnel are required to cumlatively work the amount of minutes submitted in the RFQQ and Work Contract.								
Conor	cal Claaning	a Convio	201						
	ral Cleaning								
Che	eck the boxes of th	ne cleaning ta	sks that apply, or	type ac	lditional tas	sks in the se	ctions m	arke	ed "Other."
x 1	Dust, wipe, spo	ot clean, and	d remove finge	r prints	s to includ	le: (Daily	/ Weekl	y)	
	b) Copy room of Lunchroom of General hallow File cabinets f) Glass doors g) Elevator wallow Stairwell wallow Spot clean a jo x Remove co	ounters & tables counters and table way and corridor way and hand rails and hand rails and hand rails and samudges, stains	walls s and spills as needed		oring or open s	surface			

Attachment A	

I) X Other (Interior Walls) Other (Interior Walls) Other Other
Additional Instructions:
7 Weekly XXXXXX 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) Deer handles c) Vending machines d) File cabinets e) Stair walls and hand rails f) Elevator walls and hand rails g) Other h) Other additional instructions:
Check box to activate section:      One of the control of th
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:
x 4 Clean / Wipe Chrome Fixtures to Include
a) Drinking Fountains (Also see special instructions below) b) Elevators
c) x Faucets
e) Other g) Other
i) Other
k) Other
Special instructions: Remove and properly dispose of all foreign objects from the drinking fountain.
Frequency: 7 x a Week x x x x x x x x x x x x x x x x x x
Check box to activate section:
x 5 Empty Daily Trash / Recycle bins from the following areas:
<ul> <li>a) All rooms and open areas. (Including exterior of the restroom).</li> <li>b) General open areas, hallways, and corridors</li> </ul>
c) The following Conference Rooms:
e) Kitchen areas
g) Reception Area i) Replace trash liners whenever stained, soiled, torn, and/or removed.
k) Employee cubicle areas
m) X Other (Remove all garbage from site per special instructions) Other
q) Empty smaller trash / recycle items into large receptacles at specified location

s) On	n designated day(s), take large rec	ceptacles to the specified	агеа.	
within 10' of the			soiled, or torn. All trash shall be removed from at the Hamlin Maintenance Facility. The Hamlir	
Frequency	x a Week x x	X X X X X X X X X X X X X X X X X X X	Jan Feb Mar Apr May Jun Jul /	Aug Sep Oct Nov Dec
	activate section: ay and Outside Clean-	IJŊ		
	veep within 10 feet of each entra			
	veep sidewalks along the front of the move trash and debris from outsi			
d) Er	npty all entrance ash trays			
· '	npty outside trash cans into prope her	r receptacle as		
i) Ot	her her			
m) Ot	her			
o) LOt	her			
Special Instru	ctions:			
Frequency	: 7 x a Week x x	<b>X X X X X</b> X X X X X X X X X X X X X X	lon Fols Mor Apr May Jun Jul	Aug Son Oot Noy Doo
	5 N	NIW RFS	Jan Feb Mar Apr May Jun Jul <i>I</i>	Aug Sep Oct Nov Dec
	activate section:		T	
	rter Services		Porter expected to work	hours per day
· · · · · · · · · · · · · · · · · · ·	eposition all conference room and eplace light bulbs & light tubes as I	•		
	ock, and monitor all janitorial supp ovide additional Day Porter Servic		rial Instructions	
	ay porter to also perform tasks no			
g) i)				
k) 🔲				
m) o)				

<b>Special Instructions</b> : Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for perming 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:

Х	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) Cother (Clean all interior and windows including ceiling windows) e) Other g) Other i) Other o) Other Other Other Other Other Other
		Frequency: 7 x a Week

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

Check box to activate section:  10 Additional Restroom Cleaning and Disinfecting  a) Clean and disinfect toilet stall doors and walls Clean and disinfect shower areas and fixtures c) X Other (See Special Instructions) Other Other Other  Special Instructions: Clean out "Chase area" (mechanical room) once per month; includes sweeping, mopping and removing cobwebs. The chase as storage for janitorial supplies and Park equipment. Clean out may require light organization in order to clean the area.  Frequency: 12 x a Year x x x x x x x x x x x x x x x x x x x	r	Special Instruct restroom is free of the restroom	of graffiti																
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<b>♣</b> Che	ck 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  Other
	g) Other i) Other
	k) Other
	m) Other Other
	Special Instructions:
•	
<b>♣</b> Che	ck 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
ı	Special Instructions:
	эрсска понисного.

1	box to activate section:
	cuum 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)	<u>Other</u>
i)	<u>Other</u>
j)	The above square footage is estimated, Vendors should confirm actual square footage at site visit.
0	cial instructions:
Ĺ	
Check	box to activate section:
Check	box to activate section:
Check	cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas
Check	cuum Low Traffic Carpeted Areas to Include:
Check 15 Va	Employee Cubicle Areas The following Conference rooms: Private Offices
Check 15 Va	Employee Cubicle Areas The following Conference rooms:
Check 15 Va a) c) e)	Employee Cubicle Areas The following Conference rooms: Private Offices
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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 Storage Rooms o) Other
Special instructions:
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_	ck box to activate section:
18	Shampoo Carpet As follows
7	All carpeted areas
	) Lobby / Reception area
	All open access areas along hallways and corridors
( i	Conference Rooms Private offices
	Employee cubicle areas
	n) Stairs and landing
	) Rugs ) Other
	() Other 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 equip
J	anitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.
11	
cellane	Jus:
Che	ck box to activate section:
19	Clean inside of interior/exterior windows
	Other
	o) Other Other
	Other
	Other
f	e) Other Other
	Other
	o) Other
<u> </u>	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.
	lls etc.
L	

•	Che	eck 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
		Special instructions:
_	Chr	eck box to activate section:
	7	Clean (non-ground level) exterior windows
	<u> </u>	a) Other c) Other e) Other g) Other i) Other k) Other
		Special instructions:
······	<b>C</b> L -	ack hay to activate coction:
	_	eck box to activate section:  Clean additional interior windows
	4	a) Entry way Windows

	Attachment A
b) Private office windows	
c) Conference room windows	
d) Reception area windows	
e) Other	
f) Other	
g) Other h) Other	
′ <b> </b>	
i) Other j) Other	
Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., sl	nould come under above sections 1 - 3 above.)
Missellaneous and Other Types of Cleaning	1
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 o) Other s) Other s) Other	
Special ilistructions:	
Check box to activate section:	
24 Other	
a) Other	

		Attachment A
	c) Other	
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	m) Other Other	
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	Special instructions:	
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<b>4</b>	Check box to activate section:	
	25 Other	
	a) Other	
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	26 Other	
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	c) Other	
	e) Other	
	g) Other Other	
	k) <del>Other</del>	

			Attachment A
		m) Other	
		o) Other	
		q) Other	
		Special instructions:	
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	27	Other	
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		c) Other e) Other	
		g) Other	
		i) Other	
		k) Other	
		m) Other Other	
		q) Other	
		s) Other	
		Special instructions:	
As Ne	ede	d 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 ordina	ary cleanup following special event or office function or minor construction
		Frequency: 1	x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as

Emergency water damage cleanup Other (i.e. Chemical Spills) Other (i.e. Biological Spills) Other (i.e. Bodily Fluids) Other

Other Absent a compelling business reason State Agencies are to utilize state contract to purchase PAPER SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Agency Vendor Toilet Paper Paper Towels - Eco Green 100% Recycled X Toilet Seat Covers Other (please specify) Absent a compelling business reason State Agencies are to utilize state contract to purchase CLEANING SUPPLIES 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</p> Provided by Provided by Environmentally

Supply	Preferred?		Ager	Vendor			
Light Bulbs							
Deicer		x		х			
	-		-				

Liquid Soap						
Floor Care Products	2	к			Х	
Garbage Bags - Heavy Duty					Х	
Glass Cleaner		к			Х	
Restroom Disinfectants & Cleaners		х			Х	
Trash Can Liners					X	
Other		x			X	



#### State of Washington

#### DEPARTMENT OF ENTERPRISE SERVICES

Master Contracts & Consulting
O Rox 41411 • Olympia Washington 98504-1411

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

# Janitorial Services Contract 00508 -- Per 2014 Refresh Work Request #

**REVISION ID 01/00/00** 

	orm: Type your agency ditions," update prevail	•				ition, embed any special ents below.
Agency Name:	City of Shorel	ne -Hamlin Lower P	ark Restroon	n-Мар J	Work Request I	Number:
Agency # or ID:			ounty: King		Monthly Budge	et Amt.
Contract Life: 1 yr. Original Start Da						
Building Type: Other			imated Square	e Feet: 435	# of	Floors: 1.00
Approved working h	4:00 am to 8	00 am - all year				
	Work to be performed at	<u>Cli</u>	ent Contract A	dministrator:	Send billing	information to:
Street Address:	Hamlin Lower Park R	estroom				
Street Address:	16006 15th Ave NE	17	500 Midvale	Ave. N.	17500 Mid	vale Ave. N.
City & Zip	Shoreline WA	98155 Sh	oreline	WA <b>98133</b>	Shoreline	WA <b>98133</b>
Point of contact	Cheryl Ooka	Cr	neryl Ooka		Phil Ramo	n
Phone:	206 801-2321	20	6 80	)1-2321	206	801-2352
Fax:	206 801-2787	20	6 80	1-2787	206	801-2352
Email:	cooka@shorelinewa	.gov co	oka@shore	elinewa.gov	pramon@	shorelinewa.gov

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

% 0	f weighting applied to	o evaluation categories:	Pricing		References:		Standardize	ed Q&As:	10%
Man	datory Site Visit Date:		Site Visit Time	e:	E	Bids must be so before to	ubmitted or he date of		
			by Vendors) sho this email addre			janitorialde	esk@de	s.wa.gov	,
	Special Instruc	ctions, con	ditions, Standard	d of Wo	ork Requir	ements and	d/or Floo	r Plans	
Facility S	Facility Security: Apparent Successful Bidder employees may be required to pass background check documentation for any staff member or subcontractor who will be given access to the facility.								
	Embed any documen specific terms, co specifications, floor p other instructions. >	onditions, olans, and/or	background check	flo	oor plan	rules	?	5 day <sup>v</sup>	vs 7 day
	Preva	iling Wage	e Information:	To be u	pdated with	any contract	extension		
		<u> </u>	per prevailing wage>>>			J		s by count	V
		, , , , , , , , , , , , , , , , , , ,	*Not prev	te: The pu	rchasing agen ge changes at	cy will update the the time of the c st of each applic	ne Work Cor contract exte	tract to refle	ct the L&I
					Janitor	Shampooer	Waxer	Window \	Vasher
					21.29	21.7	24.94		25.8
fully serv	NOTE: Janitorial work contracts are "performance based" contracts, and vendors must submit quotes that assure the ability to fully service all noted tasks in accodance with this agency's performance demands (which will be discussed at the site visit.) The amount of minutes bid by vendors will be calculated to measure reasonableness and quality assurance in accordance with RCW 39.26.160(2)(c) and the master contract 00508; janitorial service personnel are required to cumlatively work the amount of minutes submitted in the RFQQ and Work Contract.								
	ral Cleaning			tyne ar	Iditional ta	sks in thas	actions m	arkad "∩t	her"
x 1			id remove finge	•					TICI.
	b) Copy room co c) Lunchroom co d) General hallw e) File cabinets f) Glass doors g) Elevator walls h) Stairwell walls i) Spot clean all j0 x Remove cob	ounters & tables bunters and table ay and corridor and hand rails and hand rails smudges, stain	les walls as and spills as needed		oring or open	surface			

	n) x	Other (Interior Walls) Other (Interior Walls) Other Other
	Additio	nal Instructions:
		7 Weekly S M T W R F S
		x to activate section:
2	Addi	tional Dust, wipe, spot clean and disinfect: (Daily / Weekly)
	a)	Light switches Door handles Vending machines File cabinets
	e) f) g)	Stair walls and hand rails  Elevator walls and hand rails  Other
	h) L	Other Other
	Addition	al instructions:
- OI		
3		x to activate section: , wipe, spot clean and remove finger prints to include: (Monthly / Annually)
<u> </u>	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 Other
	i)	Other Other
	j)	Other Other
	k)	Other

		l) Other
		Special instructions:
_		
<b>▼</b>	٦.	eck box to activate section:
X	4	Clean / Wipe Chrome Fixtures to Include
		a) Drinking Fountains (Also see special instructions below) b) Elevators
		b) Elevators c) <b>X</b> Faucets
		e) Other
		g) Other i) Other
		k) Other
		Special instructions: Remove and properly dispose of all foreign objects from the drinking fountain.
		Frequency: 7 X a Week X X X X X X X X X X X X X X X X X X
<u>!</u>		
-	۵.	
<b>▼</b>	Ch 5	eck box to activate section:  Empty Daily Trash / Pecycle hins from the following areas:
<u> </u>	] ]	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) X 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 canswithin 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: 7 x a Week x x x x x x x x x x x x x x x x x x
	neck box to activate section:
X 6	
	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 o) Other Special Instructions:
	Frequency: 7 x a Week
	neck box to activate section:
7	
	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)
	0)

<b>Special Instructions</b> : Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for perming 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:

Х	8	Additional General Miscellaneous Cleaning							
	a) Reposition all conference room and reception area chairs b) Replace light bulbs & light tubes as needed c) X Stock, and monitor all janitorial supplies d) X Other (Clean all interior and windows including ceiling windows) e) Other g) Other h) Other c) Other c) Other Other Other Other Other								
		Frequency: 7 x a Week							

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

m) X 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 repair needs inside and outside of the restrooms.									
Frequency: 7 x a Week									
Check box to activate section:  x 10 Additional Restroom Cleaning and Disinfecting									
a) Clean and disinfect toilet stall doors and walls b) Clean and disinfect shower areas and fixtures c) X Other (See Special Instructions) d) Other e) Other Other Other									
Special Instructions: Clean out "Chase area" (mechanical room) once per month; includes sweeping, mopping and removing cobwebs. The chase is use as storage for janitorial supplies and Park equipment. Clean out may require light organization in order to clean the area.									
Frequency: 12 x a Year									
Check box to activate section:									
a) Glean 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: b) Other									
m) Other 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 j) Other k) Other m) Other o) 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 j) Other k) Other n) Other o) Other Special Instructions:	
Special Instructions:	

JIIECK L	are and Cleaning Services  oox to activate section:
14 <b>V</b> ac	cuum High Traffic Carpeted Areas to Include: (Daily / Weekly)
a)	Reception Area
b)	General open areas, hallways and corridors
c)	The following Conference rooms:  Elevator Floor
d) 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)	<del>Other</del>
i)	Other Other
j) <u> </u>	The above square footage is estimated, Vendors should confirm actual square footage at site visit.
Specia	al instructions:
Specia	al instructions:
Specia	al instructions:
Check b	pox to activate section:
Check b	box to activate section:  Cuum Low Traffic Carpeted Areas to Include:
Check b	oox to activate section:  cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms:
Check b	oox to activate section:  cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas  The following Conference rooms:  Private Offices
Check b	cox to activate section:  Cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms & for areas as noted in Special Instructions space below.
Check b  15 Vac  a) [ c) [ e) [ g) [	box to activate section:  cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other
Check b  15 Vac  a) [ c) [ g) [ i) [ k) [	Dox to activate section:  Cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other Other
Check b 15 Vac a) [ c) [ g) [ k) [ m) [	cox to activate section:  cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas  The following Conference rooms:  Private Offices  Additional Rooms &/or areas as noted in Special Instructions space below.  Other Other Other Other
Check b 15 Vac a) [ c) [ g) [ j) [ k) [	Dox to activate section:  Cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other Other

Check box to activate section:
16 Clean resilient floors to include: (Daily / Weekly)
a) Sweep floors b) Ory 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:

• 01	
_	k box to activate section:
18	Shampoo Carpet As follows
a	) All carpeted areas
C,	
e	
g i)	
k)	
m	n) Stairs and landing
0	
q	/ <b>   </b>
J,	
	pecial instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equip
Já	anitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.
cellaned	ous:
01	
	k box to activate section:
19	Clean inside of interior/exterior windows
_	) Other
a b	
C,	
d	
е	
f)	
g	
h	) Other
\$	pecial 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.
	lls etc.
<u></u>	

•	Che	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						
		Special instructions:						
_	Chr	eck box to activate section:						
	7	Clean (non-ground level) exterior windows						
	<u> </u>	a) Other c) Other e) Other g) Other i) Other k) Other						
		Special instructions:						
······	<b>C</b> L -	ack hay to activate coction:						
	_	eck box to activate section:  Clean additional interior windows						
	4	a) Entry way Windows						

	Attachment A
b) Private office windows	
c) Conference room windows	
d) Reception area windows	
e) Other	
f) Other	
g) Other h) Other	
′ <b> </b>	
i) Other j) Other	
Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., sl	nould come under above sections 1 - 3 above.)
Missellaneous and Other Types of Cleaning	1
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 o) Other s) Other s) Other	
Special ilistructions:	
Check box to activate section:	
24 Other	
a) Other	

		Attachment A
	c) Other	
	c) Other e) Other g) Other	
	g) Other Other	
	k) Other	
	m) Other Other	
	o) Other Q) Other	
	Special instructions:	
	s) Other Special instructions:	
_	Observation and the section of	
<b>4</b>	Check box to activate section:	
	25 Other	
	a) Other	
	a) Other C) Other	
	e) Other	
	g) Other i) Other	
	i) Other k) Other	
	m) Other	
	o) Other q) Other	
	q) Other S) Other	
	Special instructions:	
	L	
	:	
•	Check box to activate section:	
_	1	
	26 Other	
	a) Other	
	c) Other	
	e) Other	
	g) Other Other	
	k) <del>Other</del>	

			Attachment A
		m) Other	
		o) Other	
		q) Other	
		Special instructions:	
		-	
_	Ol-		
•	Che	eck box to acti	vate section:
	27	Other	
		a) Other	
		c) Other e) Other	
		g) Other	
		i) Other	
		k) Other	
		m) Other Other	
		q) Other	
		s) Other	
		Special instructions:	
As Ne	ede	d 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 ordina	ary cleanup following special event or office function or minor construction
		Frequency: 1	x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as

Emergency water damage cleanup Other (i.e. Chemical Spills) Other (i.e. Biological Spills) Other (i.e. Bodily Fluids) Other

Other Absent a compelling business reason State Agencies are to utilize state contract to purchase PAPER SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Agency Vendor Toilet Paper Paper Towels - Eco Green 100% Recycled X Toilet Seat Covers Other (please specify) Absent a compelling business reason State Agencies are to utilize state contract to purchase CLEANING SUPPLIES 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 \$0.00 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</p> Environmentally Drovided by

Supply	Preferred?			Agency			Vendor		
Light Bulbs									
Deicer		х			X				

Liquid Soap						
Floor Care Products	2	к			Х	
Garbage Bags - Heavy Duty					Х	
Glass Cleaner		к			Х	
Restroom Disinfectants & Cleaners		х			Х	
Trash Can Liners					X	
Other		x			X	



# 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 infomration 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. City of Shoreline -Hamlin Park Upper Restroom-Map I Agency Name: Work Request Number: County: King Agency # or ID: Monthly Budget Amt. Contract Life: Original Start Date: 1 yr. Other Estimated Square Feet: 435 **Building Type:** # of Floors: **1.00** 4:00 am to 8:00 am - all year Approved working hours Client Contract Administrator: Send billing information to: Work to be performed at: Hamlin Park Upper Restroom Street Address: 17500 Midvale Ave. N. 17500 Midvale Ave. N. Street Address: 16006 15th Ave NE WA **98155** Shoreline WA 98133 Shoreline WA **98133** Shoreline City & Zip Cheryl Ooka Phil Ramon Cheryl Ooka Point of contact 801-2321 801-2321 801-2352 206 Phone: 206 206 Fax: 206 801-2787 206 801-2787 206 801-2352 pramon@shorelinewa.gov Email: cooka@shorelinewa.gov cooka@shorelinewa.gov

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

% 0	f weighting applied to	o evaluation categories:	Pricing		References:	:	Standardiz	ed Q& <i>F</i>	As: 10%
Man	datory Site Visit Date:		Site Visit Time	):	E	Bids must be su before th	ubmitted of		
		•	by Vendors) sho this email addre			janitorialde	sk@de	s.wa.	.gov
	Special Instruc	ctions, cond	ditions, Standard	d of Wo	ork Requir	ements and	l/or Floo	or Pla	ns
Facility S	Security: Apparent Succ		loyees may be required to	pass bac	kground check d	ocumentation for	any staff me	mber or s	subcontractor who will
	Embed any document specific terms, co specifications, floor pother instructions. >	onditions, plans, and/or	background check	flo	oor plan	rules	?	5	5 day vs 7 day
	Preva	iling Wage	e Information:	To be u	odated with	any contract (	extension		
Click on link to identify proper prevailing wage>>> L&I janitorial prevailing wages by job class by county  *Note: The purchasing agency will update the Work Contract to reflect the L&I prevailing wage changes at the time of the contract extension or minimum wage changes effective January 1st of each applicable year.									
					Janitor 21.29	Shampooer 21.7	Waxer 24.94		ndow Washer 25.8
					21.29	21.7	24.34		23.0
fully serv The amou	nitorial work contrac vice all noted tasks i nt of minutes bid by 6.160(2)(c) and the m	n accodance vendors will l aster contrac	with this agency's p be calculated to me	oerforma asure re service p	ance demand easonablene personnel ar	ds (which will ss and quality e required to	be discu y assuran	ssed a	it the site visit.)
	1.01	<b>C</b> .							
Gener	ral Cleaning	Service	es:						
Che	eck the boxes of the	e cleaning ta	sks that apply, or	type ac	lditional tas	sks in the se	ctions m	arked	"Other."
x 1	Dust, wipe, spo	t clean, and	d remove finge	r prints	s to includ	le: (Daily	/ Weekl	y)	
	b) Copy room co c) Lunchroom co d) General hallw e) File cabinets f) Glass doors g) Elevator walls h) Stairwell walls	ounters & tables bunters and table ay and corridor of and hand rails and hand rails smudges, stains webs	walls s and spills as needed		oring or open s	surface			

l) m) n)	Other (Interior Walls) Other (Interior Walls) Other
Ado	ditional Instructions:
	Weekly S M T W R F S
_	
	box to activate section:
2 <b>A</b> d	dditional Dust, wipe, spot clean and disinfect: (Daily / Weekly)
a) b)	Light switches  Door handles
c) d)	Vending machines  File cabinets
e)	Stair walls and hand rails
f)	Elevator walls and hand rails
g)	Other Other
h)	Other Other
i)	Other Other
Add	litional instructions:
<b>L</b>	
i	
_	
	box to activate section:
3 Du	ust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)
<u> </u>	
a)	Horizontal surfaces & moldings
b)	Horizontal & vertical blinds
c)	Picture Frames
d)	Cloth panels
e)	HVAC vents, grills, and recesses
f)	Geiling vents, grills, and recesses
g)	Horizontal & vertical blinds
h)	Other Other
i)	Other Other
j)	Other Other
k)	

	I) Other	
	Special instructions:	
	_Check box to activate section:	
Х	4 Clean / Wipe Chrome Fixtures to Include	
	a) Drinking Fountains (Also see special instructions below)	
	b) Elevators c) <b>X</b> Faucets	
	e) Other	
	g) Other i) Other	
	k) Other	
	Special instructions: Remove and properly dispose of all foreign objects from the drinking fountain.	
	Frequency: 7 x a Week	
•	Check box to activate section:	
X	5 Empty Daily Trash / Recycle bins from the following areas:	
	a) X 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	
	Replace trash liners whenever stained, soiled, torn, and/or removed.	
	k) Employee cubicle areas m) The Complex Control of the Control of t	
	o) Other	
	q) Fmpty smaller, trash / recycle items, into large recentacles 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 car 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: 7 x a Week
♣ Check box to activate section:
x 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: 7 x a Week
♣ Check box to activate section:
7 Day Porter Services Day Porter expected to work hours per da
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)

<b>Special Instructions</b> : Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for perming 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:

Х	8	Additional General Miscellaneous Cleaning
		a) Reposition all conference room and reception area chairs b) Replace light bulbs & light tubes as needed c) X Stock, and monitor all janitorial supplies d) X Other (Clean all interior and windows including ceiling windows) e) Other g) Other h) Other o) Other Other Other
		Frequency: 7 x a Week

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

m) X 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: 7 x a Week
Check box to activate section:  x 10 Additional Restroom Cleaning and Disinfecting
a) Clean and disinfect toilet stall doors and walls b) Clean and disinfect shower areas and fixtures c) X Other (See Special Instructions) Other e) Other Other Other
Special Instructions: Clean out "Chase area" (mechanical room) once per month; includes sweeping, mopping and removing cobwebs. The chase is use as storage for janitorial supplies and Park equipment. Clean out may require light organization in order to clean the area.
Frequency: 12 x a Year
Check box to activate section:
a) Glean 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: b) Other
m) Other 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	
i) Other	
k) Other  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:	

JIIECK L	are and Cleaning Services  oox to activate section:
14 <b>V</b> ac	cuum High Traffic Carpeted Areas to Include: (Daily / Weekly)
a)	Reception Area
b)	General open areas, hallways and corridors
c)	The following Conference rooms:
d) 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)	<del>Other</del>
i)	Other Other
j) <u> </u>	The above square footage is estimated, Vendors should confirm actual square footage at site visit.
Specia	al instructions:
Specia	al instructions:
Specia	al instructions:
Check b	pox to activate section:
Check b	box to activate section:  Cuum Low Traffic Carpeted Areas to Include:
Check b	oox to activate section:  cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms:
Check b	oox to activate section:  cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas  The following Conference rooms:  Private Offices
Check b	cox to activate section:  Cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms & for areas as noted in Special Instructions space below.
Check b  15 Vac  a) [ c) [ g) [ g) [	box to activate section:  cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other
Check b  15 Vac  a) [ c) [ g) [ i) [ k) [	Dox to activate section:  Cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other Other
Check b 15 Vac a) [ c) [ g) [ k) [ m) [	cox to activate section:  cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas  The following Conference rooms:  Private Offices  Additional Rooms &/or areas as noted in Special Instructions space below.  Other Other Other Other
Check b 15 Vac a) [ c) [ g) [ j) [ k) [	Dox to activate section:  Cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other Other

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 h) Other 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 Storage Rooms Other
Special instructions:

Chec	ck box to activate section:
Chec	k box to activate section:
18	Shampoo Carpet As follows
	All corneted gross
6	
(	<b>'    </b>
Q	
ij	Private offices
k	
r	n) Stairs and landing Rugs
(	
9	
	pecial instructions: Janitor to pre-vacuum all carpeted areas with an upright rollerbrush vacuum. Janitor to only use an approved hot water extraction process equipments and perform elegating early expected to allow for full during prior to 2000 a.m. the following work marriage.
J	anitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.
cellane	ous:
	ous:
Ched	Clean inside of interior/exterior windows
Chec <b>19</b>	Clean inside of interior/exterior windows  Other
19	Clean inside of interior/exterior windows  Other Other
19	Clean inside of interior/exterior windows  Other Other Other Other
19	Clean inside of interior/exterior windows  Other Other Other Other Other
19 2 4 4 4 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	Clean inside of interior/exterior windows  Other Other Other Other Other Other Other Other Other
19 2 4 4 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	Clean inside of interior/exterior windows  Other
19 2 4 4 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	Clean inside of interior/exterior windows  Other Other Other Other Other Other Other Other Other
19	Clean inside of interior/exterior windows  Other
19 2 4 4 5 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	Clean inside of interior/exterior windows  Other
19	Clean inside of interior/exterior windows  Other
19	Clean inside of interior/exterior windows  Other
7 Chec	Clean inside of interior/exterior windows  Other
19	Clean inside of interior/exterior windows  Other
19 a a b a c a a b a c a a a a a a a a a a	Clean inside of interior/exterior windows  Other
7 Chec	Clean inside of interior/exterior windows  Other

•	Che	eck 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
		Special instructions:
_	Chr	eck box to activate section:
	7	Clean (non-ground level) exterior windows
	<u> </u>	a) Other c) Other e) Other g) Other i) Other k) Other
		Special instructions:
······	<b>C</b> L -	ack hay to activate coction:
	_	eck box to activate section:  Clean additional interior windows
	4	a) Entry way Windows

	Attachment A
b) Private office windows	
c) Conference room windows	
d) Reception area windows	
e) Other	
f) Other	
g) Other h) Other	
′ <b> </b>	
i) Other j) Other	
Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., sl	nould come under above sections 1 - 3 above.)
Missellaneous and Other Types of Cleaning	1
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 o) Other s) Other s) Other	
Special ilistructions:	
Check box to activate section:	
24 Other	
a) Other	

		Attachment A
	c) Other	
	c) Other e) Other g) Other	
	g) Other Other	
	k) Other	
	m) Other Other	
	o) Other Q) Other	
	Special instructions:	
	s) Other Special instructions:	
_	Observation and the section of	
<b>4</b>	Check box to activate section:	
	25 Other	
	a) Other	
	a) Other C) Other	
	e) Other	
	g) Other i) Other	
	i) Other k) Other	
	m) Other	
	o) Other q) Other	
	q) Other S) Other	
	Special instructions:	
	L	
	:	
•	Check box to activate section:	
_	1	
	26 Other	
	a) Other	
	c) Other	
	e) Other	
	g) Other Other	
	k) <del>Other</del>	

			Attachment A
		m) Other	
		o) Other	
		q) Other	
		Special instructions:	
		-	
_	Ol-		
•	Che	eck box to acti	vate section:
	27	Other	
		a) Other	
		c) Other e) Other	
		g) Other	
		i) Other	
		k) Other	
		m) Other Other	
		q) Other	
		s) Other	
		Special instructions:	
As Ne	ede	d 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 ordina	ary cleanup following special event or office function or minor construction
		Frequency: 1	x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as

Emergency water damage cleanup Other (i.e. Chemical Spills) Other (i.e. Biological Spills) Other (i.e. Bodily Fluids) Other

Other Absent a compelling business reason State Agencies are to utilize state contract to purchase PAPER SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Agency Vendor Toilet Paper Paper Towels - Eco Green 100% Recycled X Toilet Seat Covers Other (please specify) Absent a compelling business reason State Agencies are to utilize state contract to purchase CLEANING SUPPLIES 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</p> Provided by Provided by Environmentally

Supply	Preferred	Agency			Vendor			
Light Bulbs								
Deicer	х			X				

Liquid Soap						
Floor Care Products	2	к			Х	
Garbage Bags - Heavy Duty					Х	
Glass Cleaner		к			Х	
Restroom Disinfectants & Cleaners		х			Х	
Trash Can Liners					X	
Other		x			X	



## 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 infomration 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. City of Shoreline -Hillwood Park Restroom-Map G Agency Name: Work Request Number: County: King Agency # or ID: Monthly Budget Amt. Contract Life: Original Start Date: 1 yr. Estimated Square Feet: 260 **Building Type:** Other # of Floors: **1.00** Approved working hours 4:00 am to 8:00 am - Open March 1 to November 30 and closed December 1 through February 28. Work to be performed at: Client Contract Administrator: Send billing information to: Hillwood Park Restroom Street Address: 19001 3rd Ave NW 17500 Midvale Ave. N. 17500 Midvale Ave. N. Street Address: WA 98177 Shoreline WA 98133 Shoreline WA **98133** Shoreline City & Zip Cheryl Ooka Phil Ramon Cheryl Ooka Point of contact 801-2321 801-2321 801-2352 206 Phone: 206 206 Fax: 206 801-2787 206 801-2787 206 801-2352 pramon@shorelinewa.gov Email: cooka@shorelinewa.gov cooka@shorelinewa.gov

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

% 0	f weighting applied to	o evaluation categories:	Pricing		References:		Standardiz	ed Q8	&As: 10%
Mano	datory Site Visit Date:		Site Visit Time	9:	В	Bids must be su before th	ubmitted one date of		
	RFQQ Bid Submissions (by Vendors) should be electronically sent to this email address >>>								
	Special Instruc	ctions, cond	litions, Standard	d of Wo	ork Requir	ements and	l/or Floo	or Pl	ans
Facility S	Security: Apparent Succ be given access		oyees may be required to	o pass bac	kground check d	ocumentation for	any staff me	mber o	or subcontractor who will
	Embed any document specific terms, co specifications, floor pother instructions.	onditions, plans, and/or	background check	flo	or plan	rules	?		5 day vs 7 day
	Preva	ilina Wage	Information:	To be u	odated with	any contract (	extension		
			er prevailing wage>>>						county
	Glick GIT IIII	tto identily prope	*Not prev	e: The purailing wag	rchasing agen je changes at t	cy will update th	e Work Co ontract exte	ntract ension	to reflect the L&I n or minimum wage
					Janitor	Shampooer	Waxer	W	Window Washer
					21.29	21.7	24.94	+	25.8
fully serv The amou	NOTE: Janitorial work contracts are "performance based" contracts, and vendors must submit quotes that assure the ability to fully service all noted tasks in accodance with this agency's performance demands (which will be discussed at the site visit.)  The amount of minutes bid by vendors will be calculated to measure reasonableness and quality assurance in accordance with RCW 39.26.160(2)(c) and the master contract 00508; janitorial service personnel are required to cumlatively work the amount of minutes submitted in the RFQQ and Work Contract.						at the site visit.) accordance with		
Canan	ral Classica	Comilo	<b>.</b>						
Gener	ral Cleaning	Service	es:						
Che	eck the boxes of the	e cleaning tas	sks that apply, or	type ac	lditional tas	sks in the se	ctions m	narke	d "Other."
x 1	Dust, wipe, spo	t clean, and	d remove finge	r prints	to includ	le: (Daily	/ Weekl	y)	
	b) Copy room co c) Lunchroom co d) General hallw e) File cabinets f) Glass doors g) Elevator walls h) Stairwell walls	ounters & tables ounters and table ay and corridor v and hand rails and hand rails smudges, stains	valls and spills as needed		oring or open s	surface			

76987

	n) x	Other (Interior Walls) Other (Interior Walls) Other Other
	Additio	nal Instructions:
		7 Weekly S M T W R F S
		x to activate section:
2	Addi	tional Dust, wipe, spot clean and disinfect: (Daily / Weekly)
	a)	Light switches Door handles Vending machines File cabinets
	e) f) g)	Stair walls and hand rails  Elevator walls and hand rails  Other
	h) L	Other Other
	Addition	al instructions:
- OI		
3		x to activate section: , wipe, spot clean and remove finger prints to include: (Monthly / Annually)
<u> </u>	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 Other
	i)	Other Other
	j)	Other Other
	k)	Other

I) Other	
Special instructions:	
♣ Check box to activate section:	
x 4 Clean / Wipe Chrome Fixtures to Include	
a) Drinking Fountains (Also see special instructions below)	
b) Elevators c) <b>X</b> Faucets	
c)	
g) Other	
i) Other	
k) Other	
Special instructions: Remove and properly dispose of all foreign objects from the drinking fountain.	
Frequency: 7 x a Week	Dec
♣ Check box to activate section:	
x 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	
e) Kitchen areas g) Reception Area	
i) Replace trash liners whenever stained, soiled, torn, and/or removed.	
k) Employee cubicle areas	
m) X Other (Remove all garbage from site per special instructions) Other	
q) Empty smaller trash / recycle items into large receptacles at specified location	

s) On designated of	ay(s), take large receptacles	to the specified area			
	liners shall be replaced whenever th auled and dumped at designated City e, WA 98155.				
Frequency: 7 x a	Week X X X X S M T W		n Feb Mar Apr May Jun	Jul Aug Sep	Oct Nov Dec
Check box to activate s					
x 6 Entry way and Ou	······································				
	0 feet of each entrance. ks along the front of buildin	ıg			
c) Remove trash a d) Empty all entran	nd debris from outside parking ce ash travs	g lot			
e) Empty outside tr	ash cans into proper receptad	cle as			
g) Other i) Other					
k) Other m) Other					
o) Other					
Special Instructions:					
,					
Frequency: 7 x a	Week S M T W	X X X X X Jan	n Feb Mar Apr May Jun	Jul Aug Sep	Oct Nov Dec
<b>1</b> Obs. 1 1					
<ul><li>Check box to activate s</li><li>7 Day Porter Servi</li></ul>		Dav Po	rter expected to v	work	hours per day
	nference room and reception	······································			
	lbs & light tubes as needed tor all janitorial supplies				
d) Provide addition	al Day Porter Services as note				
e) Day porter to als	o perform tasks noted in othe	er paragraphs / subp	paragraphs as stated there	ein.	
i)					
m)					
0)					

			Attachme	ent A
		permir	<b>al Instructions</b> : Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for g such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes edded to complete the tasks.	Embed Document here describing Day Porter Services if Applicable.
	•			-
ı	Cha	ck h	ox to activate section:	
X	7		litional 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	i)	Other	
		'n	Other	

Special Instructi	ons:									
Frequency:	7	Χ	a Week	х	$\mathbf{x} \mathbf{x}$	х	х	х	X_	
				S	M T	W	R	F	S	Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Other

Other

m)

Spe	ecifi	c Rooms and Areas: Restrooms, Kitchen, & Other
Check	the b	oxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."
Х	9 (	General Restroom Cleaning and Disinfecting
	b c d	Plunge and/or snake toilets as needed.  Other (Remove all foreign objects from toilets and sinks)  Other (Squeegee floors dry after mopping)

m) X Other (Graffiti see special instructions) o) Floor cleaning for bathroom is included as part of general floor cleaning duties	
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 a repair needs inside and outside of the restrooms.	i
Frequency: 7 x a Week	
♣ Check box to activate section:	
x 10 Additional Restroom Cleaning and Disinfecting	
a) Clean and disinfect toilet stall doors and walls b) Clean and disinfect shower areas and fixtures c) X 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.	∌d
Frequency: 12 x a Year	
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	
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	
k) Other o) Other Other	
m) Other	

Attachment A

Check box to activate section:

12 Additional Kitchen Cleaning

a) □ Clean inside of microwave(s)
b) □ Clean inside of refrigerator(s)
c) □ Other

a)		Clean inside of microwave(s)
b)		Clean inside of refrigerator(s)
c)		<del>Other</del>
d)		<del>Other</del>
e)		<del>Other</del>
g)		<del>Other</del>
i)		Other Control of the
k)		<del>Other</del>
m)		<del>Other</del>
0)		Other Control of the
♣ Check	box	to activate section:

13 Other Specific Rooms As Follows:

a) Other
b) Other
c) Other
d) Other
e) Other
g) Other
j) Other
k) Other
k) Other
o) Other
o) Other

JIIECK L	are and Cleaning Services  oox to activate section:
14 <b>V</b> ac	cuum High Traffic Carpeted Areas to Include: (Daily / Weekly)
a)	Reception Area
b)	General open areas, hallways and corridors
c)	The following Conference rooms:
d) 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)	<del>Other</del>
i)	Other Other
j) <u> </u>	The above square footage is estimated, Vendors should confirm actual square footage at site visit.
Specia	al instructions:
Specia	al instructions:
Specia	al instructions:
Check b	pox to activate section:
Check b	box to activate section:  Cuum Low Traffic Carpeted Areas to Include:
Check b	oox to activate section:  cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms:
Check b	oox to activate section:  cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas  The following Conference rooms:  Private Offices
Check b	cox to activate section:  Cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms & for areas as noted in Special Instructions space below.
Check b  15 Vac  a) [ c) [ e) [ g) [	box to activate section:  cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other
Check b  15 Vac  a) [ c) [ g) [ i) [ k) [	Dox to activate section:  Cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other Other
Check b 15 Vac a) [ c) [ g) [ k) [ m) [	cox to activate section:  cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas  The following Conference rooms:  Private Offices  Additional Rooms &/or areas as noted in Special Instructions space below.  Other Other Other Other
Check b 15 Vac a) [ c) [ g) [ j) [ k) [	Dox to activate section:  Cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other Other

Check box to activate section:
16 Clean resilient floors to include: (Daily / Weekly)
a) Sweep floors b) Ory 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:

• 01	
_	k box to activate section:
18	Shampoo Carpet As follows
a	) All carpeted areas
C,	
e	
g i)	
k)	
m	n) Stairs and landing
0	
q	/ <b>   </b>
J,	
	pecial instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equip
Já	anitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.
cellaned	ous:
01	
	k box to activate section:
19	Clean inside of interior/exterior windows
_	) Other
a b	
C,	
d	
е	
f)	
g	
h	) Other
\$	pecial 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.
	lls etc.
<u></u>	

•	Che	eck 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
		Special instructions:
_	Chr	eck box to activate section:
	7	Clean (non-ground level) exterior windows
	<u> </u>	a) Other c) Other e) Other g) Other i) Other k) Other
		Special instructions:
······	<b>C</b> L -	ack hay to activate coction:
	_	eck box to activate section:  Clean additional interior windows
	4	a) Entry way Windows

	Attachment A
b) Private office windows	
c) Conference room windows	
d) Reception area windows	
e) Other	
f) Other	
g) Other h) Other	
′ <b> </b>	
i) Other j) Other	
Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., sl	nould come under above sections 1 - 3 above.)
Missellaneous and Other Types of Cleaning	1
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 o) Other s) Other s) Other	
Special ilistructions:	
Check box to activate section:	
24 Other	
a) Other	

		Attachment A
	c) Other	
	c) Other e) Other g) Other	
	g) Other i) Other	
	k) Other	
	m) Other Other	
	o) Other Q) Other	
	Special instructions:	
	s) Other Special instructions:	
_	Observation and the second and	
<b>4</b>	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:	
	L	
	<u> </u>	
•	Check box to activate section:	
_	26 Other	
	26 Other	
	a) Other	
	c) Other	
	e) Other	
	g) Other i) Other	
	k) Other	

		Attachment A
		m) Other
		o) Other
		q) Other s) Other
		Special instructions:
_		
•	Che	eck box to activate section:
	27	Other
<u> </u>		
		a) Other
		c) Other e) Other
		g) Other
		i) Other
		k) Other
		m) Other o) Other
		q) Other
		s) Other
		Special instructions:
As Ne	ede	As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning:
710110	, c u c	cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.
	1	
	28	Out of the ordinary cleanup following special event or office function or minor construction
		Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as

Emergency water damage cleanup Other (i.e. Chemical Spills) Other (i.e. Biological Spills) Other (i.e. Bodily Fluids) Other

Other Absent a compelling business reason State Agencies are to utilize state contract to purchase PAPER SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Agency Vendor Toilet Paper Paper Towels - Eco Green 100% Recycled X Toilet Seat Covers Other (please specify) Absent a compelling business reason State Agencies are to utilize state contract to purchase CLEANING SUPPLIES 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</p> Provided by Provided by Environmentally

Supply	Preferred	,	Agency		Vendor			
Light Bulbs								
Deicer	х			X				

Liquid Soap					
Floor Care Products	х			Х	
Garbage Bags - Heavy Duty				X	
Glass Cleaner	х			Х	
Restroom Disinfectants & Cleaners	х			X	
Trash Can Liners				X	
Other	х			X	



# 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 infomration 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. City of Shoreline -Kayu Kayu Park Restroom-Map H Agency Name: Work Request Number: County: King Agency # or ID: Monthly Budget Amt. Contract Life: Original Start Date: 1 yr. Other Estimated Square Feet: 260 **Building Type:** # of Floors: **1.00** 4:00 am to 8:00 am - all year Approved working hours Work to be performed at: Client Contract Administrator: Send billing information to: Kayu Kayu Park Restroom Street Address: 19911 Richmond Beach Rd 17500 Midvale Ave. N. 17500 Midvale Ave. N. Street Address: WA **98177** Shoreline WA 98133 Shoreline WA **98133** Shoreline City & Zip Cheryl Ooka Phil Ramon Cheryl Ooka Point of contact 801-2321 801-2321 801-2352 206 Phone: 206 206 Fax: 206 801-2787 206 801-2787 206 801-2352 pramon@shorelinewa.gov Email: cooka@shorelinewa.gov cooka@shorelinewa.gov

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

% 0	f weighting applied t	o evaluation categories:	Pricing		References:		Standardiz	ed Q8	&As: 10%
Man	datory Site Visit Date:		Site Visit Time	e:	В	sids must be su before th	ubmitted or ne date of		
	RFQQ Bid Submissions (by Vendors) should be <a href="mailto:janitorialdesk@des.wa.gov">janitorialdesk@des.wa.gov</a> electronically sent to this email address >>>								
	Special Instru	ctions, cond	litions, Standard	d of Wo	ork Require	ements and	l/or Floo	r Pla	ans
Facility S	Facility Security: Apparent Successful Bidder employees may be required to pass background check documentation for any staff member or subcontractor who will be given access to the facility.								
	Embed any documents containing specific terms, conditions, specifications, floor plans, and/or other instructions. >>>>>>>> background check floor plan rules? 5 day vs 7				5 day vs 7 day				
	Preva	iling Wage	Information:	To be u	odated with	any contract e	extension		
									county
Click on link to identify proper prevailing wage>>> L&I janitorial prevailing wages by job class by county  *Note: The purchasing agency will update the Work Contract to reflect the L&I  prevailing wage changes at the time of the contract extension or minimum wage  changes effective January 1st of each applicable year.									
					Janitor	Shampooer	Waxer	W	Vindow Washer
					21.29	21.7	24.94		25.8
NOTE: Janitorial work contracts are "performance based" contracts, and vendors must submit quotes that assure the ability to fully service all noted tasks in accodance with this agency's performance demands (which will be discussed at the site visit.)  The amount of minutes bid by vendors will be calculated to measure reasonableness and quality assurance in accordance with RCW 39.26.160(2)(c) and the master contract 00508; janitorial service personnel are required to cumlatively work the amount of minutes submitted in the RFQQ and Work Contract.									
Conor	cal Claaning	Corvice	)C!						
	ral Cleaning								
Che	Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."								
Dust, wipe, spot clean, and remove finger prints to include: (Daily / Weekly)									
	b) Copy room co c) Lunchroom co d) General hallw e) File cabinets f) Glass doors g) Elevator walls h) Stairwell walls	ounters & tables ounters and table vay and corridor v s and hand rails s and hand rails smudges, stains owebs	valls and spills as needed		oring or open s	surface			

	l) X Other (Interior Walls)	
	m) Other (Interior Walls)	
	n) Other	
	Additional Instructions:	
	7 Weekly XXXXXX	
	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  a) Other	
	g) Other h) Other	
	i) Other	
	, <u> </u>	
	Additional instructions:	
	<u>.</u>	
	Obselvbenda addinate anations	
I	Check box to activate section:	
	3 Dust, wipe, spot clean and remove finger prints to include: (Month	y / Annually)
ļ	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	
	k) Other	

	l)	<del>ther</del>
	Special instr	uctions:
<b>▼</b> C	heck box t	o activate section:
<b>x</b> 4	Clean /	Wipe Chrome Fixtures to Include
		rinking Fountains (Also see special instructions below)
	′ 1==1	levators <b>aucets</b>
		aucers Ither
	′	uther the state of
		ther
	i)(	other Other
	i)	ther
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	i)	ther
	i)	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr Frequence	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	Special instruction of the control o	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	Special instructions for the second s	cuctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	Special instruction of the control o	cuctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	heck box to be compared by a c	cuctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	special instruction in the control of the control o	cuctions: Remove and properly dispose of all foreign objects from the drinking fountain.  Y: 7 x a Week
	Special instructions for the second s	cuctions: Remove and property dispose of all foreign objects from the drinking fountain.  The property dispose of all foreign objects from the drinking fountain.  The property of the property dispose of all foreign objects from the drinking fountain.  The property of th
	Special instructions for the control of the control	actions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	heck box to be compared to be compar	cuctions: Remove and properly dispose of all foreign objects from the drinking fountain.  2. 7 x a Week

	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: 7 x a Week
<b>↓</b> Ch	neck box to activate section:
X 6	
	a)
	k) Other Other Other Other Special Instructions:
	Frequency: 7 x a Week
_ <b>▼</b> _Ch	neck 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) w

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for perming 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:

X	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 ther Other Other Other Other Other Other
		Frequency: 7 x a Week

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

m) X 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: 7 x a Week
Check box to activate section:
x 10 Additional Restroom Cleaning and Disinfecting
a) Clean and disinfect toilet stall doors and walls b) Clean and disinfect shower areas and fixtures c) X Other (See Special Instructions) Other e) Other Other 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: 12 x a Year
◆ Check box to activate section:
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
Special Instructions:

Attachment A Check box to activate section: 12 Additional Kitchen Cleaning a) Clean inside of microwave(s) Clean inside of refrigerator(s) b) Other c) Other d) Other e) Other g) i) k) Other Other m) Other 0) Special Instructions:

a)	Other Control of the	
b)	<del>Other</del>	
c)	<del>Other</del>	
d)	<del>Other</del>	
e)	<del>Other</del>	
g)	<del>Other</del>	
i)	<del>Other</del>	
k)	<del>Other</del>	
m)	<del>Other</del>	
o)	<del>Other</del>	

	are and Cleaning Services
	cuum High Traffic Carpeted Areas to Include: (Daily / Weekly)
a) b)	Reception Area  General open areas, hallways and corridors
c)	The following Conference rooms:
d)	Elevator Floor
e)	Employee cubicle areas  Additional Rooms &/or areas as noted in Special Instructions space below.
f)	Spot clean all carpeted areas when needed
g) h)	Other
i)	Other Other
j)	The above square footage is estimated, Vendors should confirm actual square footage at site visi
	al instructions:
	pox to activate section:
	pox to activate section:
5 <b>Va</b> (	box to activate section:  cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas
5 <b>Va</b> (	Dox to activate section:  Cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas  The following Conference rooms:
a) (c) (e)	Dox to activate section:  Cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas  The following Conference rooms:  Private Offices
5 <b>Va</b> (	Dox to activate section:  Cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas  The following Conference rooms:
a) c) e) g)	pox to activate section:  cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas  The following Conference rooms:  Private Offices  Additional Rooms &/or areas as noted in Special Instructions space below.
a) (c) (e) (g) (k) (m)	cox to activate section:  cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below.  Other Other Other Other Other
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Check box to activate section:
16 Clean resilient floors to include: (Daily / Weekly)
a) Sweep floors b) Ory 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.		
		ramion must perform dearing early enough to allow for full drying prior to 6.00 a.m. the following work morning.		
/liscel	iane	ous:		
•	Che	ck 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-		
		special instructions. Vehicle to holisy management of the exact date for the window dealing two weeks beforehand. Yo allow employees to remove any items from window—sills etc.		

•	Ch	eck box to activate section:
	20	Clean (ground level) exterior windows
		a) Other c) Other e) Other g) Other i) Other k) Other o) Other
		Special instructions:
<u></u>		
<b>+</b>	_	eck box to activate section:  Clean (non-ground level) exterior windows
	<u> </u>	a) Other c) Other e) Other j) Other k) Other
		Special instructions:
<b>+</b>	_	eck box to activate section:  Clean additional interior windows
	<u> </u>	a) Entry way Windows

	Attachment A
	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
	23 Other
	a) Other c) Other
	e) Other
	g) Other i) Other
	k) Other
	m) Other O) Other
	q) Other s) Other
	Special instructions:
	Chook how to potiviste postion.
<b>+</b>	Check box to activate section:  24 Other
	a) Other

	Attachment A
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		Attachment A
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	q) Other	
	s) Other	
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•		
■ Ch	and have to notice	vote eastion.
→ Cn	eck box to activ	vale section.
27	Other	
	a) Other	
	c) Other	
	e) Other	
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	i) Other	
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	m) Other	
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	q) Other	
	s) Other	
	Special instructions:	
•		
L		
Λ = Nl = = al =	l Ol i	As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each
As Neede	ed Cleaning:	cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.
20	Out of the ordina	rry cleanun following enecial event or office function or miner construction
28		ry cleanup following special event or office function or minor construction
	Frequency: 1	x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
		line item per event)

Emergency water damage cleanup Other (i.e. Chemical Spills) Other (i.e. Biological Spills) Other (i.e. Bodily Fluids) Other

Other Absent a compelling business reason State Agencies are to utilize state contract to purchase PAPER SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Agency Vendor Toilet Paper Paper Towels - Eco Green 100% Recycled X Toilet Seat Covers Other (please specify) Absent a compelling business reason State Agencies are to utilize state contract to purchase CLEANING SUPPLIES 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</p> Environmentally Provided by Provided by Preferred? Vendor Supply Agency

X		X			
			_		

Light Bulbs Deicer

Liquid Soap					
Floor Care Products	X			Х	
Garbage Bags - Heavy Duty				Х	
Glass Cleaner	X			Х	
Restroom Disinfectants & Cleaners	X			X	
Trash Can Liners				X	
Other	X			X	



# 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 <u>janitorialdesk@des.wa.gov</u>

# Janitorial Services Contract 00508 -- Per 2014 Refresh Work Request #

**REVISION ID 01/00/00** 

	J.	, , ,	omration below, fill out site visit. oxes, and then fill out the janito	/evaluation information, embed any special orial work requirements below.
Agency Name:		City of Shoreline -Paramou	unt Park Restroom - Map M	Work Request Number:
Agency # or ID:			County: King	Monthly Budget Amt.
Contract Life:		1 yr. Original Start	Date:	
Building Type:		Other	Estimated Square Feet: 525	# of Floors: 1.00
Approved working h	ours	4:00 am to 8:00 am - all	year	
	Work to	be performed at:	Client Contract Administrator:	Send billing information to:
Street Address:	Paramo	ount Park Restroom		
Street Address:	15300 8	8th Ave. NE	17500 Midvale Ave. N.	17500 Midvale Ave. N.
City & Zip	Shoreli	ne WA 98155	Shoreline WA 98133	Shoreline WA 98133
Point of contact	Cheryl	Ooka	Cheryl Ooka	Phil Ramon
Phone:	206	801-2321	206 801-2321	206 801-2352
Fax:	206	801-2787	206 801-2787	206 801-2352
Email:	cooka@	@shorelinewa.gov	cooka@shorelinewa.gov	pramon@shorelinewa.gov

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

% of weighting applied to	o evaluation categories:	Pricing		References:		Standardize	d Q&As: 10%
Mandatory Site Visit Date:		Site Visit Time	2:	E	Bids must be so before th	ubmitted on ne date of >	
		y Vendors) sho nis email addre			janitorialde	esk@des	.wa.gov
Special Instruc	ctions, condi	tions, Standard	d of Wo	rk Requir	ements and	d/or Floor	Plans
Facility Security: Apparent Succession		yees may be required to	o pass back	ground check d	ocumentation for	any staff mem	ber or subcontractor who will
Embed any document specific terms, co specifications, floor p other instructions. >	onditions, plans, and/or	background check	flo	or plan	rules'	?	5 day vs 7 day
Prevai	iling Wage	Information:	To be up	odated with	any contract	extension	
Click on link	c to identify proper	prev	e: The pur ailing wag	chasing agen e changes at	cy will update th	ne Work Cont contract exter	by county ract to reflect the L&I sion or minimum wage
				Janitor	Shampooer	Waxer	Window Washer
				21.29	21.7	24.94	25.8
NOTE: Janitorial work contrac fully service all noted tasks in The amount of minutes bid by RCW 39.26.160(2)(c) and the m	n accodance w vendors will be aster contract	rith this agency's pecalculated to me	oerforma asure re service p	nce demand asonablene ersonnel ar	ds (which will ss and qualit e required to	be discus: y assuranc	sed at the site visit.) e in accordance with
0	<b>C</b>						
General Cleaning	Service	S:					
Check the boxes of the	e cleaning tas	ks that apply, or	type ad	ditional tas	sks in the se	ections ma	rked "Other."
X 1 Dust, wipe, spo	t clean, and	remove finge	r prints	to includ	le: (Daily	/ Weekly	)
b) Copy room co c) Lunchroom co d) General hallw. e) File cabinets f) Glass doors g) Elevator walls h) Stairwell walls i) Remove cob	ounters & tables ounters and tables ay and corridor was a and hand rails s and hand rails smudges, stains a	alls and spills as needed (		oring or open s	surface		

	Other (Interior Walls)  Other (Interior Walls)  Other  Other
	Additional Instructions:
	7 Weekly XXXXXX SMTWRFS
•	♣ 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 Additional instructions:
	♣ Check box to activate section:
Į	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

	I	I) Other
	1	Special instructions:
	•	
_		
₩ (	Che	ck box to activate section:
<b>x</b> 4	1	Clean / Wipe Chrome Fixtures to Include
		a) Drinking Fountains (Also see special instructions below)
		a) Drinking Fountains (Also see special instructions below) b) Elevators
		c) X Faucets
		e) Other
	9	g) Other
		i) Other
		k) Other
	T.	Cassial instructions. Demons and avenually dispass of all factions this distribution formation
		Special instructions: Remove and property dispose of all foreign objects from the drinking fountain.
	,	Special instructions: Remove and properly dispose of all foreign objects from the drinking fountain.
		Frequency: 7 x a Week x x x x x x x
		Frequency: 7 x a Week x x x x x x x
		Frequency: 7 x a Week x x x x x x x
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	Che	Frequency: 7 x a Week
	Che 5	Frequency: 7 x a Week
	<u>Che</u>	Frequency: 7 x a Week
	Che 5	ck box to activate section:  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:
	5 5	ck box to activate section:  Empty Daily Trash / Recycle bins from the following areas:  a)  All rooms and open areas. (Including exterior of the restroom).  General open areas, hallways, and corridors  The following Conference Rooms:  d)  Dining / lunchroom areas
	Che-	ck box to activate section:  Empty Daily Trash / Recycle bins from the following areas:  a)  All rooms and open areas. (including exterior of the restroom).  General open areas, hallways, and corridors  The following Conference Rooms:  d)  Dining / lunchroom areas e)  Kitchen areas
	5	ck box to activate section:  Empty Daily Trash / Recycle bins from the following areas:  a) All rooms and open areas. (Including exterior of the restroom).  General open areas, hallways, and corridors  c) The following Conference Rooms:  d) Dining / lunchroom areas  e) Kitchen areas  g) Reception Area
	5 5	ck box to activate section:  Empty Daily Trash / Recycle bins from the following areas:  a) General open areas, hallways, and corridors  b) General open areas, hallways, and corridors  c) Dining / lunchroom areas  e) Kitchen areas  g) Reception Area  i) Replace trash liners whenever stained, soiled, torn, and/or removed.
	Che 5	ck box to activate section:  Empty Daily Trash / Recycle bins from the following areas:  a) All rooms and open areas. (Including exterior of the restroom).  General open areas, hallways, and corridors  c) The following Conference Rooms:  d) Dining / lunchroom areas  e) Kitchen areas  g) Reception Area
	5	ck box to activate section:  Empty Daily Trash / Recycle bins from the following areas:  a)  All rooms and open areas. (Including exterior of the restroom).  General open areas, hallways, and corridors  The following Conference Rooms:  Dining / lunchroom areas  Kitchen areas  Reception Area  By Replace trash liners whenever stained, soiled, torn, and/or removed.  Employee cubicle areas

s) On designated of	ay(s), take large receptacles	to the specified area			
	liners shall be replaced whenever th auled and dumped at designated City e, WA 98155.				
Frequency: 7 x a	Week X X X X S M T W		n Feb Mar Apr May Jun	Jul Aug Sep	Oct Nov Dec
Check box to activate s					
x 6 Entry way and Ou	······································				
	0 feet of each entrance. ks along the front of buildin	ıg			
c) Remove trash a d) Empty all entran	nd debris from outside parking ce ash travs	g lot			
e) Empty outside tr	ash cans into proper receptad	cle as			
g) Other i) Other					
k) Other m) Other					
o) Other					
Special Instructions:					
,					
Frequency: 7 x a	Week S M T W	X X X X X Jan	n Feb Mar Apr May Jun	Jul Aug Sep	Oct Nov Dec
<b>1</b> Obs. 1 1					
<ul><li>Check box to activate s</li><li>7 Day Porter Servi</li></ul>		Dav Po	rter expected to v	work	hours per day
	nference room and reception	······································			
	lbs & light tubes as needed tor all janitorial supplies				
d) Provide addition	al Day Porter Services as note				
e) Day porter to als	o perform tasks noted in othe	er paragraphs / subp	paragraphs as stated there	ein.	
i)					
m)					
0)					

		<b>Special Instructions</b> : Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for perming 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:	
	X	8 Additional General Miscellaneous Cleaning	
	•	a) Reposition all conference room and reception area chairs b) Replace light bulbs & light tubes as needed c) X Stock, and monitor all janitorial supplies d) X Other (Clean all interior and windows including ceiling windows) e) Other g) Other http: http://docs.org/light/1001/2009/2009/2009/2009/2009/2009/2009	
		Special Instructions:	
		Frequency: 7 x a Week S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep	Oct Nov Dec
S	pe	cific Rooms and Areas: Restrooms, Kitchen, & Other	
Cł	eck t	he boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."	
	X	9 General Restroom Cleaning and Disinfecting	
		<ul> <li>a)</li></ul>	

m) X 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: 7 x a Week
Check box to activate section:
x 10 Additional Restroom Cleaning and Disinfecting
a) Clean and disinfect toilet stall doors and walls Clean and disinfect shower areas and fixtures  Other (See Special Instructions) Other Other Other 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: 12 x a Year 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  Other  Other  Other
Special Instructions:

Attachment A Check box to activate section: 12 Additional Kitchen Cleaning Clean inside of microwave(s) Clean inside of refrigerator(s) b) Other c) Other d) Other e) Other g) i) Other k) Other m) Other 0) Special Instructions: \_Check box to activate section: 13 Other Specific Rooms As Follows:

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

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 sit
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
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
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
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
f) Additional Rooms &/or areas as noted in Special Instructions space below. g) Spot clean all carpeted areas when needed h) Other i) Other
g) Spet clean all carpeted areas when needed h) Other i) Other
h) Other Other
i) Other
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The above equal o restage to commercial vertical commercial commercial action equal o restage at en
Check box to activate section:
Check box to activate section:  15 Vacuum Low Traffic Carpeted Areas to Include:
15 Vacuum Low Traffic Carpeted Areas to Include:  a) Employee Cubicle Areas
15 Vacuum Low Traffic Carpeted Areas to Include:  a) Employee Cubicle Areas c) The following Conference rooms:
15 Vacuum Low Traffic Carpeted Areas to Include:  a) Employee Cubicle Areas c) The following Conference rooms: e) Private Offices
a) Employee Cubicle Areas c) The following Conference rooms: e) Private Offices g) Additional Rooms &/or areas as noted in Special Instructions space below.
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. Other
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
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
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

Che	ck box to activate section:
16	Clean resilient floors to include: (Daily / Weekly)
( ( f	Dry mop  Wet mop  Other  Other
Ç	special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.
•	
-	ck box to activate section:  Clean, Strip & Wax Resilient floors: (Monthly / Annually)
17 (	Clean, Strip & Wax Resilient floors: (Monthly / Annually)    Strip old wax and remove stains and discolorations   Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)   All non-carpeted floors   Kitchen, Lunchroom areas   Restrooms   Print, Copy, Storage Rooms   Stairs and Landings

Check	box to activate section:
18 SI	nampoo Carpet As follows
<u> </u>	
a)	All carpeted areas
c)	Lobby / Reception area
e)	All open access areas along hallways and corridors  Conference Rooms
g) i)	Private offices
k)	Employee cubicle areas
m)	Stairs and landing
0)	Rugs Other
q) s)	Other
3)	
Spe	cial instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equi
Jan	itor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.
ellaneou	IS:
Check	box to activate section:
19	Clean inside of interior/exterior windows
J	
a)	Other Other
b)	Other Other
c)	Other Other
d) e)	Other Other
f)	()ther
٠,	Other Other
g)	Other Other Other
g) h)	Other
h)	Other Other Other Other
h)	Other Other Other other other cial instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand — to allow employees to remove any items from wire
h)	Other Other Other Other
h) <del>Spe</del>	Other Other Other other other cial instructions: Vendor to notify management of the exact date for the window cleaning two weeks-beforehand — to allow employees to remove any items from win
h) <del>Spe</del>	Other Other Other other other cial instructions: Vendor to notify management of the exact date for the window cleaning two weeks-beforehand — to allow employees to remove any items from win
h) <del>Spe</del>	Other Other Other other other cial instructions: Vendor to notify management of the exact date for the window cleaning two weeks-beforehand — to allow employees to remove any items from win
h) <del>Spe</del>	Other Other Other other other cial instructions: Vendor to notify management of the exact date for the window cleaning two weeks-beforehand — to allow employees to remove any items from win
h) <del>Spe</del>	Other Other Other other other cial instructions: Vendor to notify management of the exact date for the window cleaning two weeks-beforehand — to allow employees to remove any items from win

•	Ch	eck box to activate section:
	20	Clean (ground level) exterior windows
	-	a) Other c) Other e) Other g) Other i) Other k) Other o) Other
		Special instructions:
<b>•</b>	_	eck box to activate section:  Clean (non-ground level) exterior windows
	<u></u>	a) Other c) Other e) Other j) Other k) Other
		Special instructions:
_		
<b>•</b>	_	eck box to activate section:  Clean additional interior windows
	<u> </u>	a) Entry way Windows

	Attachment A
	b) Private office windows
	c) Conference room windows  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
1	Check box to activate section:
	23 Other
	a) Other c) Other e) Other g) Other i) Other k) Other m) Other o) Other o) Other o) Other s) Other s) Special instructions:
	Special instructions.
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	Check box to activate section:
	24 Other
-	a) Other

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		Attachment A
	m) Other	
	o) Other	
	q) Other	
	s) Other	
	Special instructions:	
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<u>+</u>	Check box to acti	vate section:
	27 Other	
	a) Other	
	c) Other	
	e) Other g) Other	
	i) Other	
	k) Other	
	m) Other	
	o) Other	
	q) Other s) Other	
	3) <del>                                     </del>	
	Special instructions:	
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		As a said all and a should subther the should like a surround subther an area in a surround surface the formation on a should subther a surround s
As Ne	eded 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.
		seasons and tental to calculate the proper amount of finitiates to sid to perform the full client.
	28 Out of the ordina	ary cleanup following special event or office function or minor construction
	4	any distance following special event of office function of filling constituction
	Frequency: 1	X a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as

Emergency water damage cleanup Other (i.e. Chemical Spills) Other (i.e. Biological Spills) Other (i.e. Bodily Fluids) Other

Other Absent a compelling business reason State Agencies are to utilize state contract to purchase PAPER SUPPLIES 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</p> Environmentally Provided by Provided by Preferred? Agency Vendor Supply Toilet Paper Paper Towels - Eco Green 100% Recycled X Toilet Seat Covers Other (please specify) Absent a compelling business reason State Agencies are to utilize state contract to purchase CLEANING SUPPLIES 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 \$0.00 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</p>

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs			
Deicer	х	x	

Liquid Soap					
Floor Care Products	х			Х	
Garbage Bags - Heavy Duty				X	
Glass Cleaner	х			Х	
Restroom Disinfectants & Cleaners	х			X	
Trash Can Liners				X	
Other	х			X	



# 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 <u>janitorialdesk@des.wa.gov</u>

# Janitorial Services Contract 00508 -- Per 2014 Refresh Work Request #

REVISION ID 01/00/00

	3. 3 3 3	infomration below, fill out site visitage boxes, and then fill out the janito	/evaluation information, embed any special orial work requirements below.
Agency Name:	City of Shoreline -Richm	ond Bch Lower Park Restroom - Map N	Work Request Number:
Agency # or ID:		County: King	Monthly Budget Amt.
Contract Life:	1 yr. Original S	Start Date:	
Building Type:	Other	Estimated Square Feet: 505	# of Floors: 1.00
Approved working he	ours 4:00am to 8:00am - a	all year	
	Work to be performed at:	Client Contract Administrator:	Send billing information to:
Street Address:	Richmond Bch Lower Park		
Street Address:	2021 NW 190th Street	17500 Midvale Ave. N.	17500 Midvale Ave. N.
City & Zip	Shoreline WA 98177	Shoreline WA 98133	Shoreline WA 98133
Point of contact	Cheryl Ooka	Cheryl Ooka	Phil Ramon
Phone:	206 801-2321	206 801-2321	206 801-2352
Fax:	206 801-2787	206 801-2787	206 801-2352
Email:	cooka@shorelinewa.gov	cooka@shorelinewa.gov	pramon@shorelinewa.gov

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

% 0	f weighting applied t	to evaluation categories:	Pricing		References:		Standardiz	ed Q&	As: 10%
Man	datory Site Visit Date:		Site Visit Time	e:	В	lids must be su before th	ibmitted or ne date of		
	RFQQ Bid Submissions (by Vendors) should be electronically sent to this email address >>>								
	Special Instructions, conditions, Standard of Work Requirements and/or Floor Plans								
Facility S	Facility Security: Apparent Successful Bidder employees may be required to pass background check documentation for any staff member or subcontractor who will be given access to the facility.								
	Embed any documen specific terms, co specifications, floor other instructions.	onditions, plans, and/or	background check	flc	or plan	rules?	?		5 day vs 7 day
	Preva	iling Wage	Information:	To be u	odated with	any contract e	extension		
			er prevailing wage>>>						county
	Silok Gil III.	ic to identify prop	*Not prev	e: The purailing wag	rchasing agen ge changes at t	cy will update th	e Work Cor ontract exte	ntract t	to reflect the L&I or minimum wage
					Janitor	Shampooer	Waxer	W	/indow Washer
					21.29	21.7	24.94		25.8
fully serv The amou	nitorial work contrac vice all noted tasks in int of minutes bid by 6.160(2)(c) and the m	in accodance v vendors will k naster contract	with this agency's poe calculated to me	oerforma asure re service p	ance demand asonablene personnel ar	ds (which will ss and quality e required to	be discus assuran	ssed a	at the site visit.) accordance with
Conor	cal Claaning	y Sorvice	nc.						
	ral Cleaning								
Che	eck the boxes of th	e cleaning ta	sks that apply, or	type ac	lditional tas	sks in the se	ctions m	arke	d "Other."
x 1	Dust, wipe, spo	ot clean, and	d remove finge	r prints	s to includ	le: (Daily	/ Weekl	y)	
	b) Copy room co c) Lunchroom co d) General hallw e) File cabinets f) Glass doors g) Elevator walls h) Stairwell walls	ounters & tables ounters and table way and corridor w s and hand rails s and hand rails I smudges, stains bwebs	valls and spills as needed		oring or open s	surface			

l) m) n)	Other (Interior Walls) Other (Interior Walls) Other
Add	litional Instructions:
	7 Weekly XXXXXX S S M T W R F S
<b>♣</b> Check	box to activate section:
2 <b>A</b> c	Iditional Dust, wipe, spot clean and disinfect: (Daily / Weekly)
a) b) c) d) e) f) g) h)	Light switches  Door handles  Vending machines  File cabinets  Stair walls and hand rails  Elevator walls and hand rails  Other  Other
Add	itional instructions:
	box to activate section: ust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)
a) b) c) d) e) f) g) h)	Horizontal surfaces & moldings Horizontal & vertical blinds Picture Frames Cloth panels HHVAC vents, grills, and recesses Ceiling vents, grills, and recesses Horizontal & vertical blinds Other Other
J) k)	Other Other

	l)	<del>ther</del>
	Special instr	uctions:
<b>▼</b> C	heck box t	o activate section:
<b>x</b> 4	Clean /	Wipe Chrome Fixtures to Include
		rinking Fountains (Also see special instructions below)
	′ 1==1	levators <b>aucets</b>
		aucers Ither
	′	uther the state of
		ther
	i)(	other Other
	i)	ther
	i)	
	i)	ther
	i)	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
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	Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	Special instruction of the control o	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	Special instructions frequence the control of the c	cuctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	Special instruction of the control o	cuctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	heck box to be compared by a c	cuctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	special instruction of the control o	cuctions: Remove and properly dispose of all foreign objects from the drinking fountain.  Y: 7 x a Week
	Special instructions for the ck box to be characteristics.  Special instructions for the ck box to be ck box to be characteristics.  Special instructions for the ck box to be	cuctions: Remove and property dispose of all foreign objects from the drinking fountain.  The property dispose of all foreign objects from the drinking fountain.  The property of the property dispose of all foreign objects from the drinking fountain.  The property of th
	Special instructions for the control of the control	actions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	heck box to be compared to be compar	cuctions: Remove and properly dispose of all foreign objects from the drinking fountain.  2. 7 x a Week

	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: 7 x a Week
<b></b>	
×	Check box to activate section:  6 Entry way and Outside Clean-up
	a) X 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 Other
	Special Instructions:
	Frequency: 7 x a Week
•	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)
	o)

		<b>Special Instructions</b> : Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for perming 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:	
	X	8 Additional General Miscellaneous Cleaning	
	•	a) Reposition all conference room and reception area chairs b) Replace light bulbs & light tubes as needed c) X Stock, and monitor all janitorial supplies d) X Other (Clean all interior and windows including ceiling windows) e) Other g) Other http: http://docs.org/light/1001/2009/2009/2009/2009/2009/2009/2009	
		Special Instructions:	
		Frequency: 7 x a Week S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep	Oct Nov Dec
S	pe	cific Rooms and Areas: Restrooms, Kitchen, & Other	
Cł	eck t	he boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."	
	X	9 General Restroom Cleaning and Disinfecting	
		<ul> <li>a)</li></ul>	

m) X 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 ar repair needs inside and outside of the restrooms.
Frequency: 7 x a Week
<ul> <li>Check box to activate section:</li> <li>x 10 Additional Restroom Cleaning and Disinfecting</li> </ul>
a) Clean and disinfect toilet stall doors and walls
b) Clean and disinfect shower areas and fixtures
c) X 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 us as storage for janitorial supplies and Park equipment. Clean out may require light organization in order to clean the area.
Frequency: 12 x a Year S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
<ul><li>Check box to activate section:</li><li>11 General Kitchen Cleaning</li></ul>
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
g) Dry mop / wet mop to remove all spills and stains on floor i) Clean inside of following appliances:
k) Other
m) Other
o) <u>Other</u>
Special Instructions:

Attachment A Check box to activate section: 12 Additional Kitchen Cleaning a) Clean inside of microwave(s) Clean inside of refrigerator(s) b) Other c) d) Other Other e) Other g) Other i) k) Other Other m) Other 0) Special Instructions:

а)	Other
b)	Other Other
c)	Other Other
d)	Other Other
e)	Other Other
g)	Other Other
i)	Other Other
k)	<u>Other</u>
m)	Other Other
o)	Other Other

r Ca	are and Cleaning Services
heck b	ox to activate section:
4 Vac	cuum High Traffic Carpeted Areas to Include: (Daily / Weekly)
a)	Reception Area
b)	General open areas, hallways and corridors
c) [	The following Conference rooms:
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 Other
i)   i)	The above square footage is estimated, Vendors should confirm actual square footage at site vi
J)	The above square rootage is estimated, vendors should confirm actual square rootage at site vi
	ov to activate section:
	ox to activate section:
Vac	oox to activate section:  cuum Low Traffic Carpeted Areas to Include:
	Euum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms:
a) [ c) [ e) [	Employee Cubicle Areas  The following Conference rooms:  Private Offices
a) [ c) [ e) [ g) [	Example Low Traffic Carpeted Areas to Include:    Employee Cubicle Areas
a) [ c) [ e) [ g) [	Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other
a) [ c) [ e) [ g) [	Example Low Traffic Carpeted Areas to Include:    Employee Cubicle Areas
a) [ c) [ e) [ g) [ i) [	Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other
a) [ c) [ g) [ k) [ m) [ q) [ q)	Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other
a) [ [	Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other Other Other Other Other

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:

18	Shampoo Carpet As follows
<b>3</b>	a) All carpeted areas c) Lobby / Reception area
	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 e Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.
	Samor nest perform dealing carry shough to allow to rain arying prior to size arms the following flow months.
llan	eone.
	eous:
	eous: eck box to activate section: Clean inside of interior/exterior windows
Che	Clean inside of interior/exterior windows
Che	clean inside of interior/exterior windows  a) Other
Che	clean inside of interior/exterior windows  a) Other Other c) Other
Che	a) Other b) Other c) Other d) Other
Che	clean inside of interior/exterior windows  a) Other b) Other c) Other d) Other e) Other
Che	clean inside of interior/exterior windows  a) Other b) Other c) Other d) Other e) Other g) Other
Che	clean inside of interior/exterior windows  a) Other b) Other c) Other d) Other e) Other f) Other
Che	eck box to activate section:  Clean inside of interior/exterior windows  a) Other b) Other c) Other d) Other other h) Other Other f) Other
Che	clean inside of interior/exterior windows  a) Other b) Other c) Other d) Other e) Other f) Other h) Other Other f) Other Other f) Other Other f) Ot
Che	eck box to activate section:  Clean inside of interior/exterior windows  a) Other b) Other c) Other d) Other other h) Other Other f) Other

•	Che	eck 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
		Special instructions:
_	Chr	eck box to activate section:
	7	Clean (non-ground level) exterior windows
	<u> </u>	a) Other c) Other e) Other g) Other i) Other k) Other
		Special instructions:
······	<b>C</b> L -	ack hay to activate coction:
	_	eck box to activate section:  Clean additional interior windows
	4	a) Entry way Windows

	Attachment A
b) Private office windows	
c) Conference room windows	
d) Reception area windows	
e) Other	
f) Other	
g) Other h) Other	
′ <b> </b>	
i) Other j) Other	
Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., sl	nould come under above sections 1 - 3 above.)
Missellaneous and Other Types of Cleaning	1
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 o) Other s) Other s) Other	
Special ilistructions:	
Check box to activate section:	
24 Other	
a) Other	

	Attachment A
c) Other	
e) Other	
g) Other Other	
i) Other k) Other	
m) Other	
o) Other	
q) Other	
s) Other	
Special instructions:	
heck box to activate section:	
5 Other	
J Guici	
a) Other	
c) Other	
e) Other	
g) Other	
i) Other	
k) Other	
m) Other	
O) Other	
q) Other	
s) Other	
Special instructions:	
heck box to activate section:	
6 Other	
a) Other	
c) Other	
e) Other	
g) Other	
i) Other	
k) Other	

			Attachment A
		m) Other	
		o) Other	
		q) Other	
		Special instructions:	
		-	
_	Ol-		
•	Che	eck box to acti	vate section:
	27	Other	
		a) Other	
		c) Other e) Other	
		g) Other	
		i) Other	
		k) Other	
		m) Other Other	
		q) Other	
		s) Other	
		Special instructions:	
As Ne	ede	d 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 ordina	ary cleanup following special event or office function or minor construction
		Frequency: 1	x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as

Emergency water damage cleanup Other (i.e. Chemical Spills) Other (i.e. Biological Spills) Other (i.e. Bodily Fluids) Other

Other Absent a compelling business reason State Agencies are to utilize state contract to purchase PAPER SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Agency Vendor Toilet Paper Paper Towels - Eco Green 100% Recycled X Toilet Seat Covers Other (please specify) Absent a compelling business reason State Agencies are to utilize state contract to purchase CLEANING SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Vendor Agency

-		• •	$\sim$
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X

Light Bulbs Deicer

X

Liquid Soap					
Floor Care Products	х			Х	
Garbage Bags - Heavy Duty				Х	
Glass Cleaner	х			X	
Restroom Disinfectants & Cleaners	х			Х	
Trash Can Liners				X	
Other	х			Х	



## 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 <u>janitorialdesk@des.wa.gov</u>

# Janitorial Services Contract 00508 -- Per 2014 Refresh Work Request #

**REVISION ID 01/00/00** 

Work Request Form: Type your agency/entity infomration 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: City of Shoreline -Richmond Bch Upper Park Restroom -Map O Work Request Number: County: King Agency # or ID: Monthly Budget Amt. Contract Life: Original Start Date: 1 yr. Other Estimated Square Feet: 505 **Building Type:** # of Floors: **1.00** 4:00 am to 8:00 am - all year Approved working hours Work to be performed at: Client Contract Administrator: Send billing information to: Richmond Bch Upper Park Street Address: 2021 NW 190th Street 17500 Midvale Ave. N. 17500 Midvale Ave. N. Street Address: WA 98177 Shoreline WA 98133 Shoreline WA **98133** Shoreline City & Zip Cheryl Ooka Phil Ramon Cheryl Ooka Point of contact 801-2321 801-2321 801-2352 206 Phone: 206 206 Fax: 206 801-2787 206 801-2787 206 801-2352 pramon@shorelinewa.gov Email: cooka@shorelinewa.gov cooka@shorelinewa.gov

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

% 0	f weighting applied to	o evaluation categories:	Pricing		References:		Standardiz	ed Q&A	As: 10%
Mano	datory Site Visit Date:		Site Visit Time	):	E	Bids must be su before th	ubmitted of		
		•	by Vendors) sho this email addre			janitorialde	sk@de	s.wa.	gov
	Special Instruc	ctions, con	ditions, Standard	d of Wo	ork Requir	ements and	l/or Floo	or Plar	ns
Facility S	Security: Apparent Succ		oloyees may be required to	pass bac	kground check d	ocumentation for a	any staff me	mber or s	subcontractor who will
	Embed any document specific terms, co specifications, floor pother instructions.	onditions, plans, and/or	background check	flo	oor plan	rulesí	?	5	day vs 7 day
	Preva	iling Wage	e Information:	To be u	odated with	any contract e	extension		
	Click on linl	c to identify prop	prev	e: The pu	rchasing agen ge changes at t tive January 1	cy will update th the time of the co st of each applic	e Work Cor ontract exter able year.	ntract to ension or	reflect the L&I or minimum wage
					Janitor 21.29	Shampooer 21.7	Waxer 24.94		ndow Washer 25.8
					21.29	21.7	24.34		25.0
fully serv The amou	nitorial work contrac vice all noted tasks i nt of minutes bid by 6.160(2)(c) and the m	n accodance vendors will aster contrac	with this agency's p be calculated to me	oerforma asure re service p	ance demand easonablene personnel ar	ds (which will ss and quality e required to	be discu y assuran	ssed at	t the site visit.)
<b>O</b>	0	C							
Gener	ral Cleaning	Servic	es:						
Ch€	eck the boxes of the	e cleaning ta	sks that apply, or	type ac	lditional tas	sks in the se	ctions m	arked	"Other."
x 1	Dust, wipe, spo	t clean, an	d remove finge	r prints	s to includ	le: (Daily	/ Weekl	y)	
	b) Copy room co c) Lunchroom co d) General hallw e) File cabinets f) Glass doors g) Elevator walls h) Stairwell walls	ounters & tables ounters and table ray and corridor and hand rails and hand rails smudges, stains owebs	walls s and spills as needed		oring or open s	surface			

Other (Interior Walls)	
m) Other (Interior Walls)	
n) Other	
Additional Instructions:	
7 Weekly XXXXXXX	
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 a) Other	
g) Other h) Other	
i) Other	
Additional instructions:	
• Ohaalahauta adisata aadisa	
Check box to activate section:	
3 Dust, wipe, spot clean and remove finger prints to include: (Month	ly / 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)	<del>ther</del>
	Special instr	uctions:
<b>▼</b> C	heck box t	o activate section:
<b>x</b> 4	Clean /	Wipe Chrome Fixtures to Include
		rinking Fountains (Also see special instructions below)
	′ 1==1	levators <b>aucets</b>
		aucers Ither
	′	uther the state of
		ther
	i)(	other Other
	i)	ther
	i)	
	i)	ther
	i)	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr Frequence	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	Special instruction of the control o	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	Special instructions frequence the control of the c	cuctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	Special instruction of the control o	cuctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	heck box to be compared by a c	cuctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	special instruction of the control o	cuctions: Remove and properly dispose of all foreign objects from the drinking fountain.  Y: 7 x a Week
	Special instructions for the ck box to be characteristics.  Special instructions for the ck box to be ck box to be characteristics.  Special instructions for the ck box to be	cuctions: Remove and property dispose of all foreign objects from the drinking fountain.  The property dispose of all foreign objects from the drinking fountain.  The property of the property dispose of all foreign objects from the drinking fountain.  The property of th
	Special instructions for the control of the control	actions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	heck box to be compared to be compar	cuctions: Remove and properly dispose of all foreign objects from the drinking fountain.  2. 7 x a Week

	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: 7 x a Week
<b>↓</b> Ch	neck box to activate section:
X 6	
	a)
	k) Other Other Other Other Special Instructions:
	Frequency: 7 x a Week
_ <b>▼</b> _Ch	neck 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) w

	<b>Special Instructions</b> : Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for perming 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.
1	Check box to activate section:	
X	8 Additional General Miscellaneous Cleaning	
	a) Reposition all conference room and reception area chairs b) Replace light bulbs & light tubes as needed c) X Stock, and monitor all janitorial supplies d) X Other (Clean all interior and windows including ceiling windows) e) Other g) Other i) Other other other other other other	
	Special Instructions:	
	Frequency: 7 x a Week	Oct Nov Dec
S	pecific Rooms and Areas: Restrooms, Kitchen, & Other	
Che	ck the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."	
X	9 General Restroom Cleaning and Disinfecting	
	a) X Sanitize all toilets, urinals, wash basins, etc. b) X Sweep, dry mop and/or damp mop and disinfect floors c) X Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap disperence of the coverage of the cover	

m) X 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: 7 x a Week
Check box to activate section:
x 10 Additional Restroom Cleaning and Disinfecting
a) Clean and disinfect toilet stall doors and walls Clean and disinfect shower areas and fixtures  Other (See Special Instructions) Other Other Other 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: 12 x a Year 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  Other  Other  Other
Special Instructions:

Attachment A Check box to activate section: 12 Additional Kitchen Cleaning a) Clean inside of microwave(s) b) Clean inside of refrigerator(s) Other c) d) Other Other e) Other g) Other i) k) Other Other m) Other 0) Special Instructions:

<b>+</b>	Check box to activate section:
	13 Other Specific Rooms As Follows:
	a) Other b) Other c) Other d) Other e) Other j) Other k) Other k) Other n) Other Special Instructions:
	Special instructions.

Check h	are and Cleaning Services
	cuum 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  Other
h)	<del>Other</del>
i) [ j) [	The above square footage is estimated, Vendors should confirm actual square footage at site visit.
J) [	THE ADOVE SQUARE ROOTAGE IS ESTIMATED, VEHICUIS SHOULD COMMITM ACTUAL SQUARE ROOTAGE AT SITE VISIT.
L	
Check b	oox to activate section:
	oox to activate section:
	cuum Low Traffic Carpeted Areas to Include:    Employee Cubicle Areas
15 <b>V</b> ac	Employee Cubicle Areas The following Conference rooms:
15 <b>Va</b> c	Employee Cubicle Areas The following Conference rooms: Private Offices
a) [ c) [ e) [	Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below.
a) [ c) [ e) [ g) [	Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other
a) [ c) [ e) [ g) [ i) [	Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other
a) [ c) [ e) [ g) [ k) [	Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other Other Other
a) [ (c) [ (g) [ (k) (m) [ (d) (m) (d) (m) (d) (d) (d) (d) (d) (d) (d) (d) (d) (d	Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other Other Other Other Other Other
a) [ c) [ e) [ g) [ k) [	Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other Other Other

Che	ck box to activate section:
16	Clean resilient floors to include: (Daily / Weekly)
 	Sweep floors Dry mop  Wet mop Other Other Other Other Other Other Other Other Other
5	special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.
_	
-	ck box to activate section:  Clean, Strip & Wax Resilient floors: (Monthly / Annually)
17 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	ck box to activate section:  Clean, Strip & Wax Resilient floors: (Monthly / Annually)  Strip old wax and remove stains and discolorations  Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)  All non-carpeted floors  Kitchen, Lunchroom areas  Restrooms  Print, Copy, Storage Rooms  Stairs and Landings  Intryways  Other  Other

₽	Check	box to activate section:
	18 St	hampoo Carpet As follows
	10	
	a)	All carpeted areas
	c)	Lobby / Reception area
	e)	All open access areas along hallways and corridors
	g)	Conference Rooms Private offices
	i) k)	Employee cubicle areas
	m)	Stairs and landing
	0)	Rugs
	q)	Other Other
	s)	Other Other
	0	
		ecial 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. itor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.
Misc	ellaneou	JS:
+	Check	box to activate section:
	19	Clean inside of interior/exterior windows
	a)	Other Other
	b)	Other Other
	c) d)	Other
	e)	Other
	f)	Other Other
	g)	Other Other
	h)	<del>Other</del>
	0	
		ecial 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 rete.

•	Che	eck bo	ox to activate section:
	20	Clea	n (ground level) exterior windows
		a)	Other
		Special	instructions:
	Ob -	- al e la e	
<b>+</b>			n (non-ground level) exterior windows
	<u> </u>	a)	Other Other Other Other Other Other Other Other Other
		Special	instructions:
•	Che	eck bo	ox to activate section:
	-		n additional interior windows
		a) [	Entry way Windows

	Attachment A
	b) Private office windows
	c) Conference room windows  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
1	Check box to activate section:
	23 Other
	a) Other c) Other e) Other g) Other i) Other k) Other m) Other o) Other o) Other o) Other s) Other s) Special instructions:
	Special instructions.
_	
	Check box to activate section:
	24 Other
-	a) Other

	Attachment A
c) Other e) Other g) Other i) Other	
e) Other  Other	
g) Other 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  Cher	
m) Other	
o) Other	
q) Other	
s) Other	
Special instructions:	
Special instructions:	
Charle have to activist a series.	
Check box to activate section:	
6 Other	
a) Other	
c) Other e) Other	
g) Other	
i) Other	
k) Other	

		Attachment A
		m) Other
		o) Other
		q) Other s) Other
		Special instructions:
_		
•	Che	eck box to activate section:
	27	Other
<u> </u>		
		a) Other
		c) Other e) Other
		g) Other
		i) Other
		k) Other
		m) Other o) Other
		q) Other
		s) Other
		Special instructions:
As Ne	ede	As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning:
710110	, c u c	cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.
	1	
	28	Out of the ordinary cleanup following special event or office function or minor construction
		Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as

Emergency water damage cleanup Other (i.e. Chemical Spills) Other (i.e. Biological Spills) Other (i.e. Bodily Fluids) Other

Other Absent a compelling business reason State Agencies are to utilize state contract to purchase PAPER SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Agency Vendor Toilet Paper Paper Towels - Eco Green 100% Recycled X Toilet Seat Covers Other (please specify) Absent a compelling business reason State Agencies are to utilize state contract to purchase CLEANING SUPPLIES 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</p> Provided by Provided by Environmentally

Supply	Preferred	,	Age	ency	,	Ver	ndor	
Light Bulbs								
Deicer	х			X				

Liquid Soap					
Floor Care Products	х			Х	
Garbage Bags - Heavy Duty				Х	
Glass Cleaner	х			Х	
Restroom Disinfectants & Cleaners	х			X	
Trash Can Liners				X	
Other	х			X	



## 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 infomration 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: City of Shoreline -Richmond Highlands Park Restroom-Map P Work Request Number: County: King Agency # or ID: Monthly Budget Amt. Contract Life: Original Start Date: 1 yr. Other Estimated Square Feet: 361 **Building Type:** # of Floors: **1.00** 4:00am to 8:00am - all year Approved working hours Work to be performed at: Client Contract Administrator: Send billing information to: Richmond Bch Upper Park Street Address: 16554 Fremont Ave N. 17500 Midvale Ave. N. 17500 Midvale Ave. N. Street Address: WA 98133 Shoreline WA 98133 Shoreline WA **98133** Shoreline City & Zip Cheryl Ooka Phil Ramon Cheryl Ooka Point of contact 801-2321 801-2321 801-2352 206 Phone: 206 206 Fax: 206 801-2787 206 801-2787 206 801-2352 pramon@shorelinewa.gov Email: cooka@shorelinewa.gov cooka@shorelinewa.gov

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

% 0	f weighting applied to	o evaluation categories:	Pricing		References:		Standardiz	ed Q8	&As: 10%
Mano	datory Site Visit Date:		Site Visit Time	9:	В	Bids must be su before th	ubmitted one date of		
			y Vendors) sho his email addre			janitorialde	esk@de	<u>S.Wa</u>	a.gov
	Special Instruc	ctions, cond	litions, Standard	d of Wo	ork Requir	ements and	l/or Floo	or Pl	ans
Facility S	Security: Apparent Succ be given access		oyees may be required to	o pass bac	kground check d	ocumentation for	any staff me	mber o	or subcontractor who will
	Embed any document specific terms, co specifications, floor pother instructions.	onditions, plans, and/or	background check	flo	or plan	rules	?		5 day vs 7 day
	Preva	ilina Waqe	Information:	To be u	odated with	any contract (	extension		
			er prevailing wage>>>						county
	Glick GIT IIII	tto identily prope	*Not prev	e: The purailing wag	rchasing agen je changes at t	cy will update th	e Work Co ontract exte	ntract ension	to reflect the L&I n or minimum wage
					Janitor	Shampooer	Waxer	W	Window Washer
					21.29	21.7	24.94	+	25.8
fully serv The amou	nitorial work contrac vice all noted tasks i int of minutes bid by 6.160(2)(c) and the m	n accodance v vendors will b aster contract	vith this agency's pe calculated to me	oerforma asure re service p	ince demand asonablene personnel ar	ds (which will ss and quality e required to	be discu / assuran	ssed ice in	at the site visit.) accordance with
Canan	ral Classins	Comilo	<b>.</b>						
Gener	ral Cleaning	Service	es:						
Che	eck the boxes of the	e cleaning tas	sks that apply, or	type ac	lditional tas	sks in the se	ctions m	narke	d "Other."
x 1	Dust, wipe, spo	t clean, and	d remove finge	r prints	to includ	le: (Daily	/ Weekl	y)	
	b) Copy room co c) Lunchroom co d) General hallw e) File cabinets f) Glass doors g) Elevator walls h) Stairwell walls	ounters & tables ounters and table ay and corridor v and hand rails and hand rails smudges, stains	valls and spills as needed		oring or open s	surface			

		_
1)	X	Other (Interior Walls)
m)		Other (Interior Walls)
n)		Other
Ac	ditiona	al Instructions:
L		
		7 Weekly XXXXXX
		S M T W R F S
_		
Check	د box	to activate section:
2 A	dditi	ional Dust, wipe, spot clean and disinfect: (Daily / Weekly)
<u> </u>		
a)		Light switches
- E	-	Door handles
b)		4
c)		Vending machines
d)		File cabinets
e)		Stair walls and hand rails
	-	
f)		Elevator walls and hand rails
g)		<del>Other</del>
h)		Other
i)		Other
')		<del>one</del>
Ad	lditional	instructions:
<u> </u>		
♣ Check	k box	to activate section:
2 D		wine and clean and remove finger prints to include. (Monthly / Apprelly)
3 D	uSi,	wipe, spot clean and remove finger prints to include: (Monthly / Annually)
<u> </u>	··· <u>····</u>	
a)		Horizontal surfaces & moldings
· · · · · · · · · · · · · · · · · · ·	-	Horizontal & vertical blinds
b)	<u> </u>	
c)		Picture Frames
d)		Cloth panels
e)		HVAC vents, grills, and recesses
- E	<b> </b>	
f)		Ceiling vents, grills, and recesses
g)		Horizontal & vertical blinds
h)		Other
	<b> </b>	
i)	<u> </u>	<del>Other</del>
j)	ll .	Other Control of the
k)		Other Control of the

	l)	<del>ther</del>
	Special instr	uctions:
<b>▼</b> C	heck box t	o activate section:
<b>x</b> 4	Clean /	Wipe Chrome Fixtures to Include
		rinking Fountains (Also see special instructions below)
	′ 1==1	levators <b>aucets</b>
		aucers Ither
	′	uther the state of
		ther
	i)(	other Other
	i)	ther
	i)	
	i)	ther
	i)	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr Frequence	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	Special instruction of the control o	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	Special instructions for the second s	cuctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	Special instruction of the control o	cuctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	heck box to be compared by a c	cuctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	special instruction in the control of the control o	cuctions: Remove and properly dispose of all foreign objects from the drinking fountain.  Y: 7 x a Week
	Special instructions for the ck box to be compared	cuctions: Remove and property dispose of all foreign objects from the drinking fountain.  The property dispose of all foreign objects from the drinking fountain.  The property of the property dispose of all foreign objects from the drinking fountain.  The property of th
	Special instructions for the control of the control	actions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	heck box to be compared to be compar	cuctions: Remove and properly dispose of all foreign objects from the drinking fountain.  2. 7 x a Week

s)	On desigr	nated day(s), ta	ke large rece <sub>l</sub>	otacles to	the spec	ified a	area.									
within 10' o	of the entrance	e) and hauled and o	dumped at desigr 55.	nated City du												
Freque	ncy: 7	x a Week	X X S M	X X T W	X X	S	Jan	Feb	Mar	Apr M	ay Ju	ın Ju	l Aug	Sep C	Oct Nov	Dec
Check box	to activ	ate section:														
6 Entry	way ar	nd Outside	Clean-up	)												
b) <b>X</b> c) d)	Sweep si Remove t Empty all	dewalks along trash and debris entrance ash tr	the front of from outside ays	<b>building</b> parking lo												
g)	Other Other Other Other	tside itasireans	тто ргорег г	cceptacie	as											
o)Special In	4															
Freque	ncy: 7	x a Week	X X S M	X X T W	X X	S	Jan	Feb	Mar	Apr M	ay Ju	ın Ju	l Aug	Sep C	Oct Nov	Dec
ν Day I		•••••					ror	ter e	exp	ecte	u to	wor	K	n	iours	per day
a)	41 '				rea chai	S										
c)	Stock, an	d monitor all jar	nitorial supplie	!S		_										
										as state	ed the	rein.				
g)					<u></u>											
	Special in: within 10' of 16006 15th  Frequent  Check box 6 Entry a) x b) x c) d) e) g) fill for the control of	Special instructions: Twithin 10' of the entrance 16006 15th Avenue NE, Frequency: 7  Check box to active 6 Entry way are a)	Special instructions: Trash can liners sha within 10' of the entrance) and hauled and of 16006 15th Avenue NE, Shoreline, WA 981  Frequency: 7 x a Week  Check box to activate section:  6 Entry way and Outside  a)	Special instructions: Trash can liners shall be replaced whithin 10' of the entrance) and hauled and dumped at design 16006 15th Avenue NE, Shoreline, WA 98155.  Frequency: 7 x a Week	Special instructions: Trash can liners shall be replaced whenever they within 10' of the entrance) and hauled and dumped at designated City du 16006 15th Avenue NE, Shoreline, WA 98155.  Frequency: 7 x a Week	Special instructions: Trash can liners shall be replaced whenever they become s within 10" of the entrance) and hauled and dumped at designated City dumpsters to 16006 15th Avenue NE, Shoreline, WA 98155.  Frequency: 7 x a Week	Special instructions: Trash can liners shall be replaced whenever they become stained within 10° of the entrance) and hauled and dumped at designated City dumpsters located 16006 15th Avenue NE, Shoreline, WA 98155.  Frequency: 7 x a Week	Special instructions: Trash can liners shall be replaced whenever they become stained, solled within 10' of the entrance) and hauled and dumped at designated City dumpsters located at the 16006 15th Avenue NE, Shoreline, WA 99155.  Frequency: 7 x a Week S M T W R F S Jan  Check box to activate section:  6 Entry way and Outside Clean-up  a) Sweep within 10 feet of each entrance. Sweep sidewalks along the front of building c) Remove trash and debris from outside parking lot Empty all entrance ash trays e) Empty outside trash cans into proper receptacle as 0) Other 0) Other 0) Other  Special instructions:  Frequency: 7 x a Week S M T W R F S Jan  Check box to activate section:  7 Day Porter Services Day Por  a) Reposition all conference room and reception area chairs By Replace light buils & light tubes as needed c) Stock, and monitor all janitorial supplies Day porter to also perform tasks noted in other paragraphs / subpriging to the provide additional Day Porter Services as noted below in Special In the provide additional Day Porter Services as noted below in Special In the provide additional Day Porter Services as noted below in Special In the provide additional Day Porter Services as noted below in Special In the provide additional Day Porter Services as noted below in Special In the provide additional Day Porter Services as noted below in Special In the provide additional Day Porter Services as noted below in Special In the provide additional Day Porter Services as noted below in Special In the provide additional Day Porter Services as noted below in Special In the provide additional Day Porter Services as noted below in Special In the provide additional Day Porter Services as noted below in Special In the provide additional Day Porter Services as noted below in Special In the provide additional Day Porter Services as noted below in Special In the provide additional Day Porter Services as noted below in Special In the provide additional Day Porter Services as noted below in Special In the provide additional	Special instructions: Trash can liners shall be replaced whenever they become stained, solled, or tor within 10° of the entrance) and hauled and dumped at designated City dumpsters located at the Hamlin 10006 15th Avenue NE. Shoreline, WA 98155.  Frequency: 7 x a Week S N T W R F S Jan Feb S Jan Feb S N T W R F S Jan Feb S N T W	Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. All within 10' of the entrance) and hauled and dumped at designated City dumpsters located at the Hamlin Maint 16006 15th Avenue NC, Shorten, WA 9815.  Frequency: 7 x a Week	Special instructions: Trash can liners shall be replaced whenever they become stained, solled, or tom. All trash shi within 10 of the entirance) and hauled and duringual at dissignated City dumpsters located at the Hamilin Maintenance It 1000 is 15th Avenue Nc. Shortler, MAY 9815.  Frequency: 7 x a Week	Special instructions: Trash can lines shall be replaced whenever they become stained, solled, or torn. All trash shall be rewithin 17 of the entrance and house and under all outsignated City dumpsters located at the Hamilin Maritenance Facility. 1500 is 18 Meen Meet. St. M. Y. W. R. F. S. Jan. Feb. 18 Mar. Apr. 18 May. Ju. Sweep within 10 feet of each entrance.  6 Entry way and Outside Clean-up  a) Sweep within 10 feet of each entrance. b) Sweep sidewalks along the front of building. Remove trash and debris from outside parking lot Empty outside trash cans into proper receptacle as growing the parking lot Empty outside trash cans into proper receptacle as growing of the content of the co	Special instructions: Track can lines shall be replaced whenever they become stained, solid, or furn. All track shall be removed within 10' of the entrance) and hauled and dumped at designated Cilly dumpsters located at the Hamilin Maintenance Facility. The Hit 10006 15th Avenue NE, Shoreline, WA 98155.  Frequency: 7 x a Week	Special instructions: Trash can liners shall be replaced whenever they become stained, soled, or form. All trash shall be removed from the within 10° of the entrance) and hauked and dumped at designated City dumpsters located at the Hamila Maintenance Facility. Th	Special instructions: Trish can liners shall be replaced wherever frey become stained, soled, or form. At teach shall be removed from the site principal or the centrance and hauled and sumped at designated City dumpoters beated at the Hamilin Maintenance Facility. The Hamilin Maintenance 14006 15th Avenus NE. Sharefine: Wix 8915s.  Frequency: 7 x a Week	Special Instructions: Trach can finers shall be replaced whenever they become stated, soled, or tern. All trach shall be removed from the sile (including rushibility of the entrance) and houled and dumped at designated City dumpstors boated at the Hamin Maintenance Facility. The Hamin Maintenance Facility is 1900-15th Avenue NF. Streethe, WA 08155.  Frequency: 7 x a Week

		Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for perming 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.
•	Che	eck box to activate section:	
Х	8	Additional General Miscellaneous Cleaning	
	4	a) Reposition all conference room and reception area chairs b) Replace light bulbs & light tubes as needed c) X Stock, and monitor all janitorial supplies d) X Other (Clean all interior and windows including ceiling windows) e) Other g) Other l) Other	
		Special Instructions:	
		Frequency: 7 x a Week S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep	Oct Nov Dec
Sne	⊃cif	fic Rooms and Areas: Restrooms, Kitchen, & Other	
- <b>υ</b> ρι	5611		
Check	7	boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."	
X	9	General Restroom Cleaning and Disinfecting	
		<ul> <li>a) X Sanitize all toilets, urinals, wash basins, etc.</li> <li>b) X Sweep, dry mop and/or damp mop and disinfect floors</li> <li>c) X Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door I X fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers</li> <li>e) X Plunge and/or snake toilets as needed.</li> <li>g) X Other (Remove all foreign objects from toilets and sinks)</li> <li>i) X Other (Squeegee floors dry after mopping)</li> <li>k) X Other (See special instructions below)</li> </ul>	

m) X 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: 7 x a Week
Check box to activate section:
x 10 Additional Restroom Cleaning and Disinfecting
a) Clean and disinfect toilet stall doors and walls Clean and disinfect shower areas and fixtures  Other (See Special Instructions) Other Other Other 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: 12 x a Year 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  Other  Other  Other
Special Instructions:

Attachment A Check box to activate section: 12 Additional Kitchen Cleaning a) Clean inside of microwave(s) Clean inside of refrigerator(s) b) Other c) d) Other Other e) Other g) i) k) Other Other m) Other 0) Special Instructions:

a)	Other	
b)	Other Other	
c)	Other Other	
d)	Other Control of the	
e)	Other Other	
g)	Other Control of the	
	Other Control of the	
k)	Other Other	
m)	Other Other	
o)	Other Other	
	uctions:	

Check b	
	ox to activate section:
14 Vac	cuum 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)	<del>Other</del>
i)	Other Other
j)	The above square footage is estimated, Vendors should confirm actual square footage at site visit
Speci	al instructions:
Speci	al instructions:
:heck t	oox to activate section:
:heck t	oox to activate section:
theck to	oox to activate section:
theck b	oox to activate section:  cuum Low Traffic Carpeted Areas to Include:
check b	oox to activate section:  cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms:
check b	oox to activate section:  cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas  The following Conference rooms:  Private Offices
check b	cox to activate section:  cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below.
check b	cox to activate section:  Cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other
check b	cox to activate section:  Cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other Other
check b	cox to activate section:  cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas  The following Conference rooms:  Private Offices  Additional Rooms &/or areas as noted in Special Instructions space below.  Other Other Other Other

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 h) Other 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 Storage Rooms Other
Special instructions:

	s box to activate section:
	box to activate section:
18 3	hamnoo Carnot As follows
	hampoo Carpet As follows
a)	All carpeted areas
c) e)	Lobby / Reception area All open access areas along hallways and corridors
	Conference Rooms
g) i)	Private offices
k)	Employee cubicle areas
m)	Stairs and landing
0)	Rugs
q)	Other Other
s)	Other Other
	ecial 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 itor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.
Jan	indiction must perform decarring early enough to allow for fair drying prior to 0.00 a.m. the following work morning.
liscellaneou	JS:
liscellaneou	JS:
	us: a box to activate section:
<b>♣</b> Check	s box to activate section:
Check 19	Clean inside of interior/exterior windows
<b>▼</b> Check  19	Clean inside of interior/exterior windows  Other
Check 19 a) b)	Clean inside of interior/exterior windows  Other Other
<b>▼</b> Check  19  a) b) c)	Clean inside of interior/exterior windows  Other Other Other Other
# Check 19 a) b) c) d)	Clean inside of interior/exterior windows  Other Other
<b>▼</b> Check  19  a) b) c)	Clean inside of interior/exterior windows  Other Other Other Other Other
# Check 19 a) b) c) d) e) f)	Clean inside of interior/exterior windows  Other Other Other Other Other Other Other
# Check 19 a) b) c) d) e)	Clean inside of interior/exterior windows  Other Other Other Other Other Other Other Other Other
# Check 19 a) b) c) d) e) f)	c box to activate section:  Clean inside of interior/exterior windows  Other
# Check 19 a) b) c) d) e) f)	S box to activate section:  Clean inside of interior/exterior windows  Other
# Check 19 a) b) c) d) e) f)	c box to activate section:  Clean inside of interior/exterior windows  Other
# Check 19 a) b) c) d) e) f)	S box to activate section:  Clean inside of interior/exterior windows  Other
# Check 19 a) b) c) d) e) f)	S box to activate section:  Clean inside of interior/exterior windows  Other
# Check 19 a) b) c) d) e) f)	S box to activate section:  Clean inside of interior/exterior windows  Other
# Check 19 a) b) c) d) e) f)	S box to activate section:  Clean inside of interior/exterior windows  Other
# Check 19 a) b) c) d) e) f)	S box to activate section:  Clean inside of interior/exterior windows  Other
# Check 19 a) b) c) d) e) f)	S box to activate section:  Clean inside of interior/exterior windows  Other

•	Che	eck 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
		Special instructions:
_	Chr	eck box to activate section:
	7	Clean (non-ground level) exterior windows
	<u> </u>	a) Other c) Other e) Other g) Other i) Other k) Other
		Special instructions:
······	<b>C</b> L -	ack hay to activate coction:
	_	eck box to activate section:  Clean additional interior windows
	4	a) Entry way Windows

	Attachment A
	b) Private office windows
	c) Conference room windows  d) Reception area windows
	e) Other
	f) Other
	g) Other h) Other
	h) Other i) Other
	ý) Other
	Control in the Mark this trade is for full window absorber. Control in a formula of the standard and a should be seen a fine of the standard and the standard a
	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
	Special instructions:
_	
	Check box to activate section:
	24 Other
	a) Other

	Attachment A
c) Other e) Other g) Other i) Other	
e) Other Other	
g) Other Other	
k) Other	
m) Other	
o) Other q) Other	
s) Other	
Special instructions:	
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Check box to activate section:	
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5 Ottlei	
a) Other	
c) Other	
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g) Other	
i) Other  Cther	
m) Other	
o) Other	
q) Other	
s) Other	
Special instructions:	
Charle have to postivate apostion:	
Check box to activate section:	
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) Dollars	
a) Other c) Other	
e) Other	
g) Other	
i) Other	
k) Other	

			Attachment A
		m) Other	
		o) Other	
		q) Other	
		Special instructions:	
		-	
_	Ol-		
•	Che	eck box to acti	vate section:
	27	Other	
		a) Other	
		c) Other e) Other	
		g) Other	
		i) Other	
		k) Other	
		m) Other Other	
		q) Other	
		s) Other	
		Special instructions:	
As Ne	ede	d 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 ordina	ary cleanup following special event or office function or minor construction
		Frequency: 1	x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as

Emergency water damage cleanup Other (i.e. Chemical Spills) Other (i.e. Biological Spills) Other (i.e. Bodily Fluids) Other

Other Absent a compelling business reason State Agencies are to utilize state contract to purchase PAPER SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Agency Vendor Toilet Paper Paper Towels - Eco Green 100% Recycled X X Toilet Seat Covers Other (please specify) Absent a compelling business reason State Agencies are to utilize state contract to purchase CLEANING SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Vendor Agency

X			X		
	_	<u>.</u>		 . <u>-</u>	

Light Bulbs Deicer

Liquid Soap					
Floor Care Products	х			Х	
Garbage Bags - Heavy Duty				Х	
Glass Cleaner	х			Х	
Restroom Disinfectants & Cleaners	х			X	
Trash Can Liners				X	
Other	х			X	



## 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 infomration 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:

City of Shoreline -Shoreline Park Restroom-Map Q

Work Request Number:

Agency Name:	City of Shoreline -Shorelin	e Park Restroom-Map Q	Work Request Number:		
Agency # or ID:		County: King	Monthly Budget Amt.		
Contract Life:	1 yr. Original Start Dat	te:			
Building Type:	Other	Estimated Square Feet: 500	# of Floors: 1.00		
Approved working ho	urs 4:00am to 8:00am - all year	ſ			
	Work to be performed at:	Client Contract Administrator:	Send billing information to:		
Street Address:	Shoreline Park Restroom				
Street Address:	19030 1st Ave NE	17500 Midvale Ave. N.	17500 Midvale Ave. N.		
City & Zip Shoreline WA 98177		Shoreline WA 98133	Shoreline WA 98133		
Point of contact Cheryl Ooka		Cheryl Ooka	Phil Ramon		
Phone:	206 801-2321	206 801-2321	206 801-2352		
Fax:	206 801-2787	206 801-2787	206 801-2352		

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

cooka@shorelinewa.gov

Email:

cooka@shorelinewa.gov

pramon@shorelinewa.gov

% 0	f weighting applied	to evaluation categories:	Pricing		References:	,	Standardiz	ed Q	&As: 10%
Man	datory Site Visit Date:		Site Visit Time	ý: 2	В	sids must be su before th	ubmitted or ne date of		
RFQQ Bid Submissions (by Vendors) should be electronically sent to this email address >>>									
	Special Instru	ıctions, cond	itions, Standard	d of Wo	ork Requir	ements and	d/or Floo	or Pl	lans
Facility S		ccessful Bidder emploss to the facility.	byees may be required to	o pass bacl	kground check d	ocumentation for a	any staff mer	mber	or subcontractor who will
	Embed any docume specific terms, of specifications, floor other instructions.	onditions, plans, and/or	background check	flo	or plan	rulesí	?		5 day vs 7 day
	Preva	ailing Wage	Information:	To be u	odated with	any contract (	extension		
			er prevailing wage>>>						county
		3	*Not prev	e: The purailing wag	rchasing agen je changes at t	cy will update th the time of the c st of each applic	e Work Cor ontract exte	ntract ensioi	t to reflect the L&I n or minimum wage
					Janitor	Shampooer	Waxer		Window Washer
					21.29	21.7	24.94	•	25.8
fully serv The amou	NOTE: Janitorial work contracts are "performance based" contracts, and vendors must submit quotes that assure the ability to fully service all noted tasks in accodance with this agency's performance demands (which will be discussed at the site visit.)  The amount of minutes bid by vendors will be calculated to measure reasonableness and quality assurance in accordance with RCW 39.26.160(2)(c) and the master contract 00508; janitorial service personnel are required to cumlatively work the amount of minutes submitted in the RFQQ and Work Contract.								
C		C!	-						
Gener	ral Cleaning	g Service	<b>!</b> S:						
Ch€	eck the boxes of th	ne cleaning tas	sks that apply, or	type ad	ditional tas	sks in the se	ections m	arke	ed "Other."
x 1	Dust, wipe, spot clean, and remove finger prints to include: (Daily / Weekly)								
	b) Copy room of Lunchroom of Copy room of Co	counters & tables counters and tables way and corridor w s ls and hand rails Il smudges, stains	and spills as needed		oring or open s	surface			

Attachment A	

	I)	v	Other (Interior Walls)
	,		
	m)		Other (Interior Walls)
	n)		Other
	,	,	<u> </u>
	Add	litiona	al Instructions:
	-		
			7 Weekly XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
			S M T W R F S
• ^	امحطا	h - ·	to activate acation.
<u> </u>	neck	XOQ	to activate section:
	<b>Λ</b>	: ۱: ۱. ۱	and Dust wine and deep and disinfect. (Della / Westella)
1 1	2 AC	aaiti	onal Dust, wipe, spot clean and disinfect: (Daily / Weekly)
<u> </u>			
	a)		Light switches
	b)		<del>Door handles</del>
	c)		Vending machines
	d)		File cabinets
		_	
	e)		Stair walls and hand rails
	f)		Elevator walls and hand rails
	,		Other .
	g)		
	h)		<del>Other</del>
	i)		Other
	.,		
	-		
	Add	itional	instructions:
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<b>4</b> 0	Check	box	to activate section:
			to activate section: wipe, spot clean and remove finger prints to include: (Monthly / Annually)
	3 <b>D</b> u		wipe, spot clean and remove finger prints to include: (Monthly / Annually)
	3 <b>D</b> u		wipe, spot clean and remove finger prints to include: (Monthly / Annually)  Herizontal surfaces & moldings
	3 <b>D</b> u		wipe, spot clean and remove finger prints to include: (Monthly / Annually)
	3 <b>D</b> ua)		wipe, spot clean and remove finger prints to include: (Monthly / Annually)  Horizontal surfaces & moldings Horizontal & vertical blinds
	a) b) c)		wipe, spot clean and remove finger prints to include: (Monthly / Annually)  Horizontal surfaces & moldings  Horizontal & vertical blinds  Picture Frames
	3 <b>D</b> ua)		wipe, spot clean and remove finger prints to include: (Monthly / Annually)  Horizontal surfaces & moldings Horizontal & vertical blinds
	a) b) c) d)		wipe, spot clean and remove finger prints to include: (Monthly / Annually)  Horizontal surfaces & moldings  Horizontal & vertical blinds  Picture Frames
	a) b) c) d) e)		wipe, spot clean and remove finger prints to include: (Monthly / Annually)  Horizontal surfaces & moldings Horizontal & vertical blinds Picture Frames Cloth panels HVAC vents, grills, and recesses
	a) b) c) d) e) f)		wipe, spot clean and remove finger prints to include: (Monthly / Annually)  Horizontal surfaces & moldings Horizontal & vertical blinds Picture Frames Cloth panels HVAC vents, grills, and recesses Ceiling vents, grills, and recesses
	a) b) c) d) e)		wipe, spot clean and remove finger prints to include: (Monthly / Annually)  Horizontal surfaces & moldings Horizontal & vertical blinds Picture Frames Cloth panels HVAC vents, grills, and recesses
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	a) b) c) d) e) f)		wipe, spot clean and remove finger prints to include: (Monthly / Annually)  Horizontal surfaces & moldings Horizontal & vertical blinds Picture Frames Cloth panels HVAC vents, grills, and recesses Ceiling vents, grills, and recesses Horizontal & vertical blinds Other
	a) b) c) d) e) f) g) h)		wipe, spot clean and remove finger prints to include: (Monthly / Annually)  Horizontal surfaces & moldings  Horizontal & vertical blinds  Picture Frames  Cloth panels  HVAC vents, grills, and recesses  Ceiling vents, grills, and recesses  Horizontal & vertical blinds
	a) b) c) d) e) f)		wipe, spot clean and remove finger prints to include: (Monthly / Annually)  Horizontal surfaces & moldings Horizontal & vertical blinds Picture Frames Cloth panels HVAC vents, grills, and recesses Ceiling vents, grills, and recesses Horizontal & vertical blinds Other
	a) b) c) d) e) f) g) h)		wipe, spot clean and remove finger prints to include: (Monthly / Annually)  Horizontal surfaces & moldings Horizontal & vertical blinds Picture Frames Cloth panels HVAC vents, grills, and recesses Ceiling vents, grills, and recesses Horizontal & vertical blinds Other Other

	l)	<del>ther</del>
	Special instr	uctions:
<b>▼</b> C	heck box t	o activate section:
<b>x</b> 4	Clean /	Wipe Chrome Fixtures to Include
		rinking Fountains (Also see special instructions below)
	′ 1==1	levators <b>aucets</b>
		aucers Ither
	′	uther the state of
		ther
	i)(	other Other
	i)	ther
	i)	
	i)	ther
	i)	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
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	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	i) C k) C Special instr Frequence	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	Special instr	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	Special instruction of the control o	uctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	Special instructions for the second s	cuctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	Special instruction of the control o	cuctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	heck box to be compared by a c	cuctions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	special instruction in the control of the control o	cuctions: Remove and properly dispose of all foreign objects from the drinking fountain.  Y: 7 x a Week
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	Special instructions for the control of the control	actions: Remove and properly dispose of all foreign objects from the drinking fountain.  y: 7 x a Week
	heck box to be compared to be compar	cuctions: Remove and properly dispose of all foreign objects from the drinking fountain.  2. 7 x a Week

	S) On designated day(s), take large receptacles to the specified area.							
		r they become stained, soiled, or torn. All trash shall be removed from the si City dumpsters located at the Hamlin Maintenance Facility. The Hamlin Main						
	Frequency: 7 x a Week x x x S M T	X X X X X W W R F S Jan Feb Mar Apr May Jun Jul Aug S	Sep Oct Nov Dec					
<b>+</b>	_Check box to activate section:							
Х	6 Entry way and Outside Clean-up							
	a) X Sweep within 10 feet of each entrance. b) X Sweep sidewalks along the front of build c) Remove trash and debris from outside parki d) Empty all entrance ash trays e) Empty outside trash cans into proper recept g) Other i) Other k) Other o) Other Other Other	ing lot						
	Special Instructions:							
	Frequency: 7 x a Week X X X S M T	X X X X W W R F S Jan Feb Mar Apr May Jun Jul Aug S	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 recepti b) Replace light bulbs & light tubes as needed c) Stock, and monitor all janitorial supplies d) Provide additional Day Porter Services as n e) Day porter to also perform tasks noted in of g) i) k) m)							

		<b>Special Instructions</b> : Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for perming 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.
	<b>♣</b> Ch	eck box to activate section:	
	<b>X</b> 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 http: http://docs.org/light/files/fil	
		Special Instructions:	
		Frequency: 7 x a Week S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep	Oct Nov Dec
	Speci	fic Rooms and Areas: Restrooms, Kitchen, & Other	
C	heck the	boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."	
	<b>x</b> 9	General Restroom Cleaning and Disinfecting	
		a) X Sanitize all toilets, urinals, wash basins, etc. b) X Sweep, dry mop and/or damp mop and disinfect floors c) X Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door X fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap disper Plunge and/or snake toilets as needed. X Other (Remove all foreign objects from toilets and sinks) X Other (Squeegee floors dry after mopping) X Other (See special instructions below)	

m) X 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: 7 x a Week x x x x x x x x x x x x x x x x x x
<ul> <li>Check box to activate section:</li> <li>x 10 Additional Restroom Cleaning and Disinfecting</li> </ul>
a) Clean and disinfect toilet stall doors and walls b) Clean and disinfect shower areas and fixtures c) X 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: 12 x a Year
Check box to activate section:
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 Other
Special Instructions:

Attachment A

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
e) □ Other

i)	<del>er</del>	
k)	<del>er</del>	
m)	<del>er</del>	
0)	<del>er</del>	
Special In	ions:	
1		
		_

♣ Check box to activate section:

a)	Other	
b)	<del>Other</del>	
c)	<del>Other</del>	
d)	<del>Other</del>	
e)	<del>Other</del>	
g)	<del>Other</del>	
i)	<del>Other</del>	
k)	<del>Other</del>	
m)	<del>Other</del>	
o)	<del>Other</del>	
	ructions:	

1 <u>Uc</u>	are and Cleaning Services
	box to activate section:
4 Va	cuum 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 out
i)	Other Other
j) [	The above square footage is estimated, Vendors should confirm actual square footage at site visit
hock	nov to activate section:
	box to activate section:  cuum Low Traffic Carpeted Areas to Include:
5 Va	cuum Low Traffic Carpeted Areas to Include:
5 <b>Va</b> (	cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas
5 <b>Va</b> (	cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms:
a) (c) (e)	Cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices
a) (c) (e) (g)	cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas  The following Conference rooms:  Private Offices  Additional Rooms &/or areas as noted in Special Instructions space below.
a) (c) (e) (g) (i)	Cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other
a) (c) (e) (g) (i) (k)	Cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other
a) (c) e) g) i) k) m)	Cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other
a) (c) e) g) i) k) m) o)	cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other Other Other Other
a) (c) e) g) i) k) m)	Cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other Other

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 Storage Rooms o) Other
Special instructions:

_	ck 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 a) Other
	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 of the contraction of the contraction process equipment of the contraction of the contrac
	Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.
cellane	eous:
Che	eck box to activate section:
19	Clean inside of interior/exterior windows
	a) Other
	a) Other b) Other
	c) Other
	d) Other
	e) Other  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 cleaning two weeks beforehand.
	sills etc.

•	Che	eck bo	ox to activate section:
	20	Clea	n (ground level) exterior windows
		a)	Other
		Special	instructions:
•	Cha	ما ،اه	vy to potivoto poetion.
i e			n (non-ground level) exterior windows
	<u>J</u>	a)	Other Other Other Other Other Other Other Other Other
		Special	instructions:
•	Che	eck bo	ox to activate section:
	-		n additional interior windows
		a) [	Entry way Windows

	Attachment A
b) Private office windows	
c) Conference room windows	
d) Reception area windows	
e) Other	
f) Other	
g) Other h) Other	
′ <b> </b>	
i) Other j) Other	
Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., sl	nould come under above sections 1 - 3 above.)
Missellaneous and Other Types of Cleaning	1
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 o) Other s) Other s) Other	
Special ilistructions:	
Check box to activate section:	
24 Other	
a) Other	

	Attachment A
c) Other	
e) Other	
g) Other Other	
i) Other k) Other	
m) Other	
o) Other	
q) Other	
s) Other	
Special instructions:	
heck box to activate section:	
5 Other	
J Guici	
a) Other	
c) Other	
e) Other	
g) Other	
i) Other	
k) Other	
m) Other	
O) Other	
q) Other	
s) Other	
Special instructions:	
heck box to activate section:	
6 Other	
a) Other	
c) Other	
e) Other	
g) Other	
i) Other	
k) Other	

		Attachment A
	m) Other	
	o) Other	
	q) Other	
	s) Other	
	Special instructions:	
•		
_		
<u>+</u>	Check box to acti	vate section:
	27 Other	
	a) Other	
	c) Other	
	e) Other g) Other	
	i) Other	
	k) Other	
	m) Other	
	o) Other	
	q) Other s) Other	
	3) <del>                                     </del>	
	Special instructions:	
•	-	
As Ne	eded 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.
		seasons and tental to calculate the proper amount of finitiates to sid to perform the full client.
	28 Out of the ordina	ary cleanup following special event or office function or minor construction
	4	any distance following special event of office function of filling constituction
	Frequency: 1	X a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as

Emergency water damage cleanup Other (i.e. Chemical Spills) Other (i.e. Biological Spills) Other (i.e. Bodily Fluids) Other

Other Absent a compelling business reason State Agencies are to utilize state contract to purchase PAPER SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Agency Vendor Toilet Paper Paper Towels - Eco Green 100% Recycled X Toilet Seat Covers Other (please specify) Absent a compelling business reason State Agencies are to utilize state contract to purchase CLEANING SUPPLIES 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 \$0.00 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	Environmen Preferred	Provided by Agency			Provided by Vendor			
Light Bulbs								
Deicer	х			х				

Liquid Soap					
Floor Care Products	х			Х	
Garbage Bags - Heavy Duty				х	
Glass Cleaner	х			Х	
Restroom Disinfectants & Cleaners	х			Х	
Trash Can Liners				Х	
Other	х			Х	



#### 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 <u>janitorialdesk@des.wa.gov</u>

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

"Terms and Con	J 1	, ,	, ,								· ·	beciai
Agency Name:		City of Shor	eline -Shoreview	Park L	ower Restr	oom-Map L		W	ork Request	t Number:		
Agency # or ID:				County: King			Moi	Monthly Budget Amt.				
Contract Life:		1 yr.	Original Start	Date:								
Building Type:		Other		E	stimated S	Square Feet	t: <b>515</b>		# (	of Floors:	1.00	
Approved working h	ours	4:00am to	8:00am - all y	ear								
	Work to	be performe	d at:	<u>(</u>	Client Cont	ract Admini	istrator:		Send billing	g informa	tion to:	
Street Address:	Shore	iew Lower	Restroom									
Street Address:	700 NV	/ Innis Ard	en Way	1	17500 Midvale Ave. N.				17500 Midvale Ave. N.			
City & Zip	Shorel	i <b>n</b> e v	/A <b>98177</b>	5	Shoreline	· W	A <b>98133</b>		Shoreline	е	WA <b>98133</b>	
Point of contact	Cheryl	Ooka	<u> </u>		Cheryl Oc	oka		Phil Ramon				
Phone:	206	801-2	321	2	206	801-23	21		206	801	-2352	
Fax:	206	801-27	187	2	206	801-278	37		206	801	-2352	
Email:	cooka	@shoreline	ewa.gov	1 6	cooka@s	horeline	wa.gov		pramon@shorelinewa.gov			

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

7<sup>b</sup>•**2**26

% o	f weighting applied to evaluati categori	Dricing		References:		Standardiz	ed Q&As: 1	10%			
Man	datory Site Visit Date:	Site Visit Tim	ıe:	В	sids must be su before th	ubmitted or ne date of					
	RFQQ Bid Submission electronically sent	• •			janitorialde	sk@de	s.wa.gov				
	Special Instructions, o	onditions, Standar	d of Wo	ork Require	ements and	l/or Floo	r Plans				
Facility S	Security: Apparent Successful Bidde be given access to the facili	r employees may be required ty.	to pass bac	kground check d	ocumentation for a	any staff mer	nber or subcon	ntractor who will			
	Embed any documents containing specific terms, conditions, specifications, floor plans, and other instructions.	background check	floor plan		rules?		5 day v	√s 7 day			
	Prevailing W	age Information:	To be u	odated with	any contract o	extension					
					<u> </u>			<u> </u>			
	Click on link to identify proper prevailing wage>>> L&I janitorial prevailing wages by job class by county  *Note: The purchasing agency will update the Work Contract to reflect the L&I prevailing wage changes at the time of the contract extension or minimum wage changes effective January 1st of each applicable year.										
				Janitor	Shampooer	Waxer	Window W				
				21.29	21.7	24.94		25.8			
fully serv	nitorial work contracts are "p vice all noted tasks in accoda Int of minutes bid by vendors 6.160(2)(c) and the master cor m	nce with this agency's will be calculated to m	performa easure re service p	ance demand asonablene personnel ar	ds (which will ss and quality e required to	be discus	ssed at the ce in accor	site visit.) dance with			
Cana	cal Claaning Can	vioco:									
	ral Cleaning Serv										
Che	eck the boxes of the cleanin		•					ner."			
x 1	Dust, wipe, spot clean,	and remove finge	r prints	to includ	le: (Daily	/ Weekly	y)				
	b) Copy room counters & ta c) Lunchroom counters and d) General hallway and corr e) File cabinets f) Glass doors g) Elevator walls and hand h) Stairwell walls and hand	tables ridor walls rails rails stains and spills as needed		oring or open s	surface						

Attacl	hmei	nt A
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l) m) n)	Other (Interior Walls) Other (Interior Walls) Other
Add	litional Instructions:
	7 Weekly XXXXXX S S M T W R F S
<b>♣</b> Check	box to activate section:
2 <b>A</b> c	Iditional Dust, wipe, spot clean and disinfect: (Daily / Weekly)
a) b) c) d) e) f) g) h)	Light switches  Door handles  Vending machines  File cabinets  Stair walls and hand rails  Elevator walls and hand rails  Other  Other
Add	itional instructions:
	box to activate section: ust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)
a) b) c) d) e) f) g) h)	Horizontal surfaces & moldings Horizontal & vertical blinds Picture Frames Cloth panels HHVAC vents, grills, and recesses Ceiling vents, grills, and recesses Horizontal & vertical blinds Other Other
J) k)	Other Other

	I	I) Other
	1	Special instructions:
	•	
_		
₩ (	Che	ck box to activate section:
<b>x</b> 4	1	Clean / Wipe Chrome Fixtures to Include
		a) Drinking Fountains (Also see special instructions below)
		a) Drinking Fountains (Also see special instructions below) b) Elevators
		c) X Faucets
		e) Other
	9	g) Other
		i) Other
		k) Other
	T.	Cassial instructions. Demons and avenually dispass of all factions this distribution formation
		Special instructions: Remove and property dispose of all foreign objects from the drinking fountain.
	,	Special instructions: Remove and properly dispose of all foreign objects from the drinking fountain.
		Frequency: 7 x a Week x x x x x x x
		Frequency: 7 x a Week x x x x x x x
		Frequency: 7 x a Week x x x x x x x
		Frequency: 7 x a Week x x x x x x x
		Frequency: 7 x a Week x x x x x x x
		Frequency: 7 x a Week x x x x x x x
		Frequency: 7 x a Week x x x x x x x
		Frequency: 7 x a Week x x x x x x x
		Frequency: 7 x a Week x x x x x x x
	Che	Frequency: 7 x a Week
	Che 5	Frequency: 7 x a Week
	<u>Che</u>	Frequency: 7 x a Week
	Che 5	ck box to activate section:  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:
	5 5	ck box to activate section:  Empty Daily Trash / Recycle bins from the following areas:  a)  All rooms and open areas. (Including exterior of the restroom).  General open areas, hallways, and corridors  The following Conference Rooms:  d)  Dining / lunchroom areas
	Che-	ck box to activate section:  Empty Daily Trash / Recycle bins from the following areas:  a)  All rooms and open areas. (including exterior of the restroom).  General open areas, hallways, and corridors  The following Conference Rooms:  d)  Dining / lunchroom areas e)  Kitchen areas
	5	ck box to activate section:  Empty Daily Trash / Recycle bins from the following areas:  a) All rooms and open areas. (Including exterior of the restroom).  General open areas, hallways, and corridors  c) The following Conference Rooms:  d) Dining / lunchroom areas  e) Kitchen areas  g) Reception Area
	5 5	ck box to activate section:  Empty Daily Trash / Recycle bins from the following areas:  a) General open areas, hallways, and corridors  b) General open areas, hallways, and corridors  c) Dining / lunchroom areas  e) Kitchen areas  g) Reception Area  i) Replace trash liners whenever stained, soiled, torn, and/or removed.
	Che 5	ck box to activate section:  Empty Daily Trash / Recycle bins from the following areas:  a) All rooms and open areas. (Including exterior of the restroom).  General open areas, hallways, and corridors  c) The following Conference Rooms:  d) Dining / lunchroom areas  e) Kitchen areas  g) Reception Area
	5	ck box to activate section:  Empty Daily Trash / Recycle bins from the following areas:  a)  All rooms and open areas. (Including exterior of the restroom).  General open areas, hallways, and corridors  The following Conference Rooms:  Dining / lunchroom areas  Kitchen areas  Reception Area  By Replace trash liners whenever stained, soiled, torn, and/or removed.  Employee cubicle areas

	s)	On designated	d day(s), take	large recep	otacles to the	specified a	rea.					
	within 10		l hauled and dun	nped at design							(including outside trash of ance Facility is located a	
	Frequ	ency: 7 x	a Week	X X S M	X X X T W R	X X F S	Jan Feb N	lar Apr Ma	y Jun Ju	l Aug Sep	Oct Nov Dec	
	Check bo	x to activate	section:									
X	6 Entr	y way and (	Outside C	Clean-up	)							
	b)	Sweep within Sweep sidew Remove trash Empty all entr Empty outside Other Other Other Other Other	alks along th and debris fr ance ash tray	ne front of l rom outside rs	<b>building</b> parking lot							
	Special	Instructions:										
	Frequ	ency: 7 x	a Week	X X S M	X X X	X X F S	Jan Feb N	lar Apr Ma	y Jun Ju	l Aug Sep	Oct Nov Dec	
•	_Check bo	x to activate	section:									
	7 Day	Porter Ser	vices			Day I	Porter e	xpected	l to wor	k	hours per c	lay
	a)	Reposition all Replace light Stock, and mo Provide additi Day porter to	oulbs & light t onitor all janito onal Day Port	ubes as nee orial supplies er Services	eded s as noted belo	ow in Spec			d therein.			

		Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for perming 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.
•	_Che	eck box to activate section:	
X	8	Additional General Miscellaneous Cleaning	
		a) Reposition all conference room and reception area chairs b) Replace light bulbs & light tubes as needed c) X Stock, and monitor all janitorial supplies d) X Other (Clean all interior and windows including ceiling windows) e) Other g) Other i) Other k) Other m) Other	
		o) Other	
		Special Instructions:	
		Frequency: 7 x a Week S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep	Oct Nov Dec
Spo	ecif	ic Rooms and Areas: Restrooms, Kitchen, & Other	
Chec	k the	boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."	
Х	9	General Restroom Cleaning and Disinfecting	
		a) X Sanitize all toilets, urinals, wash basins, etc. b) X Sweep, dry mop and/or damp mop and disinfect floors c) X Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door d) X fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap disper e) X Plunge and/or snake toilets as needed. g) X Other (Remove all foreign objects from toilets and sinks) i) X Other (Squeegee floors dry after mopping) k) X Other (See special instructions below)	

m) X 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: 7 x a Week						
Check box to activate section:						
x 10 Additional Restroom Cleaning and Disinfecting						
a) Clean and disinfect toilet stall doors and walls b) Clean and disinfect shower areas and fixtures c) X Other (See Special Instructions) d) Other e) Other Other 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: 12 x a Year 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: Other Other Other Other						
Special Instructions:						

Attachment A a Week Frequency: Check box to activate section: 12 Additional Kitchen Cleaning Clean inside of microwave(s) a) b) Clean inside of refrigerator(s) Other c) Other d) Other e) Other g) i) Other k) Other m) 0) 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) i) Other Other k) Other m) 0)

Special Instructions:

	are and Cleaning Services
	box to activate section:
4 Va	cuum 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
hook	hov to activate coction:
	box to activate section:
5 Va	cuum Low Traffic Carpeted Areas to Include:
5 <b>Va</b>	cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas
5 <b>Va</b> a) c)	Employee Cubicle Areas The following Conference rooms:
a) c) e)	Employee Cubicle Areas The following Conference rooms: Private Offices
a) c) e) g)	Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below.
a) c) e) g) i)	Employee Cubicle Areas The following Conference rooms: Private Offices
a) c) e) g) i) k)	Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other
a) c) e) g) i) k) m)	Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other
a) c) e) g) k) m) o)	Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other Other Other
a) c) e) g) i) k) m)	Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other Other Other Other

Check box to activate section:
16 Clean resilient floors to include: (Daily / Weekly)
a) Sweep floors b) Ory 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:

18	Shampoo Carpet As follows
<b>3</b>	a) All carpeted areas c) Lobby / Reception area
	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 e Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.
	Samor nest perform dealing carry charger to allow to rain arying prior to close alim. The following flow months in the following.
llan	eone.
	eous:
	eous: eck box to activate section: Clean inside of interior/exterior windows
Che	Clean inside of interior/exterior windows
Che	clean inside of interior/exterior windows  a) Other
Che	clean inside of interior/exterior windows  a) Other Other c) Other
Che	a) Other b) Other c) Other d) Other
Che	clean inside of interior/exterior windows  a) Other b) Other c) Other d) Other e) Other
Che	clean inside of interior/exterior windows  a) Other b) Other c) Other d) Other e) Other g) Other
Che	clean inside of interior/exterior windows  a) Other b) Other c) Other d) Other e) Other f) Other
Che	eck box to activate section:  Clean inside of interior/exterior windows  a) Other b) Other c) Other d) Other other h) Other Other f) Other
Che	clean inside of interior/exterior windows  a) Other b) Other c) Other d) Other e) Other f) Other h) Other Other f) Other Other f) Other Other f) Ot
Che	eck box to activate section:  Clean inside of interior/exterior windows  a) Other b) Other c) Other d) Other other h) Other Other f) Other

•	Ch	eck box to activate section:
	20	Clean (ground level) exterior windows
		a) Other c) Other e) Other g) Other i) Other k) Other o) Other
		Special instructions:
<u></u>		
<b>+</b>	_	eck box to activate section:  Clean (non-ground level) exterior windows
	<u> </u>	a) Other c) Other e) Other j) Other k) Other
		Special instructions:
_		
<b>+</b>	_	eck box to activate section:  Clean additional interior windows
	<u> </u>	a) Entry way Windows

	Attachment A
	b) Private office windows
	c) Conference room windows
	d) Reception area windows
	e) Other
	f) Other
	g) Other
	h) Other
	i) Other j) Other
	j) <u>L</u> 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
	Wisconarious and Other Types of Gloaring
<b>♣</b> Che	eck box to activate section:
22	Other
	Other
	a) Other
	c) Other
	e) Other
	g) Other
	i) Other
	k) Other
	m) Other
	O) Other
	q) Other
	s) Other
	Special instructions:
<b>♣</b> Che	eck box to activate section:
24	Other
	a) Other
	a) Cther

	Attachment A
c) Other	
e) Other	
g) Other Other	
i) Other k) Other	
m) Other	
o) Other	
q) Other	
s) Other	
Special instructions:	
heck box to activate section:	
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J Guici	
a) Other	
c) Other	
e) Other	
g) Other	
i) Other	
k) Other	
m) Other	
O) Other	
q) Other	
s) Other	
Special instructions:	
heck box to activate section:	
6 Other	
a) Other	
c) Other	
e) Other	
g) Other	
i) Other	
k) Other	

		Attachment A
	m) Other	
	o) Other	
	q) Other	
	s) Other	
	Special instructions:	
•		
_		
<u>+</u>	Check box to acti	vate section:
	27 Other	
	a) Other	
	c) Other	
	e) Other g) Other	
	i) Other	
	k) Other	
	m) Other	
	o) Other	
	q) Other s) Other	
	3) <del>                                     </del>	
	Special instructions:	
•	-	
As Ne	eded 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.
		seasons and tental to calculate the proper amount of finitiates to sid to perform the full client.
	28 Out of the ordina	ary cleanup following special event or office function or minor construction
	4	any distance following special event of office function of filling constituction
	Frequency: 1	X a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as

Emergency water damage cleanup Other (i.e. Chemical Spills) Other (i.e. Biological Spills) Other (i.e. Bodily Fluids) Other

Other Absent a compelling business reason State Agencies are to utilize state contract to purchase PAPER SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Agency Vendor Toilet Paper Paper Towels - Eco Green 100% Recycled X Toilet Seat Covers Other (please specify) Absent a compelling business reason State Agencies are to utilize state contract to purchase CLEANING SUPPLIES 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 \$0.00 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</p>

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs			
Deicer	х	X	

Liquid Soap					
Floor Care Products	х			Х	
Garbage Bags - Heavy Duty				х	
Glass Cleaner	х			Х	
Restroom Disinfectants & Cleaners	х			Х	
Trash Can Liners				Х	
Other	х			Х	



#### DEPARTMENT OF ENTERPRISE SERVICES

Master Contracts & Consulting

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

## Janitorial Services Contract 00508 -- Per 2014 Refresh Work Request #

**REVISION ID 01/00/00** 

Work Request Form: Type your agency/entity infomration 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: City of Shoreline -Shoreview Park Upper Restroom-Map K Work Request Number: County: King Agency # or ID: Monthly Budget Amt. Contract Life: Original Start Date: 1 yr. Other Estimated Square Feet: 515 **Building Type:** # of Floors: **1.00** 4:00 am to 8:00 am - all year Approved working hours Work to be performed at: Client Contract Administrator: Send billing information to: Shoreview Upper Restroom Street Address: 700 NW Innis Arden Way 17500 Midvale Ave. N. 17500 Midvale Ave. N. Street Address: WA 98177 Shoreline WA 98133 Shoreline WA **98133** Shoreline City & Zip Cheryl Ooka Phil Ramon Cheryl Ooka Point of contact 801-2321 801-2321 801-2352 206 Phone: 206 206 Fax: 206 801-2787 206 801-2787 206 801-2352 pramon@shorelinewa.gov Email: cooka@shorelinewa.gov cooka@shorelinewa.gov

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

7Pv246

% 0	f weighting applied to	o evaluation categories:	Pricing		References:	:	Standardiz	ed Q&A	s: 10%
Man	datory Site Visit Date:		Site Visit Time	):	E	Bids must be su before th	ubmitted of		
	RFQQ Bid Submissions (by Vendors) should be electronically sent to this email address >>>								gov
Special Instructions, conditions, Standard of Work Requirements and/or Floor Plans									
Facility S	Facility Security: Apparent Successful Bidder employees may be required to pass background check documentation for any staff member or subcontractor who will be given access to the facility.								
	Embed any document specific terms, co specifications, floor pother instructions.	onditions, plans, and/or	background check	floor plan		rules?		5 (	day vs 7 day
	Preva	iling Wage	e Information:	To be u	pdated with	any contract (	extension		
	Click on link to identify proper prevailing wage>>> L&I janitorial prevailing wages by job class by county  *Note: The purchasing agency will update the Work Contract to reflect the L&I prevailing wage changes at the time of the contract extension or minimum wage changes effective January 1st of each applicable year.								
					Janitor 21.29	Shampooer 21.7	Waxer 24.94		dow Washer 25.8
					21.29	21.7	24.34		25.0
fully serv The amou	NOTE: Janitorial work contracts are "performance based" contracts, and vendors must submit quotes that assure the ability to fully service all noted tasks in accodance with this agency's performance demands (which will be discussed at the site visit.)  The amount of minutes bid by vendors will be calculated to measure reasonableness and quality assurance in accordance with RCW 39.26.160(2)(c) and the master contract 00508; janitorial service personnel are required to cumlatively work the amount of minutes submitted in the RFQQ and Work Contract.								
<b>O</b>	0	C							
Gener	ral Cleaning	Servic	es:						
Che	eck the boxes of the	e cleaning ta	sks that apply, or	type ac	lditional tas	sks in the se	ctions m	arked	"Other."
x 1	Dust, wipe, spo	t clean, an	d remove finge	r prints	s to includ	de: (Daily	/ Weekl	y)	
	b) Copy room co c) Lunchroom co d) General hallw e) File cabinets f) Glass doors g) Elevator walls h) Stairwell walls	ounters & tables ounters and table ray and corridor and hand rails and hand rails smudges, stains owebs	walls s and spills as needed		oring or open s	surface			

Attachment A	4
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I) Other (Interior Walls) Other (Interior Walls) Other Other
Additional Instructions:
7 Weekly XXXXXX S 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) Ceiling vents, grills, and recesses g) Horizontal & vertical blinds h) Other
i) Other j) Other k) Other

		I) Other
		Special instructions:
		Special instructions.
<b>1</b>	_Ch	eck box to activate section:
Х	4	Clean / Wipe Chrome Fixtures to Include
	<u></u>	
		a)
		c) x Faucets
		e) Other a) Other
		g) Other i) Other
		k) Other
		Special instructions: Remove and properly dispose of all foreign objects from the drinking fountain.
		Special instructions. Remove and properly dispose of all loreign objects from the difficility foundam.
		Frequency: 7 x a Week 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
		3 Mi I W K I 3 Jan Teb Mai Api May Juli Juli Aug Jep Oct Nov Dec
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<b>↓</b>	=	eck box to activate section:
<b>₽</b>	<u>Ch</u>	eck box to activate section:  Empty Daily Trash / Recycle bins from the following areas:
<b>↓</b>	=	eck box to activate section:  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
<b>₽</b>	=	eck box to activate section:  Empty Daily Trash / Recycle bins from the following areas:  a) X All rooms and open areas. (Including exterior of the restroom).  b) General open areas, hallways, and corridors  The following Conference Rooms:
<b>₽</b>	=	eck box to activate section:  Empty Daily Trash / Recycle bins from the following areas:  a) X All rooms and open areas. (Including exterior of the restroom).  General open areas, hallways, and corridors  c) The following Conference Rooms:  Dining / lunchroom areas
<b>↓</b>	=	eck box to activate section:  Empty Daily Trash / Recycle bins from the following areas:  a) X All rooms and open areas. (Including exterior of the restroom).  b) General open areas, hallways, and corridors  The following Conference Rooms:  Dining / lunchroom areas  Kitchen areas  Reception Area
X	=	eck box to activate section:  Empty Daily Trash / Recycle bins from the following areas:  a) X All rooms and open areas. (Including exterior of the restroom).  General open areas, hallways, and corridors  The following Conference Rooms:  Dining / lunchroom areas  Kitchen areas  Reception Area  Replace trash liners whenever stained, soiled, torn, and/or removed.
<b>↓</b> X	=	eck box to activate section:  Empty Daily Trash / Recycle bins from the following areas:  a) All rooms and open areas. (Including exterior of the restroom).  General open areas, hallways, and corridors  The following Conference Rooms:  Dining / lunchroom areas  (kitchen areas  Reception Area  Replace trash liners whenever stained, soiled, torn, and/or removed.  Employee cubicle areas
<b>₽</b>	=	eck box to activate section:  Empty Daily Trash / Recycle bins from the following areas:  a) X All rooms and open areas. (Including exterior of the restroom).  General open areas, hallways, and corridors  The following Conference Rooms:  Dining / lunchroom areas  Kitchen areas  Reception Area  Replace trash liners whenever stained, soiled, torn, and/or removed.

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 within 10' of the entrance) and hauled and dumped at designated City dumpsters located at the Hamlin Maintenance Facility. The Hamlin Mainte 16006 15th Avenue NE, Shoreline, WA 98155.	
Frequency: 7 x a Week	p Oct Nov Dec
Check box to activate section:	
x 6 Entry way and Outside Clean-up	
<ul> <li>a) X</li> <li>b) Sweep within 10 feet of each entrance.</li> <li>b) X</li> <li>Sweep sidewalks along the front of building</li> </ul>	
c) Remove trash and debris from outside parking lot	
<ul><li>d) Empty all entrance ash trays</li><li>e) Empty outside trash cans into proper receptacle as</li></ul>	
g) Other i) Other	
i) Other k) Other	
m) Other o) Other	
o)outer	
Special Instructions:	
Frequency: 7 x a Week	ep Oct Nov Dec
<ul> <li>Check box to activate section:</li> <li>7 Day Porter Services</li> <li>Day Porter expected to work</li> </ul>	hours per day
a) Reposition all conference room and reception area chairs	
b) Replace light bulbs & light tubes as needed	
<ul><li>c) Stock, and monitor all janitorial supplies</li><li>d) Provide additional Day Porter Services as noted below in Special Instructions</li></ul>	
g) 🔲	

	Attacinin	
	<b>Special Instructions</b> : Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for perming 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	
	d) X Other (Clean all interior and windows including ceiling windows)	
	e) Other g) Other	
	i) Other k) Other	
	m) Other	
	o) Other	
	Special Instructions:	
	Frequency: 7 x a Week	Oct Nov Dec
i		
Spe	cific Rooms and Areas: Restrooms, Kitchen, & Other	
Check t	he boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."	
X	9 General Restroom Cleaning and Disinfecting	
	<ul> <li>a) X</li> <li>Sanitize all toilets, urinals, wash basins, etc.</li> <li>b) X</li> <li>Sweep, dry mop and/or damp mop and disinfect floors</li> <li>c) X</li> <li>clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door dispensers, toilet all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers and soap dispensers.</li> <li>e) X</li> <li>Plunge and/or snake toilets as needed.</li> <li>g) X</li> <li>Other (Remove all foreign objects from toilets and sinks)</li> <li>i) X</li> <li>Other (Squeegee floors dry after mopping)</li> </ul>	
	k) X Other (See special instructions below)	

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: 7 x a Week
♣ Check box to activate section:
x 10 Additional Restroom Cleaning and Disinfecting
a) Clean and disinfect toilet stall doors and walls b) Clean and disinfect shower areas and fixtures c) X 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: 12 x a Year 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
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
m) Other o) Other

Attachment A Check box to activate section: 12 Additional Kitchen Cleaning Clean inside of microwave(s) a) Clean inside of refrigerator(s) b) Other c) Other d) Other e) Other g) i) Other k) Other m) 0) 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)

k) m) 0)

Other

Special Instructions:

	are and Cleaning Services
	box to activate section:
4 Va	cuum 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
hook	hov to activate coction:
	box to activate section:
5 Va	cuum Low Traffic Carpeted Areas to Include:
5 <b>Va</b>	cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas
5 <b>Va</b> a) c)	Employee Cubicle Areas The following Conference rooms:
a) c) e)	Employee Cubicle Areas The following Conference rooms: Private Offices
a) c) e) g)	Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below.
a) c) e) g) i)	Employee Cubicle Areas The following Conference rooms: Private Offices
a) c) e) g) i) k)	Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other
a) c) e) g) k) m)	Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other
a) c) e) g) k) m) o)	Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other Other Other
a) c) e) g) k) m)	Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other Other Other Other

Check box to activate section:
16 Clean resilient floors to include: (Daily / Weekly)
a) Sweep floors b) Ory 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:

	s box to activate section:
	box to activate section:
18 3	hamnoo Carnot As follows
	hampoo Carpet As follows
a)	All carpeted areas
c) e)	Lobby / Reception area All open access areas along hallways and corridors
	Conference Rooms
g) i)	Private offices
k)	Employee cubicle areas
m)	Stairs and landing
0)	Rugs
q)	Other Other
s)	Other Other
	ecial 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 itor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.
Jan	indiction must perform decarring early enough to allow for fair drying prior to 0.00 a.m. the following work morning.
liscellaneou	JS:
liscellaneou	JS:
	us: a box to activate section:
<b>♣</b> Check	s box to activate section:
Check 19	Clean inside of interior/exterior windows
<b>▼</b> Check  19	Clean inside of interior/exterior windows  Other
Check 19 a) b)	Clean inside of interior/exterior windows  Other Other
<b>▼</b> Check  19  a) b) c)	Clean inside of interior/exterior windows  Other Other Other Other
# Check 19 a) b) c) d)	Clean inside of interior/exterior windows  Other Other
<b>▼</b> Check  19  a) b) c)	Clean inside of interior/exterior windows  Other Other Other Other Other
# Check 19 a) b) c) d) e) f)	Clean inside of interior/exterior windows  Other Other Other Other Other Other Other
# Check 19 a) b) c) d) e)	Clean inside of interior/exterior windows  Other Other Other Other Other Other Other Other Other
# Check 19 a) b) c) d) e) f)	c box to activate section:  Clean inside of interior/exterior windows  Other
# Check 19 a) b) c) d) e) f)	S box to activate section:  Clean inside of interior/exterior windows  Other
# Check 19 a) b) c) d) e) f)	c box to activate section:  Clean inside of interior/exterior windows  Other
# Check 19 a) b) c) d) e) f)	S box to activate section:  Clean inside of interior/exterior windows  Other
# Check 19 a) b) c) d) e) f)	S box to activate section:  Clean inside of interior/exterior windows  Other
# Check 19 a) b) c) d) e) f)	S box to activate section:  Clean inside of interior/exterior windows  Other
# Check 19 a) b) c) d) e) f)	S box to activate section:  Clean inside of interior/exterior windows  Other
# Check 19 a) b) c) d) e) f)	S box to activate section:  Clean inside of interior/exterior windows  Other
# Check 19 a) b) c) d) e) f)	S box to activate section:  Clean inside of interior/exterior windows  Other

•	Che	eck bo	ox to activate section:
	20	Clea	n (ground level) exterior windows
		a)	Other
		Special	instructions:
•	Cha	ما ،اه ه	vy to potivoto poetion.
i e			n (non-ground level) exterior windows
	<u>J</u>	a)	Other Other Other Other Other Other Other Other Other
		Special	instructions:
•	Che	eck bo	ox to activate section:
	-		n additional interior windows
		a) [	Entry way Windows

	Attachment A
	b) Private office windows
	c) Conference room windows  Reception area windows
	e) Other
	f) Other
	g) Other h) Other
	h) Other i) Other
	ý) Other
	Control in the Mark this trade is for full window absorber. Control in a formula of the standard and a should be seen a formula of the standard and a should be seen a formula of the standard and a should be seen a formula of the standard and a should be seen a formula of the standard and a should be seen a formula of the standard and a should be seen a formula of the standard and a should be seen a formula of the standard and a should be seen as the s
	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
	Special instructions:
_	
	Check box to activate section:
	24 Other
	a) Other

	Attachment A
c) Other e) Other g) Other i) Other	
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o) Other q) Other	
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Special instructions:	
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Check box to activate section:	
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			Attachment A
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		q) Other	
		Special instructions:	
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_	Ol-		
•	Che	eck box to acti	vate section:
	27	Other	
		a) Other	
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		i) Other	
		k) Other	
		m) Other Other	
		q) Other	
		s) Other	
		Special instructions:	
As Ne	ede	d 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 ordina	ary cleanup following special event or office function or minor construction
		Frequency: 1	x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as

Emergency water damage cleanup Other (i.e. Chemical Spills) Other (i.e. Biological Spills) Other (i.e. Bodily Fluids) Other

Other Absent a compelling business reason State Agencies are to utilize state contract to purchase PAPER SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Agency Vendor Toilet Paper Paper Towels - Eco Green 100% Recycled X Toilet Seat Covers Other (please specify) Absent a compelling business reason State Agencies are to utilize state contract to purchase CLEANING SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Vendor Agency

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1 199202	

X

Light Bulbs Deicer

X

Liquid Soap						
Floor Care Products	2	к			Х	
Garbage Bags - Heavy Duty					Х	
Glass Cleaner		к			X	
Restroom Disinfectants & Cleaners		х			Х	
Trash Can Liners					X	
Other		x			X	



# DEPARTMENT OF ENTERPRISE SERVICES

Master Contracts & Consulting

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

# Janitorial Services Contract 00508 -- Per 2014 Refresh Work Request #

**REVISION ID 01/00/00** 

Work Request Form: Type your agency/entity infomration 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. City of Shoreline -Twin Ponds Park Restroom-Map R Agency Name: Work Request Number: County: King Agency # or ID: Monthly Budget Amt. Contract Life: Original Start Date: 1 yr. Other Estimated Square Feet: 380 **Building Type:** # of Floors: **1.00** 4:00am to 8:00am -all year Approved working hours Work to be performed at: Client Contract Administrator: Send billing information to: Twin Ponds Park Restroom Street Address: 15401 1st Ave NE 17500 Midvale Ave. N. 17500 Midvale Ave. N. Street Address: WA **98155** Shoreline WA 98133 Shoreline WA **98133** Shoreline City & Zip Cheryl Ooka Phil Ramon Cheryl Ooka Point of contact 801-2321 801-2321 801-2352 206 Phone: 206 206 Fax: 206 801-2787 206 801-2787 206 801-2352 pramon@shorelinewa.gov Email: cooka@shorelinewa.gov cooka@shorelinewa.gov

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

% o	f weighting applied to evaluati categori	Dricing		References:		Standardiz	ed Q&As: 1	10%
Man	datory Site Visit Date:	Site Visit Tim	ıe:	В	sids must be su before th	ubmitted or ne date of		
	RFQQ Bid Submission electronically sent	• •			janitorialde	sk@de	s.wa.gov	
	Special Instructions, o	onditions, Standar	d of Wo	ork Require	ements and	l/or Floo	r Plans	
Facility S	Security: Apparent Successful Bidde be given access to the facili	r employees may be required ty.	to pass bac	kground check d	ocumentation for a	any staff mer	nber or subcon	ntractor who will
	Embed any documents containing specific terms, conditions, specifications, floor plans, and other instructions.	background check	flo	or plan	rulesí	?	5 day v	√s 7 day
	Prevailing W	age Information:	To be u	odated with	any contract o	extension		
		proper prevailing wage>>>			<u> </u>			<u> </u>
	·	*No	ote: The pu	rchasing agen ge changes at t	cy will update th the time of the c st of each applic	e Work Cor ontract exte	ntract to reflec	ct the L&I
				Janitor	Shampooer	Waxer	Window W	
				21.29	21.7	24.94		25.8
fully serv	nitorial work contracts are "p vice all noted tasks in accoda Int of minutes bid by vendors 6.160(2)(c) and the master cor m	nce with this agency's will be calculated to m	performa easure re service p	ance demand asonablene personnel ar	ds (which will ss and quality e required to	be discus	ssed at the ce in accor	site visit.) dance with
Cana	cal Claaning Can	vioco:						
	ral Cleaning Serv							
Che	eck the boxes of the cleanin		•					ner."
x 1	Dust, wipe, spot clean,	and remove finge	r prints	to includ	le: (Daily	/ Weekly	y)	
	b) Copy room counters & ta c) Lunchroom counters and d) General hallway and corr e) File cabinets f) Glass doors g) Elevator walls and hand h) Stairwell walls and hand	tables ridor walls rails rails stains and spills as needed		oring or open s	surface			

Attachment A	

	I)	v	Other (Interior Walls)
	,		
	m)		Other (Interior Walls)
	n)		Other
	,	,	<u> </u>
	Add	litiona	al Instructions:
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			7 Weekly XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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<u> </u>	neck	XOQ	to activate section:
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1 1	2 AC	aaiti	onal Dust, wipe, spot clean and disinfect: (Daily / Weekly)
<u> </u>			
	a)		Light switches
	b)		<del>Door handles</del>
	c)		Vending machines
	ď)		File cabinets
	e)		Stair walls and hand rails
	f)		Elevator walls and hand rails
	,		Other .
	g)		
	h)		<del>Other</del>
	i)		Other
	.,		
	-		
	Add	itional	instructions:
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<b>4</b> 0	Check	box	to activate section:
			to activate section: wipe, spot clean and remove finger prints to include: (Monthly / Annually)
	3 <b>D</b> u		wipe, spot clean and remove finger prints to include: (Monthly / Annually)
	3 <b>D</b> u		wipe, spot clean and remove finger prints to include: (Monthly / Annually)  Herizontal surfaces & moldings
	3 <b>D</b> u		wipe, spot clean and remove finger prints to include: (Monthly / Annually)
	3 <b>D</b> ua)		wipe, spot clean and remove finger prints to include: (Monthly / Annually)  Horizontal surfaces & moldings Horizontal & vertical blinds
	a) b) c)		wipe, spot clean and remove finger prints to include: (Monthly / Annually)  Horizontal surfaces & moldings  Horizontal & vertical blinds  Picture Frames
	3 <b>D</b> ua)		wipe, spot clean and remove finger prints to include: (Monthly / Annually)  Horizontal surfaces & moldings Horizontal & vertical blinds
	a) b) c) d)		wipe, spot clean and remove finger prints to include: (Monthly / Annually)  Horizontal surfaces & moldings  Horizontal & vertical blinds  Picture Frames
	a) b) c) d) e)		wipe, spot clean and remove finger prints to include: (Monthly / Annually)  Horizontal surfaces & moldings Horizontal & vertical blinds Picture Frames Cloth panels HVAC vents, grills, and recesses
	a) b) c) d) e) f)		wipe, spot clean and remove finger prints to include: (Monthly / Annually)  Horizontal surfaces & moldings Horizontal & vertical blinds Picture Frames Cloth panels HVAC vents, grills, and recesses Ceiling vents, grills, and recesses
	a) b) c) d) e)		wipe, spot clean and remove finger prints to include: (Monthly / Annually)  Horizontal surfaces & moldings Horizontal & vertical blinds Picture Frames Cloth panels HVAC vents, grills, and recesses
	a) b) c) d) e) f)		wipe, spot clean and remove finger prints to include: (Monthly / Annually)  Horizontal surfaces & moldings  Horizontal & vertical blinds  Picture Frames  Cloth panels  HVAC vents, grills, and recesses  Ceiling vents, grills, and recesses  Horizontal & vertical blinds
	a) b) c) d) e) f)		wipe, spot clean and remove finger prints to include: (Monthly / Annually)  Horizontal surfaces & moldings Horizontal & vertical blinds Picture Frames Cloth panels HVAC vents, grills, and recesses Ceiling vents, grills, and recesses Horizontal & vertical blinds Other
	a) b) c) d) e) f) g) h)		wipe, spot clean and remove finger prints to include: (Monthly / Annually)  Horizontal surfaces & moldings  Horizontal & vertical blinds  Picture Frames  Cloth panels  HVAC vents, grills, and recesses  Ceiling vents, grills, and recesses  Horizontal & vertical blinds
	a) b) c) d) e) f)		wipe, spot clean and remove finger prints to include: (Monthly / Annually)  Horizontal surfaces & moldings Horizontal & vertical blinds Picture Frames Cloth panels HVAC vents, grills, and recesses Ceiling vents, grills, and recesses Horizontal & vertical blinds Other
	a) b) c) d) e) f) g) h)		wipe, spot clean and remove finger prints to include: (Monthly / Annually)  Herizontal surfaces & moldings Herizontal & vertical blinds Picture Frames Cloth panels HVAC vents, grills, and recesses Ceiling vents, grills, and recesses Herizontal & vertical blinds Other Other

	l) Other
	Special instructions:
	L
•	Check box to activate section:
X	4 Clean / Wipe Chrome Fixtures to Include
	a) Trinking Fountains (Also see special instructions below)
	b) Elevators
	c) X Faucets
	e) Other Other
	i) Other
	k) Other
	Special instructions: Remove and properly dispose of all foreign objects from the drinking fountain.
	Frequency: 7 x a Week 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
_	
<del>•</del>	Check box to activate section:
<u> X</u>	5 Empty Daily Trash / Recycle bins from the following areas:
	<ul> <li>a) All rooms and open areas. (Including exterior of the restroom).</li> <li>b) General open areas, hallways, and corridors</li> </ul>
	c) The following Conference Rooms:
	d) Dining / lunchroom areas
	e) Kitchen areas g) Reception Area
	Replace trash liners whenever stained, soiled, torn, and/or removed.
	k) Employee cubicle areas m) The complex of the com
	m) X Other (Remove all garbage from site per special instructions)  Other
	g) Fmpty smaller_trash / recycle items_into large receptacles at specified location

s) On designated day(s), take large receptacles to the specif	ied area.	
Special instructions: Trash can liners shall be replaced whenever they become sta within 10' of the entrance) and hauled and dumped at designated City dumpsters location 16006 15th Avenue NE, Shoreline, WA 98155.		
Frequency: 7 x a Week x x x x x x x x x x x x x x x x x x	X S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec	
Check box to activate section:		
x 6 Entry way and Outside Clean-up		
<ul> <li>a) X Sweep within 10 feet of each entrance.</li> <li>b) X Sweep sidewalks along the front of building</li> </ul>		
c) Remove trash and debris from outside parking lot		
<ul><li>d) Empty all entrance ash trays</li><li>e) Empty outside trash cans into proper receptacle as</li></ul>		
g) Other i) Other		
k) Other		
m) Other o) Other		
Special Instructions:		
Frequency: 7 x a Week	X S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec	
• • •		
<ul><li>Check box to activate section:</li><li>7 Day Porter Services</li></ul>	ay Porter expected to work hours per	· dav
a) Reposition all conference room and reception area chairs		uu y
b) Replace light bulbs & light tubes as needed		
<ul><li>c) Stock, and monitor all janitorial supplies</li><li>d) Provide additional Day Porter Services as noted below in the stock of the stock of</li></ul>	Special Instructions	
e) Day porter to also perform tasks noted in other paragraph	is / 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 perming 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.
•	Che	eck box to activate section:	
Х	8	Additional General Miscellaneous Cleaning	
	4	a) Reposition all conference room and reception area chairs b) Replace light bulbs & light tubes as needed c) X Stock, and monitor all janitorial supplies d) X Other (Clean all interior and windows including ceiling windows) e) Other g) Other l) Other	
		Special Instructions:	
		Frequency: 7 x a Week S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep	Oct Nov Dec
Sne	⊃cif	fic Rooms and Areas: Restrooms, Kitchen, & Other	
- <b>υ</b> ρι	5611		
Check	7	boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."	
X	9	General Restroom Cleaning and Disinfecting	
		<ul> <li>a) X Sanitize all toilets, urinals, wash basins, etc.</li> <li>b) X Sweep, dry mop and/or damp mop and disinfect floors</li> <li>c) X Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door I X fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers</li> <li>e) X Plunge and/or snake toilets as needed.</li> <li>g) X Other (Remove all foreign objects from toilets and sinks)</li> <li>i) X Other (Squeegee floors dry after mopping)</li> <li>k) X Other (See special instructions below)</li> </ul>	

m) X Other (Graffiti see special instructions) o) Floor cleaning for bathroom is included as part of general floor cleaning duties	
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 a repair needs inside and outside of the restrooms.	i
Frequency: 7 x a Week	
♣ Check box to activate section:	
x 10 Additional Restroom Cleaning and Disinfecting	
a) Clean and disinfect toilet stall doors and walls b) Clean and disinfect shower areas and fixtures c) X 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.	∌d
Frequency: 12 x a Year	
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	
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	
k) Other o) Other Other	
m) Other	

Attachment A Check box to activate section: 12 Additional Kitchen Cleaning a) Clean inside of microwave(s) b) Clean inside of refrigerator(s) Other c) Other d) e) Other g) i) k) Other Other m) Other 0)

Special Instructions:

Check box to activate section:

13	Other	er Specific Rooms As Follows:	
	a)	Other	
	b)	Other Other	
	c)	Other Other	
	d)	Other Other	
	e)	Other Other	
	g)	Other Other	
	i)	Other Other	
	k)	Other	
	m)	Other Other	
	o)	Other Other	
		<b>=</b> -	
	Cnacial In	Instructions	
	special III	Instructions:	

1	box to activate section:
14 Va	cuum 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)	<u>Other</u>
i)	<u>Other</u>
j)	The above square footage is estimated, Vendors should confirm actual square footage at site visit.
0	cial instructions:
Jopan	
Check	box to activate section:
Check	box to activate section:
Check	cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas
Check	cuum Low Traffic Carpeted Areas to Include:
Check 15 Va	Employee Cubicle Areas The following Conference rooms: Private Offices
Check 15 Va	Employee Cubicle Areas The following Conference rooms:
Check 15 Va a) c) e)	Employee Cubicle Areas The following Conference rooms: Private Offices
Check 15 Va a) c) e) g)	Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below.
Check  15 Va  a) c) e) g)	Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other
Check  15 Va  a) c) e) g) i) k)	Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other Other Other Other
Check  15 Va  a) c) e) g) i) k) m)	Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other Other Other

Che	ck box to activate section:
16	Clean resilient floors to include: (Daily / Weekly)
( ( f	Dry mop  Wet mop  Other  Other
Ç	special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.
•	
-	ck box to activate section:  Clean, Strip & Wax Resilient floors: (Monthly / Annually)
17 (	Clean, Strip & Wax Resilient floors: (Monthly / Annually)    Strip old wax and remove stains and discolorations   Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)   All non-carpeted floors   Kitchen, Lunchroom areas   Restrooms   Print, Copy, Storage Rooms   Stairs and Landings

• 01	
_	k box to activate section:
18	Shampoo Carpet As follows
a	) All carpeted areas
C,	
e	
g i)	
k)	
m	n) Stairs and landing
0	
q	/ <b>   </b>
J,	
	pecial instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equip
Já	anitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.
cellaned	ous:
01	
	k box to activate section:
19	Clean inside of interior/exterior windows
_	) Other
a b	
C,	
d	
е	
f)	
g	
h	) Other
\$	pecial 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.
	lls etc.
<u></u>	

•	Che	eck 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
		Special instructions:
_	Chr	eck box to activate section:
	7	Clean (non-ground level) exterior windows
	<u> </u>	a) Other c) Other e) Other g) Other i) Other k) Other
		Special instructions:
······	<b>C</b> L -	ack hay to activate coction:
	_	eck box to activate section:  Clean additional interior windows
	4	a) Entry way Windows

	Attachment A
	b) Private office windows
	c) Conference room windows  Reception area windows
	e) Other
	f) Other
	g) Other h) Other
	h) Other i) Other
	ý) Other
	Control in the Mark this trade is for full window absorber. Control in a formula of the standard and a should be seen a formula of the standard and a should be seen a formula of the standard and a should be seen a formula of the standard and a should be seen a formula of the standard and a should be seen a formula of the standard and a should be seen a formula of the standard and a should be seen a formula of the standard and a should be seen as the s
	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
	Special instructions:
_	
	Check box to activate section:
	24 Other
	a) Other

	Attachment A
c) Other e) Other g) Other i) Other	
e) Other Other	
g) Other Other	
k) Other	
m) Other	
o) Other q) Other	
s) Other	
Special instructions:	
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Check box to activate section:	
25 Other	
5 Ottlei	
a) Other	
c) Other	
e) Other	
g) Other	
i) Other  Cther	
m) Other	
o) Other	
q) Other	
s) Other	
Special instructions:	
Charle have to postivate apostion:	
Check box to activate section:	
6 Other	
) Dollars	
a) Other c) Other	
e) Other	
g) Other	
i) Other	
k) Other	

		Attachment A
	m) Other	
	o) Other	
	q) Other	
	s) Other	
	Special instructions:	
•		
_		
<u>+</u>	Check box to acti	vate section:
	27 Other	
	a) Other	
	c) Other	
	e) Other g) Other	
	i) Other	
	k) Other	
	m) Other	
	o) Other	
	q) Other s) Other	
	3) <del>                                     </del>	
	Special instructions:	
•	-	
As Ne	eded 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.
		seasons and to tender to edicate the proper amount of finitiates to sid to perform the full client.
	28 Out of the ordina	ary cleanup following special event or office function or minor construction
	4	any distance following special event of office function of filling constituction
	Frequency: 1	X a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as

Emergency water damage cleanup Other (i.e. Chemical Spills) Other (i.e. Biological Spills) Other (i.e. Bodily Fluids) Other

Other Absent a compelling business reason State Agencies are to utilize state contract to purchase PAPER SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Agency Vendor Toilet Paper Paper Towels - Eco Green 100% Recycled X Toilet Seat Covers Other (please specify) Absent a compelling business reason State Agencies are to utilize state contract to purchase CLEANING SUPPLIES 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</p> Environmentally Provided by Provided by

Supply	Preferr	red?	Agency		Vendor			
Light Bulbs								
Deicer		х		Х				

Liquid Soap					
Floor Care Products	X			Х	
Garbage Bags - Heavy Duty				Х	
Glass Cleaner	X			Х	
Restroom Disinfectants & Cleaners	X			X	
Trash Can Liners				X	
Other	X			X	



#### 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 <u>janitorialdesk@des.wa.gov</u>

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

	21	, , ,		nitorial work requirements below.
Agency Name:		City of Shoreline City Ha	all - Map A	Work Request Number:
Agency # or ID:			County: King	Monthly Budget Amt.
Contract Life:		1 yr. Original Start	Date:	
Building Type:		General Office	Estimated Square Feet: 6617	9 # of Floors: 4
Approved working ho	ours	After 6:00 pm to 6:00am	1	
	Work to	be performed at:	Client Contract Administrator:	Send billing information to:
Street Address:	17500 N	Aidvale Ave. N.	Cheryl Ooka	17500 Midvale Ave. N.
Street Address:			17500 Midvale Ave. N.	
City & Zip	Shoreli	ne WA 98133	Shoreline WA 98133	Shoreline WA 98133
Point of contact	Cheryl	Ooka	Cheryl Ooka	Phil Ramon
Phone:	206	801-2321	206 801-2321	206 801-2352
Fax:	206	801-2787	206 801-2787	206 801-2787
Email:	cooka@	<u> Shorelinewa.gov</u>	cooka@shorelinewa.gov	pramon@shorelinewa.gov

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

7<sup>8</sup>2<sup>2</sup>86

1						
% of weighting applied	to evaluation categories:	Pricing	References:		Standardized (	2&As: 10%
Mandatory Site Visit Date:		Site Visit Time:			801	
		Vendors) should b s email address >>		janitorialde	esk@des.w	<u>va.gov</u>
Special Instru	ıctions, conditi	ons, Standard of V	Vork Requir	ements and	d/or Floor F	Plans
	ccessful Bidder employe	es may be required to pass b	ackground check d	ocumentation for	any staff member	or subcontractor who will
Embed any docume specific terms, or specifications, floor other instructions.	conditions, plans, and/or					
Preva	ailing Wage Ir	nformation: To be	updated with	any contract	extension	
		revailing wage>>> <u>L&amp;I ja</u>				v county
Olick Of the	in to identify proper p	*Note: The prevailing w	purchasing agen	cy will update th	ne Work Contract contract extension	ct to reflect the L&I on or minimum wage
			Janitor	Shampooer	Waxer	Window Washer
			21.29	21.7	24.94	25.8
NOTE: Janitorial work contra fully service all noted tasks The amount of minutes bid b RCW 39.26.160(2)(c) and the i	in accodance with y vendors will be omaster contract 00	n this agency's perform calculated to measure	mance demand reasonablene e personnel ar	ds (which will ss and qualit e required to	be discusse y assurance i	d at the site visit.) n accordance with
General Cleaning	g Services	S:				
Check the boxes of the	ne cleaning tasks	s that apply, or type	additional tas	sks in the se	ections mark	ed "Other."
X 1 Dust, wipe, spe	ot clean, and r	emove finger prin	ts to includ	le: (Daily	/ Weekly)	
b) X Copy room c) X Lunchroom d) X General hal e) File cabinets f) X Glass doors g) X Elevator wa h) X Stairwell wa	counters & tables counters and tables lway and corridor w s s ills and hand rails (in alls and hand rails all smudges, stains bbwebs	alls	any flooring or	open surface		

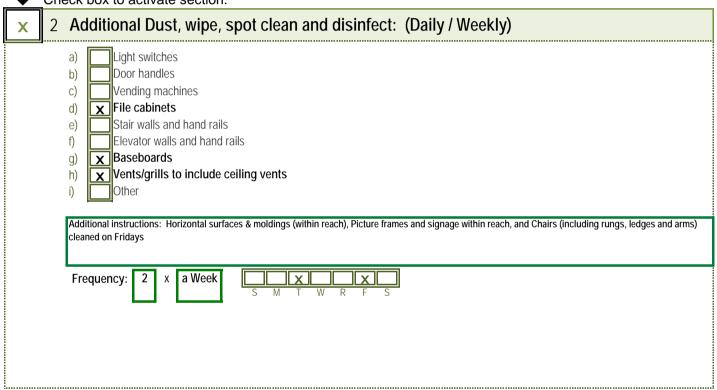
Outor ourfoace of conding mechines	Attachment B
Outer surfaces of vending machines Other Other Clean light switches and door handles	
I Instructions:	
5 Weekly S M T W R F S	

Check box to activate section:

Additional Instructions:

m)

X Outer surfaces of vending machines



Check box to activate section:

	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)	<del>Other</del>
i)	<del>Other</del>
j)	<del>Other</del>
k)	<del>Other</del>

	Attachment B
	I) Other
	Special instructions:
I	Check box to activate section:
X	4 Clean / Wipe Chrome Fixtures to Include
	a) X Drinking Fountains
	b) Elevators
	c) <b>X</b> Faucets
	e) Other
	g) Other
	i) Other
	k) Other
	Special instructions:
	Frequency: 5 X a Week X X X X X X X S 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
I	Check box to activate section:
Х	5 Empty Daily Trash / Recycle bins from the following areas:
	a) X All rooms and open areas.
	b) X General open areas, hallways, and corridors.
	c)
	d) X Dining / lunchroom areas e) X Kitchen areas
	g) x Reception Area
	i) Replace trash liners whenever stained, soiled, torn, and/or removed.
!	k) Employee cubicle areas
	m) X Courtyard - Big Belly Receptacles.
	Empty Food waste items. See special instructions.

Empty smaller trash / recycle items into large receptacles at specified location

	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														
			rash can liners shall I s Institute (BPI) to me				ned, so	oiled, or t	torn. Fo	od waste	e liners i	made fror	n 100% co	mpostable ba	ngs, certified by
	Freque	ncy: 5	x a Week	S M	X X T W	X X R F	S	Jan Fe	b Mar	Apr N	May Ji	un Jul	Aug Se	ep Oct N	lov Dec
<b>♣</b> Ch			ate section:												
<b>X</b> 6	Entry	way an	d Outside (	Clean-up											
	b)	Sweep sid Remove t Empty all	ithin 10 feet of edewalks along the rash and debris fentrance ash trautside trash can	e front of build from outside p ys	ding parking lo	t									
			he Outside Tras be emptied into		-	ceptacles	s) to I	be be	check	ced da	ily. W	/hen in	dicator	shows ye	llow, the
	Frequei	ncy: 5	x a Week	S M	X X T	X X	S	Jan Fe	b Mar	Apr M	May Ju	un Jul	Aug Se	ep Oct N	lov Dec
······										••••••					
<b>♣</b> Ch	eck box	to activ	ate section:												
7	Day F	Porter S	Services			Da	уΡ	ortei	r exp	ecte	d to	worl	<	hour	s per day
	b)	Replace li Stock, and Provide a	n all conference r ight bulbs & light d monitor all janit dditional Day Por r to also perform	tubes as nee orial supplies ter Services	ded as noted l	ea chairs below in S	Specia	al Instr	uctions	ò					

<b>Special Instructions</b> : Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for perming 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:

X	8 <b>A</b> o	dditional General Miscellaneous Cleaning
	a) b) c) d) e) g) k) m) o)	Reposition all conference room and reception area chairs Replace light bulbs & light tubes as needed  X Stock, and monitor all janitorial supplies. Other
		equency: 5 x a Week

#### 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." **General Restroom Cleaning and Disinfecting** X Sanitize all toilets, urinals, wash basins, etc. X Sweep/dry mop, damp mop and disinfect floors. b) $\chi$ Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles. c) d) X ||Fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers. Plunge and/or snake toilets as needed. e) x Wipe diaper changing tables with disinfectant cleaner. g) Remove hair and debris from drain Strainer, showers, benches & wash walls, floors & fixtures. i) Other

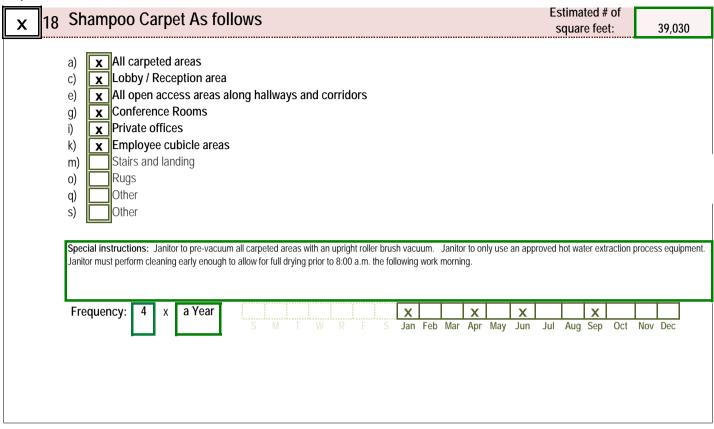
m) Other
o) Floor cleaning for bathroom is included as part of general floor cleaning duties
Special Instructions:
Frequency: 5 x a Week S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
Check box to activate section:
10 Additional Restroom Cleaning and Disinfecting
<ul> <li>a)</li></ul>
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: 5 x a Week
Check box to activate section:
11 General Kitchen Cleaning
a)
c) X Clean and disinfect outside of all appliances
d) x Clean and disinfect sink and fixtures
e)
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:

Frequency: 5 x a Week
<del></del>
◆ Check box to activate section:
x 12 Additional Kitchen Cleaning
a) X Clean inside of microwave(s). b) X Clean inside of refrigerator(s). c) Other d) Other
e) Other g) Other
i) Other k) Other m) Other
m) Other o) Other
Special Instructions:
Frequency: 2 x a Year 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:
13 Other Specific Rooms As Follows:
13 Other Specific Rooms As Follows:  a) Other b) Other c) Other c) Other
13 Other Specific Rooms As Follows:  a) Other b) Other c) Other d) Other e) Other
13 Other Specific Rooms As Follows:  a) Other b) Other c) Other d) Other e) Other e) Other j) Other
a) Other b) Other c) Other d) Other e) Other g) Other e) Other e) Other e) Other e) Other g) Other k) Other
13 Other Specific Rooms As Follows:  a) Other b) Other c) Other d) Other e) Other e) Other j) Other
a) Other b) Other c) Other d) Other e) Other g) Other her k) Other k) Other k) Other n) Other her k) Other k) Other k) Other k) Other
13 Other Specific Rooms As Follows:  a) Other b) Other c) Other d) Other e) Other j) Other j) Other k) Other n) Other o) Other

Flo	oor Care and Cleaning Services	
1	Check box to activate section:	
Х	14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly)  Estimated # of square feet:	147
	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) X Spot clean all carpeted areas when needed Other Other i) Other j) The above square footage is estimated, Vendors should confirm actual square footage at site v  Special instructions:  Frequency: 5 x a Week	isit.
•	Check box to activate section:	
X		523
	a)	
	s) <b>The above square footage is estimated, Vendors should confirm actual square footage at site v</b>	<u>isit.</u>
	Special instructions:	
	Frequency: 1 x a Week S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec	

7	ck box to activate section:  Clean resilient floors to include: (Daily / Weekly)	Estimated # of square feet:	1,6
c d e f) g	Wet mop Other Other Other Other Other Other Other		- 1
	Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless frequency:    5   X		Dec
	Frequency: 5 x a Week S M T W R F S Jan Feb	s specified otherwise.	Dec
Chec	Frequency: 5 x a Week x x x x x		Dec

Check box to activate section:



#### Miscellaneous:

Check box to activate section:

X	19	Clean inside of interior/exterior windows	Total # of windows>>	429	Ave Sqr Ft.>>>	22	Estimated # Sqr Ft: >>	9,427	
	a)								
		Frequency: 5 x a Week S M T W R	X S Jan Feb	Mar Apr	May Jun	Jul Aug	Sep Oct Nov	Dec	

•	Check box to activate section:					
X	20 Clean (ground level) exterior windows	Total # of windows>>	19	Ave Sq. 18	Estimated # Sq. Ft. >>	343
	a) X 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: 5 x a Week S M T W R F	S Jan Feb Mar	Apr N	May Jun Jul Auç	J Sep Oct Nov Dec	
<u>*</u>	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:					•••••
X	22 Clean additional interior windows			(Sizes to be o	letermined at site visi	t)
	a) <b>x</b> Entry way windows					

b) x Private office windows c) x Conference room windows d) x Reception area windows e) x Corridor and interior bay windows f) x Council Chambers interior windows g) Other Other i) Other j) Other	Attachment B
	x x x x x X X X X X X X X X X X X X X X
 Miscellaneous and Other Ty Check box to activate section:  23 Other	ypes of Cleaning
a) X Workstation surfaces, file cabinets, seep both internal stairs and stairs of ther Other  g) Other i) Other k) Other o) Other	
Special instructions:  Frequency: 1 x a Week S M	T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

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24 Other

Check box to activate section:

	Attachment B
c) Other	
c) Other e) Other g) Other i) Other	
g) Other Other	
k) Other	
m) Other	
o) Other Q) Other	
s) Other	
Special instructions:	
,	
Check box to activate section:	
5 Other	
o ottlet	
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:	
6 Other	
Othor	
a) Other c) Other	
e) Other	
g) Other	
i) Other	
k) Other	

	Attachment B
	m) Other
	o) Other
	q) Other
	s) Other
	Special instructions:
<b></b>	
<b>₽</b> C	heck box to activate section:
2	7 Other
	a) Other C) Other
	c) Other Other
	g) Other
	i) Other
	k) Other
	m) Other
	o) Other
	q) Other S) Other
	Special instructions:
•	•
	As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each
As Need	ded Cleaning:  As needed cleaning should only be checked in the agency/entity can provide enough uphon information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.
<b>V</b> 20	Out of the ordinary cleanup following special event or office function or minor construction
<b>X</b> 28	-
	Special instructions: As needed prior to or after events we may request additional services on nights and weekends.
	Frequency: 2 X a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
	line item per event)

Emergency water damage cleanup Other (i.e. Chemical Spills) Other (i.e. Biological Spills) Other (i.e. Bodily Fluids) Special instructions: Special clean up in restrooms for feces or urine in excessive quantities. Frequency: <<< This will be used for Price Evaluation purposes only (Contractor to bill as a Year line item per event) Other

Other Absent a compelling business reason State Agencies are to utilize state contract to purchase PAPER SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Agency Vendor Toilet Paper Paper Towels - Eco Green 100% Recycles X X Toilet Seat Covers Χ X Other (please specify) Absent a compelling business reason State Agencies are to utilize state contract to purchase CLEANING SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Vendor Agency

	-	

Light Bulbs Deicer

Liquid Soap Brighten Unscented foam ADX	Х			X	
Floor Care Products	Х			X	
Garbage Bags				X	
Glass Cleaner	Х			X	
Restroom Disinfectants & Cleaners	Х			X	
Trash Can Liners	Х			X	
Other (please specify) Food Scrap Compos	Х			X	



#### 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 <u>janitorialdesk@des.wa.gov</u>

# Janitorial Services Contract 00508 -- Per 2014 Refresh Work Request #

**REVISION ID 01/00/00** 

Work Request Form: Type your agency/entity infomration 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:	City of Shoreline Police St	tation Jail -Map B	Work Request Number:
Agency # or ID:		County: King	Monthly Budget Amt.
Contract Life:	1 yr. Original Start Da	ite:	
Building Type:	Other	Estimated Square Feet: 492	# of Floors: 1.00
Approved working ho	After 6:00pm to 6:00am		
	Work to be performed at:	Client Contract Administrator:	Send billing information to:
Street Address:	1206 N. 185th Street	Cheryl Ooka	Phil Ramon
Street Address:		17500 Midvale Ave. N.	17500 Midvale Ave. N.
City & Zip	Shoreline WA 98133	Shoreline WA 98133	Shoreline WA 98133
Point of contact	Cheryl Ooka	Cheryl Ooka	Phil Ramon
Phone:	206 801-2321	206 801-2321	206 801-2352
Fax:	206 801-2787	206 801-2787	206 801-2787
Email:	Cooka@shorelinewa.gov	Cooka@shorelinewa.gov	pramon@shorelinewa.gov

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

7<del>0</del>9906

% (	of weighting applied t	o evaluation categories:	Pricing		References	5:	Standardiz	ed Q&As:	10%
Mar	ndatory Site Visit Date:		Site Visit Time:				be submitted o ore the date of		
			v Vendors) shou is email addres			janitori	aldesk@de	s.wa.go	<u>ov</u>
	Special Instru	ctions, condi	tions, Standard	of Wo	rk Requi	rements	and/or Floo	or Plans	;
Facility	Security: Apparent Succes be given acces		/ees may be required to p	pass back	ground check	documentation	on for any staff me	mber or sub	contractor who will
	Embed any documen specific terms, co specifications, floor pother instructions. >	onditions, plans, and/or							
	Preva	iling Wage	Information: T	o be up	odated with	n any contr	act extension		
			prevailing wage>>> L						<u>nty</u>
			prevai	iling wag	e changes a	t the time of	ate the Work Co the contract exte applicable year.		
			•	,	,				
			Č		Janitor	Shampoo	per Waxer		w Washer
							per Waxer		w Washer 25.8
fully ser The amou	anitorial work contract vice all noted tasks i unt of minutes bid by 26.160(2)(c) and the m	in accodance wi vendors will be naster contract (	nance based" conti ith this agency's pe calculated to mea	racts, a erforma sure re ervice p	Janitor 21.29  nd vendors nce demar asonablen ersonnel a	s must sub ds (which ess and quare require	24.94  omit quotes the will be discu	at assure	25.8  e the ability to ne site visit.) cordance with
fully ser The amou RCW 39.2	rvice all noted tasks in unt of minutes bid by 26.160(2)(c) and the manager al Cleaning	in accodance will be vendors will be naster contract ( minutes	nance based" control ith this agency's per e calculated to mea 00508; janitorial see s submitted in the F	racts, a erforma sure re ervice p RFQQ a	Janitor 21.29  nd vendors nce demar asonablen ersonnel a nd Work C	s must sub nds (which ess and quere require contract.	omit quotes the will be discu	at assure ssed at the ce in accely work t	e the ability to ne site visit.) cordance with he amount of
fully ser The amou RCW 39.2	rvice all noted tasks in the model of minutes bid by 26.160(2)(c) and the model of	in accodance will be vendors will be naster contract (minutes)  Service e cleaning task	nance based" control th this agency's percent control calculated to mea control calculated in the fercent control control calculated in the fercent control control control control calculated in the fercent control contro	racts, a erforma sure re ervice p RFQQ a	Janitor 21.29  nd vendors nce demar asonablen ersonnel a nd Work C	s must subness and quere required contract.	omit quotes the will be discurality assurant d to cumlative	at assure ssed at the ce in accely work to	e the ability to ne site visit.) cordance with he amount of
fully ser The amou RCW 39.2	rvice all noted tasks is unt of minutes bid by 26.160(2)(c) and the management of the control of	in accodance will be vendors will be naster contract (minutes)  Service: e cleaning task of clean, and	nance based" control th this agency's percent control calculated to mea control calculated in the fercent control control calculated in the fercent control control control control calculated in the fercent control contro	racts, a erforma sure re ervice p RFQQ a	Janitor 21.29  nd vendors nce demar asonablen ersonnel a nd Work C	s must subness and quere required contract.	omit quotes the will be discurality assurant d to cumlative	at assure ssed at the ce in accely work to	e the ability to ne site visit.) cordance with he amount of

	I)		Other (Surfaces protruding from walls).  Other (Window sills and blinds).
	n		Other (Willdow sins and ceilings- see special instructions).
	n	) <u>  X</u>	Other (walls and ceilings- see special instructions).
	4	Addition	al Instructions: Use brush and wipe with cotton towels (the cotton mop used on high surfaces will be used in hard to reach locations
			k areas on the underside of the bed racks.
	_		7 Weekly XXXXXX
			S M T W R F S
_			
<u>+</u>	Chec	k box	to activate section:
>	2 /	tihh∆	ional Dust, wipe, spot clean and disinfect: (Daily / Weekly)
X		-uuii	ional bust, wipe, spot clean and distillect. (baily / weekly)
	_ a	a) [	Light switches
	b		Door handles
	C		Vending machines
			File cabinets
	0		<b>-</b> ∥
	6		Stair walls and hand rails
	f)		Elevator walls and hand rails
	Q		Other (Vents/grills (including ceiling vents).
	h	1)	Other
	i)		Other
	Α	dditiona	l instructions:
	L		
		Freque	ncy: 7 x a Week X X X X X X
	'	roquo	S M T W R F S
ı	Choc	sk has	c to activate section:
	_		
	3 <b>[</b>	Just,	wipe, spot clean and remove finger prints to include: (Monthly / Annually)
	<u> </u>		7
	а	1)	Horizontal surfaces & moldings
	b	)	Horizontal & vertical blinds
	C	:)	Picture Frames
	C		Cloth panels
	E		HVAC vents, grills, and recesses
	f		Ceiling vents, grills, and recesses
	9		Horizontal & vertical blinds
	h		Other
		′ I	<b>-1</b>
	i)	′ ⊩	Other
	j)	\	Other Other
	k	()	<del>Other</del>

		,
		I) Other
		Special instructions:
		Special instructions.
•	Che	eck box to activate section:
x	4	Clean / Wipe Chrome Fixtures to Include
		<ul> <li>a) Drinking Fountains (Remove all foreign objects from fountains).</li> <li>b) Elevators</li> </ul>
		c) <b>x</b> Faucets
		e) Other (Clean chrome, mirrors, mirror frames, metal work and dispensers).
		g) Other (Wipe down and disinfect fixtures in Holding area). Other
		k) Other
		Constitutions
		Special instructions:
		Frequency: 7 X a Week X X X X X X X X X X X X X X X X X X
♣		eck box to activate section:
X	5	Empty Daily Trash / Recycle bins from the following areas:
		a) All rooms and open areas.
		<ul><li>b) General open areas, hallways, and corridors</li><li>c) The following Conference Rooms:</li></ul>
		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) X Other (Empty all trash cans (except recycle containers).
		Other (Remove any large debris, body fluids or material & dispose in appropriate container based on waste type.
		Empty smaller trash / recycle items into large receptacles at specified location

s)	On designated day(s), take large recepticals to the specified area.
Cura	
	cial instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. All janitors employees must have Barrier Protection Attire (BPA) agree to local, state and federal regulations.
Fre	equency: 7 x a Week
	box to activate section:
6 Er	ntry 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 Other
k)	Other
m) o)	Other
	box to activate section:
7 D	ay Porter Services Day Porter expected to work hours per d
a) b) c) d) e) g) i) k)	Reposition all conference room and reception area chairs Replace light bulbs & light tubes as needed Stock, and monitor all janitorial supplies Provide additional Day Porter Services as noted below in Special Instructions Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
m) o)	

		<b>Special Instructions</b> : Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for perming 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.
_			
×	Che 8	eck box to activate section: Additional General Miscellaneous Cleaning	
	<u></u>	a) Reposition all conference room and reception area chairs	
		b) Replace light bulbs & light tubes as needed	
		c) x Stock, and monitor all janitorial supplies d) Other	
		e) Other g) Other	
		i) Other	
		k) Other Other	
		o) Other	
		Special Instructions:	
		Frequency: 7 x a Week 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
Sp	ecif	fic Rooms and Areas: Restrooms, Kitchen, & Other	
Chec	k the	boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."	
Х	9	General Restroom Cleaning and Disinfecting	
		<ul> <li>a) X</li> <li>Sanitize all toilets, urinals, wash basins, etc.</li> <li>b) X</li> <li>Sweep, dry mop and/or damp mop and disinfect floors</li> </ul>	
		c) X Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door h	
		<ul> <li>d) x fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispen</li> <li>e) x Plunge and/or snake toilets as needed.</li> </ul>	sers.
		g) Other	
		i) Other 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: 7 x a Week
€ Check box to activate section:
x 10 Additional Restroom Cleaning and Disinfecting
a) X Clean and disinfect jail cell including toilet stall doors and walls Clean and disinfect shower areas and fixtures Other Spray interior and exterior entry door surfaces (incl. food surfaces) with bacterial disinfectants. Other Spray jail cell bed rack, shelves, hinges & underside surfaces of racking with Grade 1 bacterial disinfectant. Other Remove & clean mattress from rack. Spray 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: 7 x a Week
♣ 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:

<b></b>	Check box to activate section:
<u> </u>	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
	m) Other Other
	Special Instructions:
•	Check box to activate section:
Х	13 Other Specific Rooms As Follows:
	a) X 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 read to the control of the part of t
	and replaced on a weekly basis. All equipment will be washed with a germinal solution, rinsed and air dried.
	Frequency: 7 x a Week
	3 M I W K I 3 Jan Teb Mar Apr May Jun Jun Aug Sep Oct MOV Dec

JIIECK L	are and Cleaning Services  oox to activate section:
14 <b>V</b> ac	cuum High Traffic Carpeted Areas to Include: (Daily / Weekly)
a)	Reception Area
b)	General open areas, hallways and corridors
c)	The following Conference rooms:  Elevator Floor
d) 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)	<del>Other</del>
i)	Other Other
j) <u> </u>	The above square footage is estimated, Vendors should confirm actual square footage at site visit.
Specia	al instructions:
Specia	al instructions:
Specia	al instructions:
Check b	pox to activate section:
Check b	box to activate section:  Cuum Low Traffic Carpeted Areas to Include:
Check b	oox to activate section:  cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms:
Check b	oox to activate section:  cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas  The following Conference rooms:  Private Offices
Check b	cox to activate section:  Cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms & for areas as noted in Special Instructions space below.
Check b  15 Vac  a) [ c) [ e) [ g) [	box to activate section:  cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other
Check b  15 Vac  a) [ c) [ g) [ i) [ k) [	Dox to activate section:  Cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other Other
Check b 15 Vac a) [ c) [ g) [ k) [ m) [	cox to activate section:  cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas  The following Conference rooms:  Private Offices  Additional Rooms &/or areas as noted in Special Instructions space below.  Other Other Other Other
Check b 15 Vac a) [ c) [ g) [ j) [ k) [	Dox to activate section:  Cuum Low Traffic Carpeted Areas to Include:  Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other Other Other

一	Check box to activate section:	Fotimeted # of	
	16 Clean resilient floors to include: (Daily / Weekly)	Estimated # of square feet:	4
	b)	All janitorial employees must have Ba	arrier
	Check box to activate section:		
_	Check box to activate section:  17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)		

<u> </u>	Che	ook l												
<u> </u>	Che	المامد												
		CK	oox to a	ctiva	te sectior	า:								
	18	Sh	ampoc	Car	pet As f	ollows								
	<u>-1</u>										••••••			
		a)			<del>d areas</del>									
		c)		,	ception area		uc and carri	dore						
		e)			<del>ess areas ar</del> <del>ce Rooms</del>	<del>long naliwa</del>	ys and corrid	<del>4015</del>						
		g) i)		te offic										
		k)	Emp	loyee (	cubicle areas	<del>S</del>								
		m)			anding									
		o)	Rug	÷										
		q)	Othe											
		s)	Othe	F										
		Cnaa	ial imateurati	ma. la	altar ta pro vas	uum all aarnat	od arago with a	on unright rol	larbruah vaavum	lonitor to or	huuss on ann	rayad hat wa	tor outrootion process	o ogulomont
									the following work		ny use an app	noved not wa	ter extraction proces	s equipment.
С	ellan	eous	S:											
C	ellan	eous	<b>5</b> :											
C				ctiva	te section	ո։					_			
	Che		box to a				ior windo	DWS	Total # of		Ave Sqr		Estimated #	4
=			box to a				ior windo	ows	Total # of windows>>	4	Ave Sqr Ft.>>>	1	Estimated # Sqr Ft: >>	4
	Che	eck l	cox to a	insi	de of inte	rior/exter			windows>>	4		1		4
_	Che	a)	clean	insion	de of inte	rior/exter	<mark>ior windo</mark> and intervi		windows>>	4		1		4
	Che	eck l	Clean	insion	de of inte	rior/exter			windows>>	4		1		4
=	Che	a) b)	Clean  X Clea Othe	insion n insion r er er	de of inte	rior/exter			windows>>	4		1		4
	Che	a) b) c) d) e)	Clean  Clean  Clean  Othe Oth Oth	insion insion in	de of inte	rior/exter			windows>>	4		1		4
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		a)	Other
		Special	instructions:
	Ob -	- al e la e	
<b>+</b>	1		n (non-ground level) exterior windows
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•	Che	eck bo	ox to activate section:
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		a) [	Entry way Windows

	Attachment B
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., sho	ould come under above sections 1 - 3 above.)
Miscellaneous and Other Types of Cleaning	
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•	Che	eck box to active	vate section:
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		Special instructions:	
			As a solid discrete about a short a feet of the same of all the same and the same of the same the same of the same
As Ne	ede	d 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.
			James and a series of the seri
	28	Out of the ordina	ry cleanup following special event or office function or minor construction
	۲۰		. J stearing following special event of emberialistic of million constituents
		Frequency: 1	X a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as

Emergency water damage cleanup Other (i.e. Chemical Spills) Other (i.e. Biological Spills) 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: <<< This will be used for Price Evaluation purposes only (Contractor to bill as a Year line item per event) Other

Other Absent a compelling business reason State Agencies are to utilize state contract to purchase PAPER SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Agency Vendor Toilet Paper Paper Towels X X Toilet Seat Covers Χ Х Other (please specify) Absent a compelling business reason State Agencies are to utilize state contract to purchase CLEANING SUPPLIES 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 \$0.00 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</p>

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor		
Light Bulbs	х	х			
Deicer	х	X			

Liquid Soap	X			X	
Floor Care Products	X			X	
Garbage Bags	X			Х	
Glass Cleaner	X			Х	
Restroom Disinfectants & Cleaners	X			X	
Trash Can Liners	X			X	
Other (BPA Attire, supplies & Equipment)	X			X	



# 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 infomration 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. City of Shoreline Police Station - Map B Work Request Number: Agency Name: County: King Agency # or ID: Monthly Budget Amt. Contract Life: Original Start Date: 1 yr. Estimated Square Feet: 4988 **Building Type:** # of Floors: **1.00** After 6:00pmto 6:00am Approved working hours Client Contract Administrator: Send billing information to: Work to be performed at: 1206 N. 185th Street Cheryl Ooka Phil Ramon Street Address: 17500 Midvale Avenue N. 17500 Midvale Avenue N. Street Address: Shoreline WA **98133** Shoreline WA 98133 Shoreline WA **98133** City & Zip Cheryl Ooka Cheryl Ooka Cheryl Ooka Point of contact 801-2321 801-2321 801-2321 206 206 Phone: 206 Fax: 206 801-2787 206 801-2787 206 801-2787 Cooka@shorelinewa.gov pramon@shorelinewa.gov Email: cooka@shorelinewa.gov

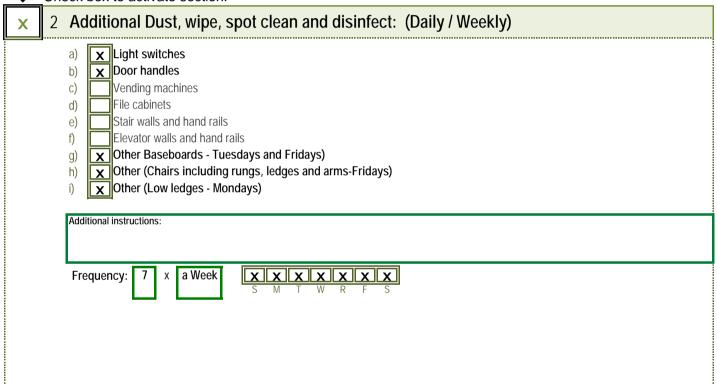
Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

78 26

% of weighting applied						
	to evaluation categories:	Pricing	References:	:	Standardized (	2&As: 10%
Mandatory Site Visit Date:		Site Visit Time:	В	Bids must be su before th	ibmitted on or e date of >>>	
		Vendors) should   s email address >:		janitorialde	esk@des.w	<u>/a.gov</u>
Special Instru	uctions, conditi	ons, Standard of '	Work Requir	ements and	l/or Floor F	Plans
	ccessful Bidder employeess to the facility.	es may be required to pass	background check d	ocumentation for	any staff member	or subcontractor who will
Embed any docume specific terms, or specifications, floor other instructions.	conditions, r plans, and/or					
Prev	ailing Wage Ir	nformation: To be	· undated with	any contract (	extension	
	<u> </u>	revailing wage>>> <u>L&amp;I j</u>				v county
	includentily proper p	*Note: The prevailing	purchasing agen	cy will update th the time of the c	e Work Contractontractor	ct to reflect the L&I on or minimum wage
			Janitor	Shampooer	Waxer	Window Washer
			21.29	21.7	24.94	25.8
NOTE: Janitorial work contra fully service all noted tasks The amount of minutes bid b	in accodance with y vendors will be o master contract 00	n this agency's perfor calculated to measure	rmance demand e reasonablene	ds (which will ss and quality	be discusse assurance i	d at the site visit.) n accordance with
RCW 39.26.160(2)(c) and the	minutes	submitted in the RFQ	•			vork the amount of
			•			vork the amount of
General Cleaning	g Services	<b>:</b> :	Q and Work Co	ontract.		
General Cleanin	g Services he cleaning tasks	s that apply, or type	Q and Work Co	ontract.	ctions mark	
General Cleanin	g Services he cleaning tasks ot clean, and r	<b>:</b> :	Q and Work Co	ontract.	ctions mark	

	Attachinent B
<ul> <li>Walls and ceilings</li> <li>Other (Clean entryway and front desk windows)</li> <li>Other (Picture frames and signage within reach - Fridays)</li> </ul>	
Additional Instructions:	
7 Weekly XXXXXX S M T W R F S	
Check how to activate continue	

Check box to activate section:



Check box to activate section:

	1		
Х	3 <b>D</b> u	ıst,	wipe, spot clean and remove finger prints to include: (Monthly / Annually)
	<b></b>		
	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)	Х	Dust blinds (both sides) and spot clean as necessary
	h)		Other
	i)		Other
	j)		Other
	k)		Other

		I) Other
		Special instructions:
		Frequency: 4 x a Year  Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
		San 102 mai 141 may san 142 sop son not 200
<b>=</b> /	∩h.a	als have to activate acctions
		Clean / Wipe Chrome Fixtures to Include
		a) Urinking Fountains b) Remove foreign objects from fountains.
		c) Faucets e) Other
		g) Other
		i) Other k) Other
	_	
		Special instructions:
₩ (	Che	ck box to activate section:
X	5	Empty Daily Trash / Recycle bins from the following areas:
		a) X All rooms and open areas.
		b)
		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
		o) Other
i e		Empty smaller trash / recycle items into large receptacles at specified location

	s) On designated day(s), take large receptacle	es to the specified area.	
	<b>Special instructions:</b> Trash can liners shall be replaced wheneve items from kitchen areas and place in appropriate bldg. containers	r they become stained, soiled, or torn. (Remove waste paper from office recultrash/recycle).	ycling containers and food waste
	Frequency: 7 x a Week x x x S M T	X X X X X W W R F S Jan Feb Mar Apr May Jun Jul Aug	Sep Oct Nov Dec
₩ (	Check box to activate section:		
X	6 Entry way and Outside Clean-up		
	a) X Sweep within 10 feet of each entrance (in Sweep sidewalks along the front of build c) X Remove trash and debris from outside p Empty all entrance ash trays e) X Empty outside trash cans g) Other i) Other k) Other Other Other Other	ling arking lot	
	Special Instructions: Empty outside trash cans in	proper dumpsters for disposal.	
	Frequency: 7 x a Week X X X S M T	X X X X W 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
	<ul> <li>a) Reposition all conference room and reception</li> <li>b) Replace light bulbs &amp; light tubes as needed</li> <li>c) Stock, and monitor all janitorial supplies</li> <li>d) Provide additional Day Porter Services as needed</li> <li>e) Day porter to also perform tasks noted in ogenia</li> <li>j)</li></ul>		

		Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for perming 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.
Ŧ	Ch	eck box to activate section:	
X	8	Additional General Miscellaneous Cleaning	
		a)	
		Special Instructions:	
		Frequency: 7 x a Week S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep	Oct Nov Dec
Spe	ecif	ic Rooms and Areas: Restrooms, Kitchen, & Other	
Checl	k the	boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."	
Х	9	General Restroom Cleaning and Disinfecting	
		<ul> <li>a) X</li> <li>Sanitize all toilets, urinals, wash basins, etc.</li> <li>b) X</li> <li>Sweep, dry mop and/or damp mop and disinfect floors.</li> <li>c) X</li> <li>Clean chrome mirrors, mirror frames, faucets, metal work and dispensers, vanity counters.</li> <li>d) X</li> <li>Fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap disperence of the paper dispensers of the paper dispensers.</li> <li>g) Other</li> <li>h) Other</li> <li>c) Other</li> <li>d) Other</li> <li>d) Other</li> </ul>	nsers.

m) Other o) Floor cleaning for bathroom is included as part of general floor cleaning duties
Special Instructions:
Frequency: 7 x a Week
♣ 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:
x 11 General Kitchen Cleaning a) x 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
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: 7 x a Week	X X X X X	X X F S Jan Feb Ma	ar Apr May Jun Jul	Aug Sep Oct Nov Dec
♣ Check box to activate section:				
x 12 Additional Kitchen Clea	ning			
a) X Clean inside of microwa b) X Clean inside of refrigera c) Other d) Other e) Other g) Other i) Other k) Other k) Other other other Other Other Other Other				
Special Instructions:				
Frequency: 2 x a Year	S M T W R	F S <b>Jan Feb Ma</b>	X Jun Jul	Aug Sep Oct Nov Dec
♣ Check box to activate section:				
13 Other Specific Rooms A	s Follows:			
a) Other b) Other c) Other d) Other e) Other g) Other j) Other				
k) Other m) Other o) Other				
Special Instructions:				

			•••••
Flo	or Care and Cleaning Services		
<b>+</b>	Check box to activate section:		
X	14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly)	Estimated # of square feet:	3,415
	a) X Reception Area b) X General open areas, hallways and corridors c) X The following Conference rooms: Includes main conference room d) Elevator Floor e) X Employee cubicle areas f) Additional Rooms &/or areas as noted in Special Instructions space below.  Spot clean all carpeted areas when needed h) X Spot clean all carpeted areas when needed the Other (Rugs) the above square footage is estimated, Vendors should confirm actual systems.  Special instructions:	square footage at s	site visit.
	Frequency: 7 x a Week		Dec
X	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. j) Other k) Other o) Other o) Other o) Other o) The above square footage is estimated, Vendors should confirm actual square.	e footage at site visi	<u>'t.</u>
	Special instructions:		
	Frequency: 1 x a Week S M T W R F S Jan Feb Mar Apr May Jun	Jul Aug Sep Oct Nov	Dec

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<b>+</b>	Check box	o activate	esection	:															
Х	16 Clean	esilient	floors to	o inc	lude	e: (D	aily / \	Neekl	ly)							mated # uare fee	-	23	3
	b)	Oweep floor Ory mop Vet mop Other Other Other Other	S																
	Special inst	uctions: Surfa	ce cleaning as	s noted a	above sh	nould be	e done on	all nonc	carpete	d floors u	nless sp	pecified	othewise	<u>)</u> .					
	Frequen	y:	a Week	S	K X	T	W R	F	S	Jan Fe	b Mar	Apr	May J	un Jul	Aug Se	ep Oct	Nov	Dec	
•	Check box	o activate	section	:															
Х	17 Clean,	Strip & \	Nax Res	silien	nt flo	ors:	: (Mor	ithly /	Annu	ally)					stimated square f				
	c)	Strip old wa Re-wax the a All non-carpe Citchen, Lund Restrooms Print, Copy, S Stairs and La Entryways Other	reas check ted floors chroom area Storage Roo	ed off a as															
	Special inst	uctions: Strip	and wax floors	s as nece	essary a	and dete	ermined b	y Faciliti	es staff										
	Frequen	xy: 1 x	a Year	S	) 6 M	T	W R	F	S	Jan Fe	b Mar	Apr	May J	un Jul	Aug Se	ep Oct	Nov	Dec	

♣ Check box to activate section:

x 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 approduction must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.		
Frequency: 12 x a Year S M T W R F S Jan Feb Mar Apr May Jun	X X X X Jul Aug Sep Oct	X X Nov Dec

#### Miscellaneous:

♣ Check box to activate section:

X	19	Clean inside of interior/exterior windows	Total # of windows>>	13	Ave Sqr Ft.>>>	23.46	Estimated # Sqr Ft: >>	305
		a) X Other (Clean interior and exterior windows) b) Other c) Other d) Other e) Other f) Other g) Other Other Other Other Other Other Other						
		<b>Special instructions:</b> Vendor to notify management of the exact date for the w sills etc.	indow cleaning two we	eeks beforeh	and to allow	<i>i</i> employees t	to remove any items t	rom window
	'	Frequency: 7 x a Week X X X X X X S M T W R	X X	Mar Apr	May Jun	Jul Aug	Sep Oct Nov	Dec

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X	20	Clean	(ground le	evel) <b>ext</b>	erior wi	ndows		Total # windows		33	Ave S Ft. >>		.18		mated # q. Ft. >>	7	65
	•	a) <b>X</b>	Other (Clear	n exterior wi	ndows)												
		c)	Other Other														
		e) g)	Other														
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	Che <b>21</b>		to activate		kterior v	vindows		Total #			Ave S				mated # pr Ft. >>		0
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	1	Clean  a) c)	(non-groun Other Other		<mark>kterior v</mark>	<mark>vindows</mark>											0
	1	a) Co	(non-groun Other Other Other		<mark>kterior v</mark>	<mark>vindows</mark>											0
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♣ Check box to activate section:

Х	22 Clean additional interior windows	(Sizes to be determined at site visit)
	a) Entry way Windows	

	Attachment B
	b) Private office windows c) Conference room windows
	c) Conference room windows d) Reception area windows
	e) Other
	f) Other q) Other
	g) Other 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: 1 x a Week 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:
2	23 Other
	a) Other c) Other e) Other g) Other i) Other k) Other m) Other o) Other
	Special instructions:
	Check box to activate section:
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		Special instructions:	
As Ne	ede	ded Cleaning:  As needed cleaning should only be checked if the agency/entity can provide enough the proper amount of minutes to hid to perform the cleaning task for the vendor to calculate the proper amount of minutes to hid to perform the cleaning task for the vendor to calculate the proper amount of minutes to hid to perform the cleaning task for the vendor to calculate the proper amount of minutes to hid to perform the cleaning task for the vendor to calculate the proper amount of minutes to hid to perform the cleaning task for the vendor to calculate the proper amount of minutes to hid to perform the cleaning task for the vendor to calculate the proper amount of minutes to hid to perform the cleaning task for the vendor to calculate the proper amount of minutes to hid to perform the cleaning task for the vendor to calculate the proper amount of minutes to hid to perform the cleaning task for the vendor to calculate the proper amount of minutes to hid to perform the cleaning task for the vendor to calculate the proper amount of minutes to hid to perform the cleaning task for the vendor to calculate the proper amount of minutes to hid to perform the cleaning task for the vendor to calculate the proper amount of the cleaning task for the vendor to calculate the proper amount of the cleaning task for the vendor to calculate the proper amount of the cleaning task for the vendor to calculate the proper amount of the cleaning task for the cleaning task	
		cleaning task for the vendor to calculate the proper amount of minutes to bid to per	rform the function.
	٥	Out of the and the model of the desired of the desi	
	28		
		Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only line item per event)	y (Contractor to bill as

Emergency water damage cleanup Other (i.e. Chemical Spills) Other (i.e. Biological Spills) 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: <<< This will be used for Price Evaluation purposes only (Contractor to bill as a Year line item per event) Other

Other Absent a compelling business reason State Agencies are to utilize state contract to purchase PAPER SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Agency Vendor Toilet Paper Paper Towels X X Toilet Seat Covers Χ Х Other (please specify) Absent a compelling business reason State Agencies are to utilize state contract to purchase CLEANING SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Vendor Agency

X

X

X

X

Light Bulbs

Deicer

Liquid Soap	х			Х	
Floor Care Products	х			х	
Garbage Bags	х			Х	
Glass Cleaner	х			Х	
Restroom Disinfectants & Cleaners	х			Х	
Trash Can Liners	х			Х	
Other (please specify)	х			Х	



# 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 ianitorialdesk@des.wa.gov

# Janitorial Services Contract 00508 -- Per 2014 Refresh Work Request #

**REVISION ID 01/00/00** 

Work Request Form: Type your agency/entity infomration 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. City of Shoreline Swimming Pool - Map D Work Request Number: Agency Name: County: King Agency # or ID: Monthly Budget Amt. Contract Life: 1 yr. Original Start Date: Estimated Square Feet: 15375 Other **Building Type:** # of Floors: **2.00** After 6:00pm to 6:00am Approved working hours Client Contract Administrator: Send billing information to: Work to be performed at: 19030 1st Avenue NE 17500 Midvale Ave. N. 17500 Midvale Ave. N. Street Address: Street Address: Shoreline WA **98155** WA 98133 WA **98133** Shoreline Shoreline City & Zip Cheryl Ooka Cheryl Ooka Phil Ramon Point of contact 801-2321 801-2321 801-2352 206 Phone: 206 206 Fax: 206 801-2787 206 801-2787 206 801-2787 cooka@shorelinewa.gov pramon@shorelinewa.gov Email: cooka@shorelinewa.gov

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

•				_		
% of weighting applied	to evaluation categories:	Pricing	Reference	es:	Standardized (	Q&As: 10%
Mandatory Site Visit Date:		Site Visit Time:		Bids must be s before t	ubmitted on or he date of >>>	
	ubmissions (by ally sent to this			janitoriald	esk@des.v	va.gov
Special Instr	uctions, conditi	ons, Standard o	of Work Requ	irements and	d/or Floor F	Plans
	accessful Bidder employe ess to the facility.	es may be required to pa	ass background chec	k documentation for	any staff membe	r or subcontractor who will
Embed any docume specific terms, specifications, floo other instructions.	conditions, or plans, and/or					
Prev	ailing Wage Ir	nformation: To	be updated wi	h anv contract	extension	
	ink to identify proper p					v countv
		*Note: prevaili	The purchasing ag	ency will update that the time of the o	ne Work Contractontract	ct to reflect the L&I on or minimum wage
			Janitor	Shampooer	Waxer	Window Washer
			21.29	21.7	24.94	25.8
NOTE: Janitorial work contra fully service all noted tasks The amount of minutes bid k RCW 39.26.160(2)(c) and the	in accodance with by vendors will be of master contract 00	h this agency's per calculated to meas	formance dema ure reasonable vice personnel	inds (which wil ness and qualit are required to	ibe discusse y assurance	d at the site visit.) in accordance with
	<b>C</b> .					
General Cleanin	g Services					
Check the boxes of t	he cleaning tasks	s that apply, or ty	pe additional t	asks in the s	ections mark	ked "Other."
X 1 Dust, wipe, sp	ot clean, and r	emove finger p	orints to incl	ude: (Daily	/ Weekly)	
b) X Copy room c) Lunchroom d) X General ha e) X File cabine f) X Glass door	lls and hand rails	alls	vs, window sills &	a blinds		

l) x Balcony Ledge m) x Horizontal surfaces & moldings n) x Baseboards (Tuesday & Thursdays)
Additional Instructions:
7   Weekly

Check box to activate section:

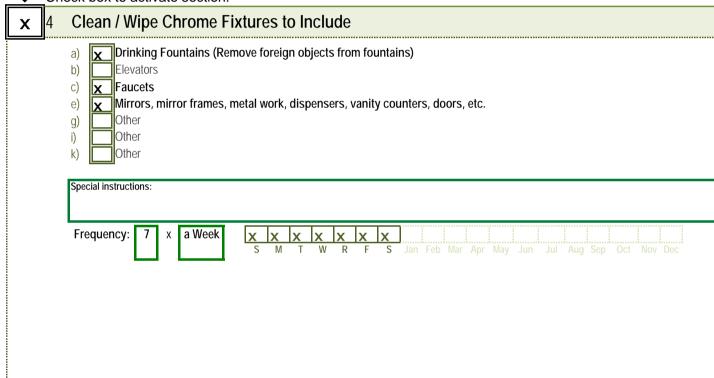
X	2	Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)						
		a) Light switches b) X Door handles c) X Vending machines d) File cabinets e) Stair walls and hand rails f) Elivator walls and hand rails y Vents/grilles to include ceiling vents- Tuesdays & Thursdays. Other Other						
	Additional instructions:  Frequency: 7 x a Week							

♣ Check box to activate section:

$\  \mathbf{x} \ $	3 <b>D</b>	ust,	wipe, spot clean and remove finger prints to include: (Monthly / Annually)
igspace	J		
	a)	Х	Horizontal surfaces & moldings
	b)		Horizontal & vertical blinds
	c)	Х	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: 12 x a Year	X     X					

Check box to activate section:



♣ Check box to activate section:

X	5 Er	npty	Daily Trash / Recycle bins from the following areas:
	a)	X	All rooms and open areas.
	b)	X	General open areas, hallways, and corridors
	c)	X	The following Conference Rooms: (All conference rooms).
	d)		Dining / lunchroom areas
	e)	X	Kitchen areas
	g)	X	Reception Area
	i)	X	Replace trash liners whenever stained, soiled, torn, and/or removed.
	k)	X	Employee cubicle areas
	m)	X	Pick up loose debris from under tables and desks, etc.
	o)		Other
	q)	X	Empty smaller trash / recyle items into large recepticals at specified location

		Attachment
		S) X 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.
		Francisco 7 a GWook Carlos and Arlanda
		Frequency: 7 x a Week
<u></u>		
1	Ch	neck box to activate section:
Ť	7	
	6	Entry way and Outside Clean-up
		a) Sweep within 10 feet of each entrance.
		b) X 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 Other
		m) Other Other
		Special Instructions:
		Special instructions.
		Frequency: 7 x a Week
		S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
<b>:</b>		
•	_Ch	neck 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.
		9) i)
		k)
		m)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for perming 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:

	Check box to activate section.
Х	8 Additional General Miscellaneous Cleaning
	a) X Reposition furniture in conference room (Tuesday, Friday & Sunday) b) Replace light bulbs & light tubes as needed c) X Stock, and monitor all janitorial supplies d) X Clean counter and table tops in conference room Tuesday, Friday & Sunday. e) X Clean surfaces of cabinets, outer surfaces of appliances (i.e., microwaves, refrigerators-Tues,Fri & Sun). g) X Refill soap dispensers and paper product dispensers-Tuesday, Friday & Sunday. sweep floors. k) X Clean outer surfaces of vending machines -Tuesday, Friday & Sunday. Other Other
	Special Instructions:
	Frequency: 7 x a Week 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." **General Restroom Cleaning and Disinfecting** X Sanitize all toilets, urinals, wash basins, etc. X Sweep, dry mop and/or damp mop and disinfect floors b) X Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles c) x | fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers. d) Plunge and/or snake toilets as needed. e) x Clean mirrors, wipe down front of lockers, wipe horizontal surfaces. g) Remove hair and other items at all traps, around shower trees, benches and changing areas. i) X Squeegee excess water from floors and wall.

m) X Clean showers, shower tiles & grout, stall walls, locker room walls and locker doors. o) X Floor cleaning for bathroom is included as part of general floor cleaning duties
Special Instructions:
Frequency: 7 x a Week
<ul> <li>Check box to activate section:</li> <li>X 10 Additional Restroom Cleaning and Disinfecting</li> </ul>
a) X Clean and disinfect toilet stall doors and walls b) X Clean and disinfect shower areas and fixtures c) Other d) Other e) Other g) Other
Special Instructions:
Frequency: 7 x a Week
Check box to activate section:
a)
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: 7 x a We	ek x x x x x S M T W R	F S Jan Feb Mar	Apr May Jun Jul Aug	Sep Oct Nov Dec
<ul><li>Check box to activate sect</li><li>X 12 Additional Kitchen (</li></ul>				
a) X Clean inside of mice of clean inside of refrige c) Other of the clean inside of refrige characters of the clean inside of mice of the clean inside of refrige clean inside	rowave(s)			
Special Instructions:				
Frequency: 2 x a Ye	S M T W R	F S Jan Feb Mar	X	Sep Oct Nov Dec
. Charlebouts astimate and				
<ul><li>Check box to activate sect</li><li>13 Other Specific Roor</li></ul>				
a) Other b) Other c) Other d) Other e) Other g) Other j) Other k) Other m) Other o) Other				
Special Instructions:				
<u> </u>				

14 Vac	
I T Vac	uum High Traffic Carpeted Areas to Include: (Daily / Weekly)  Estimated # of square feet:
a)	Reception Area
b) c)	General open areas, hallways and corridors  The following Conference rooms:
d)	Elevator Floor
e)	Employee cubicle areas
f)	Additional Rooms &/or areas as noted in Special Instructions space below.
g) h)	Vacuum entryway area rugs Other (Rugs and mats)
i)	Other
j)	The above square footage is estimated, Vendors should confirm actual square footage at site v
	Jency: 7 x a Week
Frec	uency: 7 x a Week x x x x x x x x
Fred Check b	Jency: 7 x a Week
Check b	uency: 7 x a Week
Check b	Jency: 7 x a Week
Check b	uency: 7 x a Week
Check b	uency: 7 x a Week
Check b	Definition of the following Conference rooms:  Private Offices  Additional Rooms &/or areas as noted in Special Instructions space below.  Other  Other
Check be a) [ c) [ g) [ i) [ k) [ m) [	Definition of the following Conference rooms:  Private Offices  Additional Rooms &/or areas as noted in Special Instructions space below.  Other  Other  Other  Other  Other  Other
Check b	Definition of the following Conference rooms:  Private Offices  Additional Rooms &/or areas as noted in Special Instructions space below.  Other  Other

_	Check box to activate section:	Estimated # of	
	16 Clean resilient floors to include: (Daily / Weekly)	square feet:	3,
	a)		
	Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise. Me bleachers) to the drains without allowing any water to drain into the pool). Pick up hair and other debris.  Frequency: 7 X a Week		
	bleachers) to the drains without allowing any water to drain into the pool). Pick up hair and other debris.  Frequency: 7 x a Week		
_	bleachers) to the drains without allowing any water to drain into the pool). Pick up hair and other debris.  Frequency: 7 x a Week		
_	bleachers) to the drains without allowing any water to drain into the pool). Pick up hair and other debris.  Frequency: 7 x a Week		
_	Check box to activate section:  17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)  Strip old wax and remove stains and discolorations c)  Strip old wax and remove stains and discolorations c)  Check box to the drains without allowing any water to drain into the pool). Pick up hair and other debris.  In the pool). Pick up hair and other debris.  (Monthly / Annually)  Strip old wax and remove stains and discolorations c)  Check box to activate section:  (Monthly / Annually)	Jul Aug Sep Oct Nov	
_	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 waxin e) All non-carpeted floors	Jul Aug Sep Oct Nov	
_	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 waxie e) All non-carpeted floors g) Kitchen, Lunchroom areas in the pool). Pick up hair and other debris.  18 All non-carpeted floors g) Kitchen, Lunchroom areas restricted by the pool). Pick up hair and other debris.  19 All non-carpeted floors g) Restrooms	Jul Aug Sep Oct Nov	
_	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 waxie)  All non-carpeted floors g) Restrooms k) Print, Copy, Storage Rooms	Jul Aug Sep Oct Nov	
_	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 waxie) All non-carpeted floors g) Kitchen, Lunchroom areas i) Restrooms k) Print, Copy, Storage Rooms	Jul Aug Sep Oct Nov	

a) All-carpeted areas c) Lobby / Reception area e) All-open access areas along hallways and corridors g) Conference Rooms private offices k) Employee cubicle areas m) Stairs and landing o) Rugs q) Other s) Dither  Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janit Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morn land prior must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morn land prior must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morn land prior must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morn land prior must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morn land prior must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morn land prior must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morn land prior to 8:00			
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Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morn december of the following work morn and the following work morn decembers.  Check box to activate section:  Total # of windows>>>  Clean inside of interior/exterior windows  a)			
Cellaneous:  Check box to activate section:  Total # of windows>>  a)			
Check box to activate section:  19		roved hot wat	ater extraction process
Check box to activate section:  19			
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Check box to activate section:  19			
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Check box to activate section:  19			
a) Clean inside of interior/exterior windows  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			
a) Clean inside of interior/exterior windows  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			
a)	Ave Sqr		Estimated #
b) x 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	33 Ft.>>>	30	Sqr Ft: >>
	beforehand to allow	v employees to	to remove any items fro
Frequency: 7 x a Week x x x x x x x x x x x x x x x x x x			

<b>▶</b> Ch	eck box to activate section:						
x 20	Clean (ground level) exterior windows	Total # of windows>>	8	Ave Sq. Ft. >>>	97	Estimated # Sq. Ft. >>	779
	a) <b>X</b> Clean exterior windows.						
	c) Other e) Other						
	g) Other						
	k) Other						
	m) Other o) Other						
	q) Other s) Other						
	Special instructions:						
	Frequency: 2 x a Year		Х			X	
	S M T W R F	S Jan Feb N	/lar Apr	May Jun Ju	l Aug	Sep Oct Nov D	ec
<b>▶</b> _Ch	eck box to activate section:						
21	Clean (non-ground level) exterior windows	Total # of windows>>		Ave Sq. Ft. >>		Estimated # Sqr Ft. >>	0
	) College						
	a) Other c) Other						
	e) Other g) Other						
	i) Other						
	k) Other						
	Special instructions:						
	Frequency: 1 x a Year						1
	S M T W R F	S Jan Feb N	/lar Apr	May Jun Ju	Aug	Sep Oct Nov D	ec
•••••							
<b>↓</b> Ch	eck box to activate section:						
	Clean additional interior windows			(Sizes t	o be de	etermined at site vi	isit)
	a) Entry way Windows						

	Attachment B
	b) Private office windows c) Conference room windows d) Reception area windows e) Other f) Other Other Other i) Other Other Other 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: 1 x a Week 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:
X	23 Other
	a) Other Other Other Other Other Thoroughly scrub aggregate and grouted pool deck area.  k) x Thoroughly scrub the floors of men's & women's locker rooms, lobby, office, hallway. Thoroughly scrub the on-deck handicap shower, unisex bathroom and break room. Thoroughly scrub pool deck (3,288 sg ft) with water wand broom. See special instructions. Thoroughly scrub showers and family tile floors (474 sq ft) Thoroughly scrub grouted tile walls and grouted tile floors.
	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: 6 x a Year
	Check box to activate section:
	24 Other

**7**99**9**58

	Attachment B
c) Other	
c) Other e) Other g) Other i) Other	
g) Other Other	
k) Other	
m) Other	
o) Other Q) Other	
s) Other	
Special instructions:	
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Check box to activate section:	
5 Other	
o ottlet	
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Special instructions:	
Check box to activate section:	
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Othor	
a) Other c) Other	
e) Other	
g) Other	
i) Other	
k) Other	

		Attachment B
	m) Other	
	o) Other	
	q) Other	
	Special instructio	ns:
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	Check box to a	xivate section:
	27 Other	
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	a) Other c) Other	
	e) Other	
	g) Other	
	i) Other	
	m) Other	
	o) Other	
	s) Other	
	Special instructio	ns:
1.		
As Nee	eded Cleaning:	As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each
7101100	ouou orouring.	cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.
	20 Out of the and	inary cleanup following enecial event or office function or minor construction
		inary cleanup following special event or office function or minor construction
		1 v a Vear
	r requericy:	1 X a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Emergency water damage cleanup Other (i.e. Chemical Spills) Other (i.e. Biological Spills) 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: <<< This will be used for Price Evaluation purposes only (Contractor to bill as a Year line item per event) Other

Other Absent a compelling business reason State Agencies are to utilize state contract to purchase PAPER SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Agency Vendor Toilet Paper Paper Towels X X Toilet Seat Covers Χ Х Other (please specify) Absent a compelling business reason State Agencies are to utilize state contract to purchase CLEANING SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Vendor Agency

Work Request Template July 2013	Work	Request	Template	July	2013
---------------------------------	------	---------	----------	------	------

X

X

X

X

Light Bulbs

Deicer

Liquid Soap	х			Х	
Floor Care Products	х			X	
Garbage Bags	х			Х	
Glass Cleaner	х			Х	
Restroom Disinfectants & Cleaners	Х			Х	
Trash Can Liners	х			Х	
Other (please specify)	х			Х	



# 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 <u>janitorialdesk@des.wa.gov</u>

# Janitorial Services Contract 00508 -- Per 2014 Refresh Work Request #

**REVISION ID 01/00/00** 

Work Request Form: Type your agency/entity infomration 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.

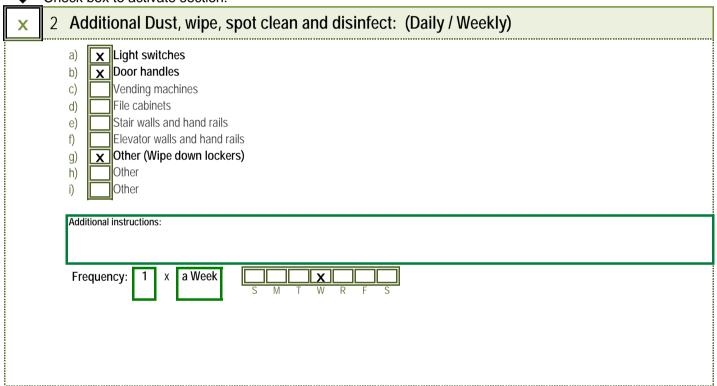
Torris and cond	mons, apacte prevaiing wage be	sicos, and then in out the janite	mai werk requirements below:
Agency Name:	Hamlin Maintenance Fac	ility -Map T	Work Request Number:
Agency # or ID:		County: King	Monthly Budget Amt.
Contract Life:	1 yr. Original Start [	Date:	
Building Type:		Estimated Square Feet: 1760	# of Floors: 1.00
Approved working ho	After 6:00pm to 6:00am		
	Work to be performed at:	Client Contract Administrator:	Send billing information to:
Street Address:	16006 15th Ave. NE	Cheryl Ooka	Phil Ramon
Street Address:		17500 Midvale Ave N.	17500 Midvale Ave. N
City & Zip	Shoreline WA 98155	Shoreline WA 98133	Shoreline WA 98133
Point of contact	Cheryl Ooka	Cheryl Ooka	Phil Ramon
Phone:	206 801-2321	206 801-2321	206 801-2352
Fax:	206 801-2787	206 801-2787	206 801-2787
Email:	Cooka@shorelinewa.gov	Cooka@shorelinewa.gov	pramon@shorelinewa.gov

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

	of weighting applied to evaluatio categories	Dricina	References	:	Standardized (	Q&As: 10%
Mar	ndatory Site Visit Date:	Site Visit Time:		Bids must be su before th	ubmitted on or ne date of >>>	
	RFQQ Bid Submissions (by Vendors) should be electronically sent to this email address >>>					
	Special Instructions, co	onditions, Standard	of Work Requi	ements and	l/or Floor F	Plans
Facility	Security: Apparent Successful Bidder of be given access to the facility.	employees may be required to	pass background check	documentation for	any staff membe	er or subcontractor who will
	Embed any documents containing specific terms, conditions, specifications, floor plans, and/o other instructions. >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	r				
	Prevailing Wa	ge Information: т	o be undated with	any contract (	extension	
		roper prevailing wage>>> L				w county
	Onek on mik to identify p	*Note preva	: The purchasing ager iling wage changes at ges effective January	ncy will update the the time of the c	e Work Contra ontract extensi	ct to reflect the L&I
			Janitor	Shampooer	Waxer	Window Washer
			21.29	21.7	24.94	25.8
						•
fully ser The amou	anitorial work contracts are "pervice all noted tasks in accodance unt of minutes bid by vendors we 26.160(2)(c) and the master conti	ce with this agency's pe ill be calculated to mea	erformance deman Isure reasonablend Pervice personnel a	ds (which will ess and quality e required to	be discusse assurance	ed at the site visit.) in accordance with
fully ser The amou RCW 39.2	vice all noted tasks in accodand unt of minutes bid by vendors w 26.160(2)(c) and the master conti mir	ce with this agency's po ill be calculated to mea ract 00508; janitorial se nutes submitted in the l	erformance deman Isure reasonablend Pervice personnel a	ds (which will ess and quality e required to	be discusse assurance	ed at the site visit.) in accordance with
fully ser The amou RCW 39.2	vice all noted tasks in accodang unt of minutes bid by vendors w 26.160(2)(c) and the master conti	ce with this agency's po ill be calculated to mea ract 00508; janitorial se nutes submitted in the l	erformance deman Isure reasonablend Pervice personnel a	ds (which will ess and quality e required to	be discusse assurance	ed at the site visit.) in accordance with
fully ser The amou RCW 39.2	vice all noted tasks in accodand unt of minutes bid by vendors w 26.160(2)(c) and the master conti mir	ce with this agency's perill be calculated to mea ract 00508; janitorial senutes submitted in the l	erformance deman Isure reasonablend ervice personnel al RFQQ and Work Co	ds (which will ess and quality re required to ontract.	be discusse y assurance cumlatively v	ed at the site visit.) in accordance with work the amount of
fully ser The amou RCW 39.2	vice all noted tasks in accodance unt of minutes bid by vendors we 26.160(2)(c) and the master conti- min  ral Cleaning Servi	ce with this agency's perill be calculated to mea ract 00508; janitorial senutes submitted in the local certain the loca	erformance deman isure reasonablend ervice personnel at RFQQ and Work Co ype additional ta	ds (which will ess and quality re required to ontract.	be discusse y assurance cumlatively v	ed at the site visit.) in accordance with work the amount of

Other Low ledges  Other (Vents/grills including ceiling vents)  Other (Vacuum and wipe baseboards)
Additional Instructions:
1 Weekly S M T W R F S

♣ Check box to activate section:



Check box to activate section:

Х	3 <b>[</b>	Oust	, wipe, spot clean and remove finger prints to include: (Monthly / Annually)
	а	)	Horizontal surfaces & moldings
	b		Horizontal & vertical blinds
	С		Picture Frames
	d		Cloth panels
	е		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: 1 x a Year	an Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Check box to activate section:

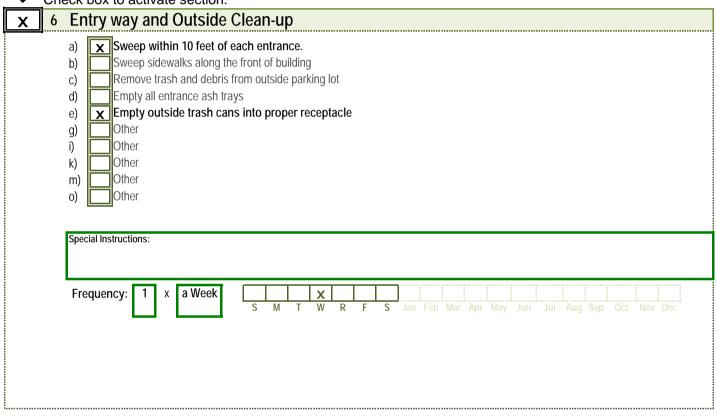
Х	4	Clean / Wipe Chrome Fixtures to Include
		a) Drinking Fountains b) Elevators c) Faucets e) Other Mirrors, mirror frames, dispensers, vanity counter and doors. g) Other i) Other Other Other
		Frequency: 1 x a Week S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

♣ Check box to activate section:

X	5 Er	npty	Daily Trash / Recycle bins from the following areas:
	a)	X	All rooms and open areas.
	b)	Х	General open areas, hallways, and corridors
	c)		The following Conference Rooms:
	d)	X	Dining / lunchroom areas
	e)	X	Kitchen areas
	g)		Reception Area
	i)	X	Replace trash liners whenever stained, soiled, torn, and/or removed.
	k)		Employee cubicle areas
	m)	X	Other (pick up loose debris from under tables and desks, etc.
	o)		Other
	q)	X	Empty smaller trash / recycle items into large receptacles at specified location

Special instructions: Trash can liners shall	be replaced when	never they becon	ne stained, soil	ed, or torn.	
Frequency: 1 x a Week					
Frequency: 1 x a Week	S M	T W R	F S Ja	n Feb Mar Apr May Ju	n Jul Aug Sep Oct Nov

Check box to activate section:



Check box to activate section:

Х	7 Da	ay Porter Services	Day Porter expected to work	hours per day
	a)	Reposition all conference room and reception a	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)			
		<del></del>		

♣ Check box to activate section:

	CHECK DOX to activate section.
Х	8 Additional General Miscellaneous Cleaning
	a) X Reposition all conference room and reception area chairs b) Replace light bulbs & light tubes as needed c) X Stock, and monitor all janitorial supplies d) Other e) Other g) Other i) Other k) Other m) Other Other Other
	Frequency: 1 x a Week 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." **General Restroom Cleaning and Disinfecting** X Sanitize all toilets, urinals, wash basins, etc. X Sweep, dry mop and/or damp mop and disinfect floors b) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles c) x | fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers. d) Plunge and/or snake toilets as needed. e) Other g) Other i) Other

m) Other o) Floor cleaning for bathroom is included as part of general floor cleaning duties		
Constitution Depart all types of issues to Facilities		
special instructions: Report all types of issues to Facilities.		
Special Instructions: Report all types of issues to Facilities.  Frequency: 1 x a Week 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 10 Additional Restroom Cleaning and Disinfecting  a) X 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:		
S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec		
e) Other		
g)Other		
Special Instructions:		
Frequency: 1 x a Week 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 11 General Kitchen Cleaning		
a) X Clean and disinfect all counters		
b) x Clean and disinfect outside of all cabinets c) x Clean and disinfect outside of all appliances		
d)		
g) Try mop / wet mop to remove all spills and stains on floor		
i) Clean inside of following appliances: k) Tother 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.		

784872

Attachment B a Week Frequency: Check box to activate section: 12 Additional Kitchen Cleaning X Clean inside of microwave(s) a) X Clean inside of refrigerator(s) b) Other c) Other d) Other e) Other g) Other i) Other k) Other m) 0) Other Special Instructions: Frequency: a Year Jan Feb Mar Apr May Jun Check box to activate section: 13 Other Specific Rooms As Follows: X Other a) Other b) Other c) Other d) Other e) Other g) i) Other Other k) Other m) 0) Other Special Instructions:

Frequency:

a Week

S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Floor Care and Cleaning Services
<ul> <li>Check box to activate section:</li> <li>X 14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly)</li> </ul> Estimated # of square feet: 200
a) Reception Area b) X General open areas, hallways and corridors c) The following Conference rooms: clevator Floor Elevator Floor Employee cubicle areas f) Additional Rooms &/or areas as noted in Special Instructions space below. g) Spot clean all carpeted areas when needed h) X Vacuum carpet 10' x 20' and entry mats. i) X Offices The above square footage is estimated, Vendors should confirm actual square footage at site visit.
Special instructions:  Frequency: 1 x a Week
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 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:		
х	16 Clean resilient floors to include: (Daily / Weekly)	Estimated # of square feet:	1,260
	a) Sweep floors b) Dry mop c) Wet mop d) Cher -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: 1 x a Week	Aug Sep Oct Nov	Dec
<b>.</b>	Check box to activate section:		
	17 Clean Strin & Way Positiont floors: (Monthly / Appually)	timated # of	
X	Signal Annually)	quare feet:	

x 1	7 Cl	ean, Strip & Wax Resilient floors: (Monthly / Annually)  Estimated # square fee	
	a) c) e) g) i) k) m) o) q) s)	Strip old wax and remove stains and discolorations Re-wax the areas checked off and/or specified below. (See also special instructions for waxing requirement All non-carpeted floors Kitchen, Lunchroom areas Restrooms Print, Copy, Storage Rooms Stairs and Landings Entryways Other Other	s)
		equency: 1 x a Year S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep	Oct Nov Dec

♣ Check box to activate section:

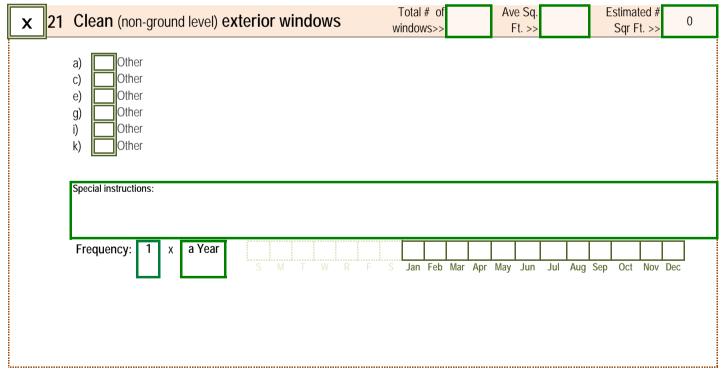
X	18	8 S	ham	poo	Ca	rpe	et <i>F</i>	As fo	oll	OW	S															stima squa					
			pecial in:	All of Confi Priva Emp Stair Rugs Othe	oy / Roen a feren ate of loyee as and a feren ate of loyee are are a feren ate of loyee and a feren ate of loyee and a feren ate of loyee are a feren at a feren ate of loyee at a feren at	ecep acces ce R ffices cub d land	otion ss ar oom icle ding	areas reas a reas areas	alon	all ca	arpet	ed ar	reas v	with a	an up	right r							nly use	an ap	provec	hot wa	uter ext	raction	proces	ss equi	pment.
		F	requei	ncy:	1	Х	a١	/ear	T	-				T												T					
			•								S	M	Т	VV	/ F	?	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>>	8	Ave Sqr Ft.>>>	9.75	Estimated # Sqr Ft: >>	78
		Interior Windows Other cecial instructions: Vendor to notify management of the exact date for the wires etc.						from window
	Fr	requency: 1 x a Week S M T W R F	F S Jan Feb	Mar Apr	May Jun	Jul Aug	Sep Oct Nov	Dec

	_Check box to activate section:		<u></u>	<u></u>
х	20 Clean (ground level) exterior windows	Total # of windows>>	Ave Sq. Ft. >>>	Estimated # Sq. Ft. >> 69
	a) X Exterior Windows c) Other e) Other g) Other i) Other k) Other k) Other m) Other o) Other q) Other s) Other			
	Special instructions:			
	Frequency: 2 x a Year S M T W R F	S <b>Jan Feb Mar</b>	X Apr May Jun Jul Aug	X Sep Oct Nov Dec
•	Check box to activate section:			
	21 Cloap (non ground love)) exterior windows	Total # of	Ave Sq.	Estimated #



Check box to activate section:

X	22 Clean additional interior windows	(Sizes to be determined at site visit)
	a) <b>x</b> Entry way Windows	

	Attachment B
	b) Private office windows
	c) Conference room windows
	d) Reception area windows e) Other
	f) Other
	g) Other
	h) Other i) 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: 1 x a Week 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:
X	23 Other
	a) Other c) Other e) Other g) Other i) Other k) Other m) Other o) Other o) Other o) Other Special instructions:
	Frequency: 1 x a Week S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
<b>.</b>	Check box to activate section:
X	24 Other
	a) Other

#### Attachment B Other c) Other e) Other g) Other i) Other k) Other m) Other 0) Other q) Other s) Special instructions: x a Week Frequency: 1 T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec ♣ Check box to activate section: 25 Other a) Other Other c) Other e) g) Other Other i) Other k) Other m) Other 0) Other q) Other s) Special instructions:

Check box to activate section:

Frequency:

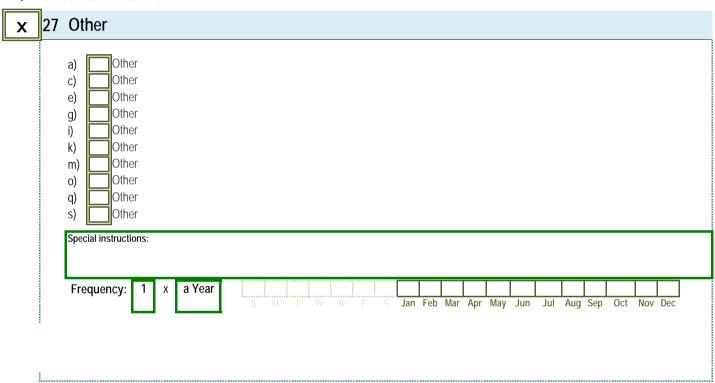
1

x a Week

ther
Other
Other
Other Other
Other
Other Other

m) Other o) Other q) Other s) Other					
Special instructions:					
Frequency: 1	x a Week	S M T	W R		ul Aug Sep Oct Nov Dec

♣ Check box to activate section:



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)

Emergency water damage cleanup Other (i.e. Chemical Spills) Other (i.e. Biological Spills) Other (i.e. Bodily Fluids) Special instructions: Frequency: <<< This will be used for Price Evaluation purposes only (Contractor to bill as a Year line item per event) Other

Other Absent a compelling business reason State Agencies are to utilize state contract to purchase PAPER SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Agency Vendor Toilet Paper Paper Towels X X Toilet Seat Covers Χ X Other (please specify) Absent a compelling business reason State Agencies are to utilize state contract to purchase CLEANING SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Vendor Agency

	х		
•		-	

X

X

X

Light Bulbs

Deicer

Liquid Soap	х			Х	
Floor Care Products	Х			X	
Garbage Bags	Х			X	
Glass Cleaner	Х			Х	
Restroom Disinfectants & Cleaners	Х			X	
Trash Can Liners	Х			X	
Other (please specify)					



# State of Washington

#### DEPARTMENT OF ENTERPRISE SERVICES

Master Contracts & Consulting

O. Box 41411 • Olympia. Washington 98504-1411 • (3)

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

# Janitorial Services Contract 00508 -- Per 2014 Refresh Work Request #

**REVISION ID 01/00/00** 

		omration below, fill out site visit/ poxes, and then fill out the janito	evaluation information, embed any special rial work requirements below.
Agency Name:	Richmond Highlands R	ecreation Center - Map C	Work Request Number:
Agency # or ID:		County: King	Monthly Budget Amt.
Contract Life:	1 yr. Original Start	Date:	
Building Type:	Other	Estimated Square Feet: 6560	# of Floors: 1.00
Approved working ho	After 6:00 pm to 6:00an	1	
	Work to be performed at:	Client Contract Administrator:	Send billing information to:
Street Address:	16554 Fremont Ave N.	17500 Midvale Ave. N.	17500 Midvale Ave. N.
Street Address:			
City & Zip	Shoreline WA 98133	Shoreline WA 98133	Shoreline WA 98133
Point of contact	Cheryl Ooka	Cheryl Ooka	Phil Ramon
Phone:	206 801-2321	206 801-2321	206 801-2352
Fax:	206 801-2787	206 801-2787	206 801-2787
Email:	cooka@shorelinewa.gov	cooka@shorelinewa.gov	pramon@shorelinewa.gov

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

	% of weighting applied	to evaluation categories:	Pricing		References:		Standardized	Q&As: 10%
	Mandatory Site Visit Date:		Site Visit Time	:	Е	Bids must be so before the	ubmitted on or ne date of >>>	
			/ Vendors) sho is email addres			janitorialde	esk@des.v	wa.gov
	Special Instru	ctions, condi	tions, Standard	d of Wo	ork Requir	ements and	d/or Floor I	Plans
		cessful Bidder employ ss to the facility.	yees may be required to	pass back	ground check d	locumentation for	any staff membe	er or subcontractor who will
	Embed any documer specific terms, c specifications, floor other instructions.	onditions, plans, and/or						
	Preva	ailing Wage	Information:	To be ui	odated with	anv contract	extension	
			prevailing wage>>>					ov countv
			*Note	e: The pu ailing wag	rchasing agen le changes at	cy will update th	ne Work Contra contract extensi	ct to reflect the L&I on or minimum wage
					Janitor	Shampooer	Waxer	Window Washer
					21.29	21.7	24.94	25.8
	NOTE: Janitorial work contractive fully service all noted tasks. The amount of minutes bid by RCW 39.26.160(2)(c) and the r	in accodance wi y vendors will be naster contract (	ith this agency's pecalculated to me	erforma asure re service p	ince demand asonablene ersonnel ar	ds (which will ss and qualit e required to	be discusse y assurance	ed at the site visit.) in accordance with
•		0 :						
	General Cleaning	g Service	S:					
i	Check the boxes of th	e cleaning tasl	ks that apply, or	type ad	ditional tas	sks in the se	ections marl	ked "Other."
	1 Dust, wipe, spo	ot clean, and	remove finger	prints	to includ	de: (Daily	/ Weekly)	
	b) Copy room c c) Lunchroom c d) X Spot clean i e) File cabinets f) X Doors (Inter g) Elevator wall h) Stairwell wall i) X Spot clean a j0 X Remove co	ounters & tables counters and tables nterior walls rior & Exterior) s and hand rails ls and hand rails all smudges, stain	s and spills as need			open surface		

	Attachment B
Clean vents/grills including ceiling vents-Tuesdays & Thursdays.     Horizontal surfaces & moldings	
n) X Clean and wipe baseboards (Tuesdays & Thursdays)	
Additional Instructions:	
7 Weekly XXXXXX S M T W R F S	
2 M I W K F 2	
♣ Check box to activate section:	
2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly	)
	/
b) Door handles	
c) Vending machines d) File cabinets	
e) Stair walls and hand rails	
f) Elivator walls and hand rails g) Other (Vents/grilles to include ceiling vents)	
g) Other (Vents/grilles to include ceiling vents) h) Pictures frames and signage within reach. Fridays	
i) X Chairs (including rungs, ledges and arms.	
Additional instructions:	
Frequency: 1 x a Week	
S M I W R F S	
_	
Check box to activate section:  3 Dust, wipe, spot clean and remove finger prints to include: (Mo	onthly / Annually)
3 Dust, wipe, spot clean and remove finger prints to include: (Mo	miny / Amidany)
a) Horizontal & vortical blinds	
b) Horizontal & vertical blinds	

c) Cloth panels d) HVAC vents, grills, and recesses e) f) Ceiling vents, grills, and recesses Horizontal & vertical blinds g) h) Other i) Other j) Other k)

		, tead in the E
		I) Other
		Special instructions:
		Special instructions.
•	Ch	eck box to activate section:
Х	4	Clean / Wipe Chrome Fixtures to Include
	<u></u>	
		a) Drinking Fountains (Remove foreign objects from fountains) b) Elevators
		c) x Faucets
		e) Other (Clean chrome, mirrors, mirror frames, dispensers, vanity counters, doors, etc.)
		g) Other i) Other
		k) Other
		Considerations
		Special instructions:
		Frequency: 7 X a Week X X X X X X X X X X X X X X X X X X
_		
<b>+</b>	_	eck box to activate section:
X	5	Empty Daily Trash / Recycle bins from the following areas:
		a) X All rooms and open areas.
		b)
		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 recyling containers and kitchen area.
		m) Pick up loose debris from under tables and desks, etc.
		Other     The state of the
		Empty smaller trash / recyle items into large recepticals at specified location

s) x 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: 7 x a Week
Frequency: 7 X a week X X X X X X X X X X X X X X X X X X
Check box to activate section:
6 Entry way and Outside Clean-up
a) X 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
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: 7 x a Week
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
<ul> <li>d) Provide additional Day Porter Services as noted below in Special Instructions</li> <li>e) Day porter to also perform tasks noted in other paragraphas / subparagraphs as stated therein.</li> </ul>
g)
i)
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

<b>Special Instructions</b> : Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for perming 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:

X	8 <b>A</b> c	lditi	onal General Miscellaneous Cleaning
	a)	Х	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
	Spe	cial Ins	structions:
	Fre	equer	ncy: 7 x a Week x x x x x x x x x x x x x x x x x x

#### 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." **General Restroom Cleaning and Disinfecting** X Sanitize all toilets, urinals, wash basins, etc. X Sweep, dry mop and/or damp mop and disinfect floors b) X Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles c) d) X ||Fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers. Plunge and/or snake toilets as needed. e) X Clean mirrors and wipe horizontal surfaces. g) $\mathbf{x}$ | Fill all paper towel dispensers, toilet tissue holders and soap dispensers. i) X Clean and disinfect toilet stall doors and walls.

m) x Clean stall walls, locker room walls and locker doors.
o) Floor cleaning for bathroom is included as part of general floor cleaning duties
Consid Instructions
Special Instructions:
Frequency: 7 x a Week
S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
<ul> <li>Check box to activate section:</li> <li>x 10 Additional Restroom Cleaning and Disinfecting</li> </ul>
a) X 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: 7 x a Week
◆ Check box to activate section:
x 11 General Kitchen Cleaning
a) X 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) X Clean tables and counters in lunch room / eating area. g) Dry mop, and sweep to remove all spills and stains on floor
g) X 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
m) x   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: 7 x a Week
<ul> <li>Check box to activate section:</li> <li>x 12 Additional Kitchen Cleaning</li> </ul>
a) X Clean inside of microwave(s) b) X Clean inside of refrigerator(s) c) Other d) Other e) Other g) Other i) Other k) Other other other Other Other Other Other Other
Special Instructions:
Frequency: 2 x a Year 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:
x 13 Other Specific Rooms As Follows:
a) X Clean Kitchen stove b) Other c) Other d) Other e) Other g) Other j) Other k) Other m) Other o) Other Other Other
Special Instructions:
,,,,,,,
Frequency: 12 x a Year S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

·lo	or C	are	e and Cleaning Services	
<u> </u>	Check	k box	to activate section:	
<b>(</b>	14 Va	acuı	um High Traffic Carpeted Areas to Include: (Daily / Weekly)	Estimated # of square feet:
	L		Reception Area General open areas, hallways and corridors The following Conference rooms: Elevator Floor Employee office area Additional Rooms &/or areas as noted in Special Instructions space below. Spot clean all carpeted areas when needed Other Other Other The above square footage is estimated, Vendors should confirm actual square forestructions:  structions:  ncy: 7 x a Week S M T W R F S Jan Feb Mar Apr May Jun Jul	
<u> </u>			to activate section: um Low Traffic Carpeted Areas to Include:	
<u></u>	<b>15 V</b> a		um Low Traffic Carpeted Areas to Include:    Employee Cubicle Areas	
<u> </u>	15 <b>V</b> a a) c)		um Low Traffic Carpeted Areas to Include:	
 L	<b>15 V</b> a		um Low Traffic Carpeted Areas to Include:    Employee Cubicle Areas	
<u></u>	a) c) e) g) i)		Lamployee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other	
<u></u>	a) c) e) g) i) k)		um Low Traffic Carpeted Areas to Include:    Employee Cubicle Areas	
<u> </u>	a) c) e) g) i) k) m)		um Low Traffic Carpeted Areas to Include:    Employee Cubicle Areas	
<u> </u>	a) c) e) g) k) m) o)		Low Traffic Carpeted Areas to Include:    Employee Cubicle Areas	
<u> </u>	a) c) e) g) i) k) m)		um Low Traffic Carpeted Areas to Include:    Employee Cubicle Areas	otage at_site visit.
<u> </u>	a) c) e) g) i) k) m) o) q) s)		Employee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other	otage at site visit.
<u> </u>	a) c) e) g) i) k) m) o) q) s)		Lamployee Cubicle Areas The following Conference rooms: Private Offices Additional Rooms &/or areas as noted in Special Instructions space below. Other	otage at site visit.

	n resilient floors to incl	uda. (Daily / Mookly)		Estimated # of	
a) <b>x</b> b) <b>x</b> c) <b>x</b> d)	Sweep floors Dry mop	See special instructions for clea	aning requirements.	square feet:	. 4
e)	Other Other Other Other				
	nstructions: Surface cleaning as noted a	ove should be done on all noncarpeted flo			hall be
maintalii	ed per maintenance specifications and coor	dinated with Facilities. Gym floor shall be			
Frequ	ed per maintenance specifications and coor	x   x   x   x   x   x	i i i i i i i i i i i i i i i i i i i	un Jul Aug Sep Oct Nov	Dec
	ed per maintenance specifications and coordinate of the coordinate	x   x   x   x   x   x	i Eeb Mar Apr May Ju	un Jul Aug Sep Oct Nov	Dec
	ed per maintenance specifications and coordinate of the coordinate	x   x   x   x   x   x	j j j j j j j j j j j j j j j j j j j	un Jul Aug Sep Oct Nov	Dec
	ed per maintenance specifications and coordinate of the coordinate	x   x   x   x   x   x	i Eeb Mar Apr May Ju	un Jul Aug Sep Oct Nov	Dec
Frequ	ed per maintenance specifications and coordinate an	x   x   x   x   x   x	j Eeb Mar Apr May Ju	un Jul Aug Sep Oct Nov	r Dec
Frequ Check bo	ency: 7 x a Week x s	X X X X X X X M M T W R F S Jar		un Jul Aug Sep Oct Nov	Dec
Frequ Check bo	ency: 7 x a Week x  x to activate section:  n, Strip & Wax Resilien  Strip old wax and remove stains	X X X X X X X M T W R F S Jar	y)		Dec
Check bo	x to activate section:  n, Strip & Wax Resilien  Strip old wax and remove stains Re wax the areas checked off a	X X X X X X X M T W R F S Jar	y)		Dec
Check bo	x to activate section:  n, Strip & Wax Resilien  Strip old wax and remove stains Re wax the areas checked off a All non-carpeted floors  Kitchen, Lunchroom areas	X X X X X X X M T W R F S Jar	y)		Dec
Check bo	x to activate section:  n, Strip & Wax Resilien  Strip old wax and remove stains Re wax the areas checked off a	X X X X X X X M T W R F S Jar	y)		Dec
Check bo	x to activate section:  n, Strip & Wax Resilien  Strip old wax and remove stains Re wax the areas checked off a All non-carpeted floors Kitchen, Lunchroom areas Restrooms Print, Copy, Storage Rooms Stairs and Landings	X X X X X X X M T W R F S Jar	y)		/ Dec
Check bo	x to activate section:  n, Strip & Wax Resilien  Strip old wax and remove stains Re wax the areas checked off a All non-carpeted floors  Kitchen, Lunchroom areas Restrooms  Print, Copy, Storage Rooms	X X X X X X X M T W R F S Jar	y)		, D

Check box to activate section:    18   Shampoo Carpet As follows														
Shampoo Carpet As follows														
a) Alt-carpeted-areas c) Lobby-/ Reception area e) Alt-open access areas along hallways and corridors e) Drawtae offices e) Conference Recens e) Private offices e) Conference Recens e) Cheer e) Cheer e) Other  10 Other  119 Clean inside of interior/exterior windows  21 Total # of windows>>> 19 Ft.>>> 24 Sign Ft.>> 45 Sign	₽	Ch	eck bo	to activate	section:									
a) Alt-carpeted-areas c) Lobby-/ Reception area e) Alt-open access areas along hallways and corridors e) Drawtae offices e) Conference Recens e) Private offices e) Conference Recens e) Cheer e) Cheer e) Other  10 Other  119 Clean inside of interior/exterior windows  21 Total # of windows>>> 19 Ft.>>> 24 Sign Ft.>> 45 Sign		18	Shan	poo Carp	et As foll	ows								
Check box to activate section:    Clean inside of interior/exterior windows   19   Elstimated #				-										
e) All-open-access-areas-along hallways-and-corridors   Open-access-areas-along hallways-and-corridors			a)											
g) Characterises Reams    Divide diffices   Polyage cubicle areas				<b>≟</b> I ´										
Check box to activate section:   Total # of windows>>   19   Ft.>>>   24   Sqr Ft.>>   45						<del>ig hallways a</del>	nd corridors							
Special instructions: Janitor to prevacuum 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.    Check box to activate section:   Total # of   Ave Sqr   Estimated #   Sqr Ft:>>   45				<b>≟</b> I										
scellaneous:  Check box to activate section:  Clean inside of interior/exterior windows  3) Clean entryway and office windows.  C) X Clean entryway and office windows.  C) X Cym windows have wood grills.  Other  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: 7 x a Week X X X X X X X X X X X X X X X X X X					_									
Special instructions: Janilor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janilor to only use an approved hot water extraction process equipmen Janilor must perform cleaning early enough to allow for full drying prior to 8.00 a.m. the following work morning.    Check box to activate section:   19			·											
Special instructions: Janilor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janilor to only use an approved hot water extraction process equipmen Janilor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.    Check box to activate section:   Total # of windows   19			0)	=1										
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Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.  Scellaneous:  Check box to activate section:  Clean inside of interior/exterior windows  Total # of windows>> 19			s)	Other										
Scellaneous:  Check box to activate section:  Total # of windows>> 19 Clean inside of interior/exterior windows  Other  Dother  Dother  Dother  Clean entryway and office windows.  Cy Sgm windows have wood grills.  Clean 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: 7 x a Week x x x x x x x x x x x x x x x x x x			Cooriel :	etructions: lesi	or to pro vocus	all carnatad ara	ac with an und	aht roller bri	sh wacuum	lanitar to a	dy uso on co	proved between	tor outraction process	ogulomon
Check box to activate section:  Total # of windows>> 19			Janitor mi	ist perform cleanin	g early enougn to	allow for full dry	ying prior to 8:00	u a.m. tne to	llowing work	morning.				
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19   Clean inside of interior/exterior windows   Total # of windows>>   19   Ave Sqr Ft. >>   24   Sqr Ft: >>   4!	Ļ	Che	eck bo	to activate	e section:									
a) Other b) X Clean entryway and office windows. c) X Gym windows have wood grills. d) Other e) Other f) Other f) Other g) Other h) Other Frequency: 7 x a Week X X X X X X X X X X X X X X X X X X	_	7						To	otal # of		Ave Sqr		Estimated #	4.5
b)	<u> </u>	19	(	iean inside	e of interio	r/exterior \	windows	wii	ndows>>	19		24	Sqr Ft: >>	45
c)				<b>a</b>							_		_	
c)				-41										
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: 7 x a Week														
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f) Other g) Other 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: 7 x a Week				-41										
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: 7 x a Week				<b></b> 1										
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sills etc.  Frequency: 7 x a Week x x x x x x x x x x x x x x x x x x				Uther										
Frequency: 7 x a Week x x x x x x x x x			h)	_										
			h)	_	or to notify mana	gement of the e	xact date for the	e window cle	aning two we	eeks beforeh	and to allo	w employees t	o remove any items fi	rom windov
			h)	_	or to notify mana	agement of the e.	exact date for the	e window cle	aning two we	eeks beforeh	and to allo	w employees t	o remove any items fi	rom windov
			Special in sills etc.	structions: Vend						eeks beforeh	and to allo	w employees t	o remove any items fi	rom windov
			Special in sills etc.	structions: Vend		x x	x x x	x x						
			Special in sills etc.	structions: Vend		x x	x x x	x x						

	neck box to activate section:	T-1-1"	A C	F-2' 1 1 "	
x 20	Clean (ground level) exterior windows	Total # of windows>>	Ave Sq. Ft. >>>	Estimated # Sq. Ft. >>	0
	a) Other				
	c) Other				
	e) Other g) Other				
	i) Other				
	k) Other Other				
	o) Other				
	q) Other s) Other				
	Special instructions:				
	Frequency: 1 x a Year				
	S M T W R F	S Jan Feb Mar	Apr May Jun Jul Aug	g Sep Oct Nov Dec	
					•••••
<b>₽</b> CI	neck box to activate section:				
	Clean (non-ground level) exterior windows	Total # of	Ave Sq.	Estimated #	0
x 21	Cicali (non-ground level) exterior will dows	windows>>	Ft. >>	Sqr Ft. >>	0
	a) Other				
	c) Other e) Other				
	e) Other g) Other				
	i) Other				
	k) Other				
	Special instructions:				
	Special instructions:				
	Frequency: 1 x a Year	S Jan Fob Mar	Apr. May, Jup. Jul. Au	a Son Oct Nov Doc	]
		S Jan Feb Mar	Apr May Jun Jul Aug	g Sep Oct Nov Dec	]
	Frequency: 1 x a Year	S Jan Feb Mar	Apr May Jun Jul Aug	g Sep Oct Nov Dec	]
	Frequency: 1 x a Year	S <b>Jan Feb Ma</b> r	Apr May Jun Jul Aug	g Sep Oct Nov Dec	]
	Frequency: 1 x a Year	S <b>Jan Feb Ma</b> r	Apr May Jun Jul Aug	g Sep Oct Nov Dec	]
	Frequency: 1 x a Year	S <b>Jan Feb Mar</b>	Apr May Jun Jul Aug	g Sep Oct Nov Dec	]
	Frequency: 1 x a Year S M T W R F	S Jan Feb Mar	Apr May Jun Jul Aug	g Sep Oct Nov Dec	]
	Frequency: 1 x a Year S M T W R F	S Jan Feb Mar	Apr May Jun Jul Aug	g Sep Oct Nov Dec	]
	Frequency: 1 x a Year S M T W R F	S Jan Feb Mar	Apr May Jun Jul Aug	g Sep Oct Nov Dec	]

	Attachment B
	b) Private office windows
	c) Conference room windows
	d) Reception area windows
	e) Other
	f) Other
	g) Other
	h) Other Other
	i) Other j) Other
	<b>Special instructions:</b> 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 o) Other o) Other o) Other s) Other s) Other s) Other s) Other
•	
_	
	Check box to activate section:
	24 Other
	a) Other

		Attachment B
	c) Other	
	c) Other e) Other g) Other	
	g) Other i) Other	
	k) Other	
	m) Other	
	o) Other	
	q) Other s) Other	
	s) Other Special instructions:	
	Special instructions.	
•	Check box to activate section:	
	25 Other	
	) Total	
	a) Other c) Other	
	e) Other	
	g) Other	
	i) Other	
	k) Other m) Other	
	m) Other o) Other	
	q) Other	
	s) Other	
	Special instructions:	
	Special instructions:	
	L	
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•	Check box to activate section:	
	26 Other	
<u> </u>		
	a) Other	
	c) Other e) Other	
	e) Other g) Other	
	i) Other	
	k) Other	

			Attachment B
		m) Other	
		o) Other	
		q) Other s) Other	
		Special instructions:	
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•	Che	Check box to activate section:	
	27	27 Other	
<u> </u>			
		a) Other	
		c) Other e) Other	
		g) Other	
		i) Other	
		k) Other	
		m) Other o) Other	
		q) Other	
		s) Other	
		Special instructions:	
As Ne	ede	ded Cleaning:  As needed cleaning should only be checked if the agency/entity can provide enough the proper amount of minutes to hid to perform the cleaning task for the vendor to calculate the proper amount of minutes to hid to perform the cleaning task for the vendor to calculate the proper amount of minutes to hid to perform the cleaning task for the vendor to calculate the proper amount of minutes to hid to perform the cleaning task for the vendor to calculate the proper amount of minutes to hid to perform the cleaning task for the vendor to calculate the proper amount of minutes to hid to perform the cleaning task for the vendor to calculate the proper amount of minutes to hid to perform the cleaning task for the vendor to calculate the proper amount of minutes to hid to perform the cleaning task for the vendor to calculate the proper amount of minutes to hid to perform the cleaning task for the vendor to calculate the proper amount of minutes to hid to perform the cleaning task for the vendor to calculate the proper amount of minutes to hid to perform the cleaning task for the vendor to calculate the proper amount of minutes to hid to perform the cleaning task for the vendor to calculate the proper amount of the cleaning task for the vendor to calculate the proper amount of the cleaning task for the vendor to calculate the proper amount of the cleaning task for the vendor to calculate the proper amount of the cleaning task for the cleaning task	
		cleaning task for the vendor to calculate the proper amount of minutes to bid to per	rform the function.
	٥	Out of the and the model of the desired of the desi	
	28		
		Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only line item per event)	y (Contractor to bill as

Emergency water damage cleanup Other (i.e. Chemical Spills) Other (i.e. Biological Spills) Other (i.e. Bodily Fluids) Special instructions: Frequency: <<< This will be used for Price Evaluation purposes only (Contractor to bill as a Year line item per event) Other

Other Absent a compelling business reason State Agencies are to utilize state contract to purchase PAPER SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Agency Vendor Toilet Paper Paper Towels X X Toilet Seat Covers Χ X Other (please specify) Absent a compelling business reason State Agencies are to utilize state contract to purchase CLEANING SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Vendor Agency

X

X

X

X

Light Bulbs

Deicer

Liquid Soap	х			Х	
Floor Care Products	х			Х	
Garbage Bags	х			Х	
Glass Cleaner	Х			Х	
Restroom Disinfectants & Cleaners	х			X	
Trash Can Liners	х			X	
Other (please specify)					



# 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 infomration 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:

Spartan Recreation Center -Map E

Work Request Number:

County: King Agency # or ID: Monthly Budget Amt. Contract Life: Original Start Date: 1 yr. Estimated Square Feet: 25000 **Building Type:** # of Floors: **1.00** After 6:00pm to 6:00am Approved working hours Client Contract Administrator: Send billing information to: Work to be performed at: 202 NE 185th Street Cheryl Ooka Phil Ramon Street Address: Street Address: Shoreline WA **98155** Shoreline WA **98155** WA **98155** Shoreline City & Zip Cheryl Ooka Cheryl Ooka Phil Ramon Point of contact 801-2321 801-2321 801-2352 206 Phone: 206 206 Fax: 206 801-2787 206 801-2787 206 801-2787

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

cooka@shorelinewa.gov

pramon@shorelinewa.gov

cooka@shorelinewa.gov

Email:

1										
% of weighting applied	to evaluation categories:	Pricing	References:		Standardized (	2&As: 10%				
Mandatory Site Visit Date:		Site Visit Time:	E	Bids must be so before to	ubmitted on or ne date of >>>					
	RFQQ Bid Submissions (by Vendors) should be electronically sent to this email address >>>									
Special Instru	uctions, condit	ions, Standard of \	Vork Requir	ements and	d/or Floor F	Plans				
	ccessful Bidder employ ess to the facility.	ees may be required to pass t	ackground check c	locumentation for	any staff member	or subcontractor who will				
Embed any docume specific terms, of specifications, floo other instructions.	conditions, r plans, and/or									
Prev	ailing Wage I	nformation: To be	undated with	any contract	extension					
	<u> </u>	prevailing wage>>> <u>L&amp;I ja</u>	·	J		v county				
Click of the	TIK to Identity proper	*Note: The prevailing v	purchasing agen	cy will update the	ne Work Contract	ct to reflect the L&I on or minimum wage				
			Janitor	Shampooer	Waxer	Window Washer				
			21.29	21.7	24.94	25.8				
NOTE: Janitorial work contra fully service all noted tasks The amount of minutes bid b RCW 39.26.160(2)(c) and the	in accodance wi y vendors will be master contract 0	th this agency's perfor calculated to measure	mance deman reasonablene e personnel ar	ds (which will ess and qualit e required to	be discusse y assurance i	d at the site visit.) in accordance with				
General Cleanin	g Services	S:								
Check the boxes of t	he cleaning task	s that apply, or type	additional tas	sks in the se	ections mark	ced "Other."				
X 1 Dust, wipe, sp	ot clean, and	remove finger prir	nts to includ	de: (Daily	/ Weekly)					
b) Copy room c) X Lunchroon d) X General ha e) X File cabine f) X Glass door g) Elevator wa Stairwell wa	counters & tables n counters and table Ilway and corridor w ts s Ils and hand rails Ils and hand rails all smudges, stains obwebs		any flooring or	open surface						

Attachment B
I)    X   Furniture   Horizontal services and moldings within reach (including the Display Case in Lobby.   x   Interior glass
Additional Instructions:
7 Weekly XXXXXX S M T W R F S
<ul> <li>Check box to activate section:</li> <li>Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)</li> </ul>
a) X Light switches b) X Door handles c) X Vending machines d) X File cabinets e) Stair walls and hand rails f) Elivator walls and hand rails g) X Clean fingerprints from windows at Cascade, Olympic , Gym, dance, exercise and general offices. h) Other i) Other
Additional instructions:
Frequency: 7 x a Week
♣ Check box to activate section:
X 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) x Ceiling vents, grills, and recesses g) Horizontal & vertical blinds h) Other

l) Other	
Special instructions:	
Frequency: 4 x a Year	Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Check box to activate section:

X	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. Other i) Other Other
		Frequency: 7 x a Week

Check box to activate section:

X	5 En	npty	Daily Trash / Recycle bins from the following areas:
	a)	х	All rooms and open areas.
	b)	Х	General open areas, hallways, and corridors
	c)	Х	The following Conference Rooms: Cascade, Olympic, Gymnastics, Dance, Exercise & Gymnasium.
	d)	X	Dining / lunchroom areas
	e)	Х	Kitchen areas
	g)	Х	Reception Area
	i)	X	Replace trash liners whenever stained, soiled, torn, and/or removed.
	k)	X	Employee cubicle areas
	m)	Х	Pickup loose debris from behind couches, under tables, chairs, etc.
	o)	Х	Wipe down trash bin covers.
	q)	X	Empty smaller trash / recyle items into large recepticals at specified location

			Attachn	nent B				
		s) <b>X</b> On designated day(s), take large recepticals to	the specified area					
		on designated day(s), take large receptions to	ine specifica 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 santiary disposal in restrooms and lockers rooms as required.							
		supplies and equipment to clean and property perform sanitary disposal in te	strooms and lockers rooms as required.					
		Fraguency 7 v a Wook v v v v						
		Frequency: 7 x a Week X X X X X X X	F S Jan Feb Mar Apr May Jun Jul Aug S	Sen Oct Nov Dec				
			. San rob mai ripi may san san rag c	70p 00t 1101 200				
i								
Ŧ	Cha	eck box to activate section:						
<u> </u>	<b>7</b> 1 .							
<u> </u>	6	Entry way and Outside Clean-up						
		a) Sweep within 10 feet of each enterance.						
		b) Sweep sidewalks along the front of building						
		c) Remove trash and debris from outside parking	lot					
		d) x Empty all entrance ash trays						
		e) Empty outside trash cans into proper receptica						
		g) Other						
		i) Other						
		k) Other						
		m) Other						
		o) Other						
		<del></del>						
		Special Instructions:						
		opeolal modulons.						
		Frequency: 7 x a Week x x x x x	XX					
		S M T W R	F S Jan Feb Mar Apr May Jun Jul Aug S	Sep Oct Nov Dec				
				'				
_								
<u> </u>	Che	eck box to activate section:						
X	7	Day Porter Services	Day Porter expected to work	hours per day				
ث	<u>1</u> 1							
		a) Reposition all conference room and reception area	CHAIRS					
		b) Replace light bulbs & light tubes as needed						
		c) Stock, and monitor all janitorial supplies	lave by Connected to above 1					
		d) Provide additional Day Porter Services as noted be						
		e) Day porter to also perform tasks noted in other par	agrapnas / subparagrapns as stated therein.					
		9)						
		k)						
		m)    o)						
1		431 11 11						

Special Instruct perming such tast are needed to cor	ks are	part o	f the day-porte	s: If Day F er's estab	Porter is lished	s to pe ime a	erform nd sho	tasks i ould no	noted ot be a	l unde added	different paragraphs/subparagraphs, minutes for to respective sections unless bidder feels extra minutes	Embed Document here describing Day Porter Services if Applicable.
Frequency:	1	Х	a Week	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	8	Additional General Miscellaneous Cleaning
		a) X Reposition all conference room and reception area chairs b) Replace light bulbs & light tubes as needed c) X Stock, and monitor all janitorial supplies d) X Clean Display Case in Lobby. Remove clothing, books & any personal items left behind, put in lost & found bin by Coke machine. Wipe tables in the Lobby area. i) X Wipe down all exercise equipment including mats with cleaner. k) X Remove trash including plastic bottles, food wrappers, etc and place in trash. Other Other
		Frequency: 7 x a Week

	Specific	Rc	ooms and Areas: Restrooms, Kitchen, & Other
	Check the box	es of	f the cleaning tasks that apply, or type additional tasks in the sections marked "Other."
r		<b>.</b>	2.20-11-13
	x 9 Ge	ner	al Restroom Cleaning and Disinfecting
ŀ			
	a)	Х	Sanatize all toilets, urinals, wash basins, etc.
	b)	х	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)	П	Other
	k)		Other

Attachment B
m) Other
o) X Floor cleaning for bathroom is included as part of general floor cleaning duties
Special Instructions:
Frequency: 7 x a Week
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 Postroom Cleaning and Disinfecting
x 10 Additional Restroom Cleaning and Disinfecting
a) X Clean and disinfect toilet stall doors and walls b) X Clean and disinfect shower areas and fixtures
c) X Clean restrooms and locker rooms (men & women's).
d) Wipe and disinfect showers in locker rooms.
e) x Wipe diaper changing table with disinfectant
g) Other
Special Instructions:
Frequency: 7 x a Week
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 11 General Kitchen Cleaning
a) X Clean and disinfect all counters
b) X Clean and disinfect outside of all cabinets c) X Clean and disinfect outside of all appliances
d) X Clean and disinfect outside of an appliances
e) Clean and disinfect tables and counters in lunch room / eating area.
g)
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: 7 x a W	eek X X X X X X X X S S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
	3 III 1 W K 1 3 Sun 165 mai 747 may Sun 3ai 7aag Sep Sec 160 Bee
♣ Check box to activate sec	tion:
x 12 Additional Kitchen	Cleaning
a) Clean inside of mic b) Clean inside of refr c) Other d) Other e) Other g) Other j) Other k) Other who other other Other Other Other Other Other Other Other	
Special Instructions:  Frequency: 1 x a W	eek S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
<ul><li>Check box to activate sec</li><li>X</li><li>13 Other Specific Roo</li></ul>	
a) Other b) Other c) Other d) Other e) Other g) Other j) Other k) Other k) Other m) Other o) Other	
Special Instructions:  Frequency: 1 x a W	eek S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

EΙΛ	por Care and Cleaning Services		
T IO	Dor Care and Cleaning Services  Check box to activate section:		
X	14 Vacuum High Traffic Carneted Areas to Include: (Daily / Weekly)	timated # of quare feet:	2568
	a)	ootage at si	ite visit
	Special instructions:		
	Frequency: 7 x a Week	Sep Oct Nov	Dec
<b>₽</b>	Check box to activate section:  15 Vacuum Low Traffic Carpeted Areas to Include:  Est sc	imated # of quare feet:	1,417
	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) Exercise /Fitness - vacuum floors Thursday & Sundays.  k) Other  Other  Other		
	q) Other s) The above square footage is estimated, Vendors should confirm actual square footage.	ootage at si	ite visi
	Special instructions:		

Frequency:

♣ Check box to activate section:		
x 16 Clean resilient floors to include: (Daily / Weekly)	Estimated # of square feet:	21,770
a)		
Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified of Room, Dance Room throughout the recreation facility.  Frequency: 7 X a Week		Dec
Check box to activate section: x 17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)	Estimated # of square feet:	4095
a) X Strip old wax and remove stains and discolorations c) X Re-wax the areas checked off and/or specified below. (See also special instress) All non-carpeted floors g) Kitchen, Lunchroom areas i) Restrooms k) Print, Copy, Storage Rooms		)

X X

 X
 X
 X
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 X
 X
 X
 X

 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Х

Stairs and Landings

Special instructions: Scrub, wax and buff all tiled floors.

a Year

Entryways

Other Other

m)

0) q)

s)

Frequency:

Check box to activate section:

Х	18	g S	ham	poo	Ca	rpe	t A	s fo	ollo	)WS	S															stima squa				3985	ı
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			equei	icy.	7	^	a i	Cai		S	i	VI	T	W	R	F	S			eb	Mar		May		Jul	Aug	Sep	Oct	Nov	Dec	

### Miscellaneous:

♣ Check box to activate section:

X	19	Clean inside of interior/exterior windows	Total # of windows>>	20	Ave Sqr Ft.>>>	26	Estimated # Sqr Ft: >>	521
	ĺ	a) All lower level windows inside the Spartan Recreat b) Other c) Other d) Other e) Other f) Other g) Other Other h) Other Special instructions: Vendor to notify management of the exact date for the wisills etc.			and to allow	employees	to remove any items f	rom window
		Frequency: 7 x a Week X X X X X S M T W R	X X	Mar Apr	May Jun	Jul Aug	Sep Oct Nov	Dec

•	_Che	eck box to activate section:	_				_	
х	20	Lilaan (araund laval) avtariar windawc	Total # of vindows>>	4	Ave Sq. Ft. >>>	28	Estimated # Sq. Ft. >>	113
		a) x Clean ground level windows c) Other e) Other g) Other i) Other k) Other m) Other o) Other q) Other s) Other o) Other o) Other s) Other						
		Frequency: 7 x a Week	Jan Feb	Mar Apr	May Jun J	ul Aug	Sep Oct Nov	Dec
	Ch	neck box to activate section:						
X	21	Cloan (non ground lovel) exterior windows	Total # of vindows>>	30	Ave Sq. Ft. >>	62	Estimated # Sqr Ft. >>	1,855
		a) X Clean all exterior windows c) Other e) Other g) Other i) Other k) Other						
		Special instructions:						
		Frequency: 2 x a Year SMTWRFS	Jan Feb	X Mar Apr	May Jun J	ul Aug	X Sep Oct Nov	Dec
<b>+</b>	7	neck box to activate section:  Clean additional interior windows						
		a) Entry way Windows						

	Attachment B
	b) Private office windows
	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.)
	Miscollanoous and Other Types of Cleaning
	Miscellaneous and Other Types of Cleaning
Ch	neck box to activate section:
_	
23	Other
	a) Other c) Other e) Other g) Other i) Other k) Other m) Other o) Other o) Other o) Other o) Other o) Other o) Other
	Special instructions:
	Frequency: 1 x a Week
	S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
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Ch	anak hay ta activata caction:
	neck box to activate section:
24	Other
_	
	a) Other

#### Attachment B Other c) Other e) Other g) Other i) Other k) Other m) Other 0) Other q) Other s) Special instructions: x a Week Frequency: 1 T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec ♣ Check box to activate section: 25 Other a) Other Other c) Other e) g) Other Other i) Other k) Other m) Other 0) Other q) Other s) Special instructions:

♣ Check box to activate section:

Frequency:

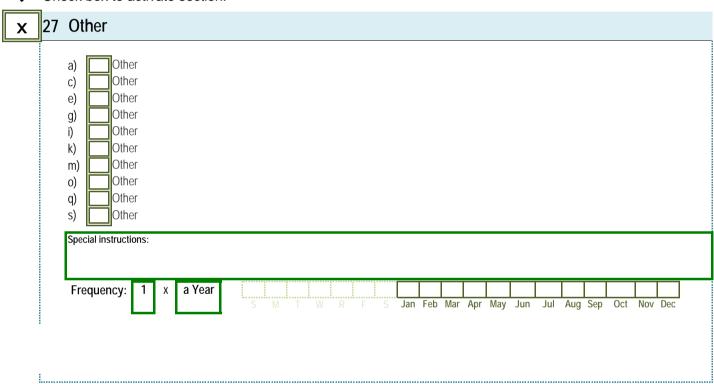
1

x a Week

X	26	Othe	r							
		a)	Other							
		c)	Other							
		e)	Other Other							
		g)	Other							
		k)	Other							

m) Other o) Other q) Other s) Other					
Special instructions:					
Frequency: 1	x a Week	S M T	W R		ul Aug Sep Oct Nov Dec

Check box to activate section:



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)

Emergency water damage cleanup Other (i.e. Chemical Spills) Other (i.e. Biological Spills) Other (i.e. Bodily Fluids) Special instructions: Janitors must use Barrier Protection Attire (BPA) and comply with local, state and federal regulations. Frequency: <<< This will be used for Price Evaluation purposes only (Contractor to bill as a Year line item per event) Other

Other Absent a compelling business reason State Agencies are to utilize state contract to purchase PAPER SUPPLIES 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</p> Environmentally Provided by Provided by Supply Preferred? Agency Vendor Toilet Paper Paper Towels X X Toilet Seat Covers Χ Х Other (please specify) Absent a compelling business reason State Agencies are to utilize state contract to purchase CLEANING SUPPLIES 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 \$0.00 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</p>

Supply	Environment Preferred?	,	Provide Ager	,	Provided by Vendor		
Light Bulbs	х			х			
Deicer	х			х			

Liquid Soap	х			X	
Floor Care Products	Х			X	
Garbage Bags	Х			X	
Glass Cleaner	Х			Х	
Restroom Disinfectants & Cleaners	Х			X	
Trash Can Liners	Х			X	
Other (Provide BPA , supplies & equipmen	х			X	