

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

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

PROBLEM/ISSUE STATEMENT:

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

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

RESOURCE/FINANCIAL IMPACT:

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

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

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

RECOMMENDATION

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

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

BACKGROUND

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

DISCUSSION

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

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

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

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

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

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

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

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

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

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

RESOURCE/FINANCIAL IMPACT

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

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.

ATTACHMENTS

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



State of Washington
 DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

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

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

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

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

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

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

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

Additional Instructions:

7

Weekly

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

Check box to activate section:

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

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

Additional instructions:

Check box to activate section:

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

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

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

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

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

Frequency: x

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

↓ Check box to activate section:

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

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

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

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

Frequency: x

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

↓ Check box to activate section:

6 Entry way and Outside Clean-up

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

Special Instructions:

Frequency: x

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

↓ Check box to activate section:

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

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

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

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

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

Special Instructions:

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

Specific Rooms and Areas: Restrooms, Kitchen, & Other

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

9 General Restroom Cleaning and Disinfecting

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

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

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

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

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

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

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

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

↓ Check box to activate section:

11 General Kitchen Cleaning

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

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

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

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

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

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

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

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

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

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

Special instructions:

↓ Check box to activate section:

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

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

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

↓ Check box to activate section:

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

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

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

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

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

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

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

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

↓ Check box to activate section:

20 Clean (ground level) exterior windows

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

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

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

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

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

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

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

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

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

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

Special instructions:

↓ Check box to activate section:

25 Other

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

Special instructions:

↓ Check box to activate section:

26 Other

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

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

Special instructions:

↓ Check box to activate section:

27 Other

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

Special instructions:

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

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

Special instructions:

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

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

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

29 **Emergency water damage cleanup**

Special instructions:

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

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

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

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

Special instructions:

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

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

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

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

Special instructions:

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

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

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

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

Special instructions:

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

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

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

33 **Other**

Special instructions:

Attachment A

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

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

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

34 Other

Special instructions:

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

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

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

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

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

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

Bidder to propose Monthly Flat Service Fee >>>

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

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

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

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

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

Bidder to propose Monthly Flat Service Fee >>>

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

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

Attachment A

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



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

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

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

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

Agency Name:	<input type="text" value="City of Shoreline -Echo Lake Park Restroom-Map F"/>	Work Request Number:	<input type="text"/>
Agency # or ID:	<input type="text"/>	County:	<input type="text" value="King"/>
Contract Life:	<input type="text" value="1 yr."/>	Original Start Date:	<input type="text"/>
Building Type:	<input type="text" value="Other"/>	Estimated Square Feet:	<input type="text" value="164"/>
		# of Floors:	<input type="text" value="1.00"/>
Approved working hours	<input type="text" value="4:00 am to 8:00 am - all year"/>		

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

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

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

Additional Instructions:

7

Weekly

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

Check box to activate section:

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

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

Additional instructions:

Check box to activate section:

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

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

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

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

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

Frequency: x

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

↓ Check box to activate section:

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

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

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

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

Frequency: x

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

↓ Check box to activate section:

6 Entry way and Outside Clean-up

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

Special Instructions:

Frequency: x

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

↓ Check box to activate section:

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

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

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

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

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

Special Instructions:

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

Specific Rooms and Areas: Restrooms, Kitchen, & Other

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

9 General Restroom Cleaning and Disinfecting

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

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

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

Frequency: x S M T W R F S

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

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

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

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

Frequency: x S M T W R F S

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

↓ Check box to activate section:

11 General Kitchen Cleaning

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

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

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

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

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

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

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

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

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

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

Special instructions:

↓ Check box to activate section:

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

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

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

↓ Check box to activate section:

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

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

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

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

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

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

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

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

↓ Check box to activate section:

20 Clean (ground level) exterior windows

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

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

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

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

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

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

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

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

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

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

Special instructions:

↓ Check box to activate section:

25 Other

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

Special instructions:

↓ Check box to activate section:

26 Other

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

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

Special instructions:

↓ Check box to activate section:

27 Other

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

Special instructions:

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

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

Special instructions:

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

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

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

29 **Emergency water damage cleanup**

Special instructions:

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

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

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

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

Special instructions:

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

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

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

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

Special instructions:

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

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

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

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

Special instructions:

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

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

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

33 **Other**

Special instructions:

Attachment A

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

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

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

34 Other

Special instructions:

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

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

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

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

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

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

Bidder to propose Monthly Flat Service Fee >>>

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

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

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

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

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

Bidder to propose Monthly Flat Service Fee >>>

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

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

Attachment A

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



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

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

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

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

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

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

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

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

Additional Instructions:

7

Weekly

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

↓ Check box to activate section:

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

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

Additional instructions:

↓ Check box to activate section:

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

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

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

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

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

Frequency: x

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

↓ Check box to activate section:

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

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

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

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

Frequency: x

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

↓ Check box to activate section:

6 Entry way and Outside Clean-up

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

Special Instructions:

Frequency: x

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

↓ Check box to activate section:

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

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

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

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

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

Special Instructions:

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

Specific Rooms and Areas: Restrooms, Kitchen, & Other

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

9 General Restroom Cleaning and Disinfecting

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

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

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

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

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

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

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

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

↓ Check box to activate section:

11 General Kitchen Cleaning

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

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

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

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

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

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

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

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

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

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

Special instructions:

↓ Check box to activate section:

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

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

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

↓ Check box to activate section:

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

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

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

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

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

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

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

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

↓ Check box to activate section:

20 Clean (ground level) exterior windows

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

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

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

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

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

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

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

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

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

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

Special instructions:

↓ Check box to activate section:

25 Other

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

Special instructions:

↓ Check box to activate section:

26 Other

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

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

Special instructions:

↓ Check box to activate section:

27 Other

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

Special instructions:

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

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

Special instructions:

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

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

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

29 **Emergency water damage cleanup**

Special instructions:

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

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

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

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

Special instructions:

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

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

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

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

Special instructions:

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

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

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

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

Special instructions:

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

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

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

33 **Other**

Special instructions:

Attachment A

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

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

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

34 Other

Special instructions:

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

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

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

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

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

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

Bidder to propose Monthly Flat Service Fee >>>

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

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

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

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

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

Bidder to propose Monthly Flat Service Fee >>>

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

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

Attachment A

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



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

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

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

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

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

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

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

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

Additional Instructions:

7

Weekly

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

Check box to activate section:

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

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

Additional instructions:

Check box to activate section:

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

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

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

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

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

Frequency: x

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

↓ Check box to activate section:

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

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

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

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

Frequency: x

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

↓ Check box to activate section:

6 Entry way and Outside Clean-up

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

Special Instructions:

Frequency: x

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

↓ Check box to activate section:

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

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

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

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

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

Special Instructions:

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

Specific Rooms and Areas: Restrooms, Kitchen, & Other

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

9 General Restroom Cleaning and Disinfecting

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

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

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

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

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

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

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

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

↓ Check box to activate section:

11 General Kitchen Cleaning

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

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

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

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

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

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

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

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

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

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

Special instructions:

↓ Check box to activate section:

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

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

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

↓ Check box to activate section:

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

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

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

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

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

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

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

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

↓ Check box to activate section:

20 Clean (ground level) exterior windows

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

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

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

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

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

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

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

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

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

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

Special instructions:

↓ Check box to activate section:

25 Other

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

Special instructions:

↓ Check box to activate section:

26 Other

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

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

Special instructions:

↓ Check box to activate section:

27 Other

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

Special instructions:

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

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

Special instructions:

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

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

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

29 **Emergency water damage cleanup**

Special instructions:

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

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

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

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

Special instructions:

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

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

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

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

Special instructions:

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

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

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

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

Special instructions:

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

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

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

33 **Other**

Special instructions:

Attachment A

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

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

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

34 Other

Special instructions:

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

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

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

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

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

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

Bidder to propose Monthly Flat Service Fee >>>

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

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

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

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

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

Bidder to propose Monthly Flat Service Fee >>>

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

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

Attachment A

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



State of Washington
 DEPARTMENT OF ENTERPRISE SERVICES

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

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

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

Agency Name: Work Request Number:

Agency # or ID: County: Monthly Budget Amt.

Contract Life: Original Start Date:

Building Type: Estimated Square Feet: # of Floors:

Approved working hours

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

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

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

Additional Instructions:

7

Weekly

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

Check box to activate section:

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

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

Additional instructions:

Check box to activate section:

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

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

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

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

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

Frequency: x

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

↓ Check box to activate section:

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

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

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

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

Frequency: x

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

↓ Check box to activate section:

6 Entry way and Outside Clean-up

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

Special Instructions:

Frequency: x

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

↓ Check box to activate section:

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

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

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

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

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

Special Instructions:

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

Specific Rooms and Areas: Restrooms, Kitchen, & Other

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

9 General Restroom Cleaning and Disinfecting

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

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

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

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

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

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

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

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

↓ Check box to activate section:

11 General Kitchen Cleaning

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

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

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

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

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

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

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

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

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

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

Special instructions:

↓ Check box to activate section:

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

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

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

↓ Check box to activate section:

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

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

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

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

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

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

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

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

↓ Check box to activate section:

20 Clean (ground level) exterior windows

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

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

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

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

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

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

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

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

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

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

Special instructions:

↓ Check box to activate section:

25 Other

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

Special instructions:

↓ Check box to activate section:

26 Other

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

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

Special instructions:

↓ Check box to activate section:

27 Other

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

Special instructions:

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

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

Special instructions:

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

Attachment A

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

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

29 Emergency water damage cleanup

Special instructions:

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

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

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

30 Other (i.e. Chemical Spills)

Special instructions:

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

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

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

31 Other (i.e. Biological Spills)

Special instructions:

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

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

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

32 Other (i.e. Bodily Fluids)

Special instructions:

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

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

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

33 Other

Special instructions:

Attachment A

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

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

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

34 Other

Special instructions:

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

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

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

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

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

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

Bidder to propose Monthly Flat Service Fee >>>

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

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

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

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

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

Bidder to propose Monthly Flat Service Fee >>>

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

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

Attachment A

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



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

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

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

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

Agency Name:	<input type="text" value="City of Shoreline -Kayu Kayu Park Restroom-Map H"/>	Work Request Number:	<input type="text"/>
Agency # or ID:	<input type="text"/>	County:	<input type="text" value="King"/>
Contract Life:	<input type="text" value="1 yr."/>	Original Start Date:	<input type="text"/>
Building Type:	<input type="text" value="Other"/>	Estimated Square Feet:	<input type="text" value="260"/>
		# of Floors:	<input type="text" value="1.00"/>
Approved working hours	<input type="text" value="4:00 am to 8:00 am - all year"/>		

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="Kayu Kayu Park Restroom"/>	<input type="text"/>	<input type="text"/>
Street Address:	<input type="text" value="19911 Richmond Beach Rd"/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="17500 Midvale Ave. N."/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98177"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

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

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

Additional Instructions:

7

Weekly

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

Check box to activate section:

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

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

Additional instructions:

Check box to activate section:

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

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

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

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

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

Frequency: x

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

↓ Check box to activate section:

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

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

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

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

Frequency: x

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

↓ Check box to activate section:

6 Entry way and Outside Clean-up

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

Special Instructions:

Frequency: x

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

↓ Check box to activate section:

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

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

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

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

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

Special Instructions:

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

Specific Rooms and Areas: Restrooms, Kitchen, & Other

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

9 General Restroom Cleaning and Disinfecting

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

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

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

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

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

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

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

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

↓ Check box to activate section:

11 General Kitchen Cleaning

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

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

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

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

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

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

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

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

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

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

Special instructions:

↓ Check box to activate section:

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

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

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

↓ Check box to activate section:

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

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

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

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

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

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

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

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

↓ Check box to activate section:

20 Clean (ground level) exterior windows

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

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

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

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

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

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

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

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

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

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

Special instructions:

↓ Check box to activate section:

25 Other

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

Special instructions:

↓ Check box to activate section:

26 Other

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

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

Special instructions:

↓ Check box to activate section:

27 Other

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

Special instructions:

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

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

Special instructions:

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

Attachment A

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

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

29 Emergency water damage cleanup

Special instructions:

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

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

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

30 Other (i.e. Chemical Spills)

Special instructions:

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

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

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

31 Other (i.e. Biological Spills)

Special instructions:

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

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

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

32 Other (i.e. Bodily Fluids)

Special instructions:

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

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

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

33 Other

Special instructions:

Attachment A

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

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

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

34 Other

Special instructions:

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

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

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

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

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

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

Bidder to propose Monthly Flat Service Fee >>>

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

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

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

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

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

Bidder to propose Monthly Flat Service Fee >>>

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

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

Attachment A

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



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

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

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

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

Agency Name: Work Request Number:

Agency # or ID: County: Monthly Budget Amt.

Contract Life: Original Start Date:

Building Type: Estimated Square Feet: # of Floors:

Approved working hours

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

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

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

Additional Instructions:

7

Weekly

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

Check box to activate section:

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

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

Additional instructions:

Check box to activate section:

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

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

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

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

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

Frequency: x

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

↓ Check box to activate section:

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

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

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

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

Frequency: x

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

↓ Check box to activate section:

6 Entry way and Outside Clean-up

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

Special Instructions:

Frequency: x

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

↓ Check box to activate section:

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

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

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

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

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

Special Instructions:

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

Specific Rooms and Areas: Restrooms, Kitchen, & Other

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

9 General Restroom Cleaning and Disinfecting

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

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

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

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

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

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

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

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

↓ Check box to activate section:

11 General Kitchen Cleaning

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

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

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

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

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

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

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

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

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

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

Special instructions:

↓ Check box to activate section:

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

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

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

↓ Check box to activate section:

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

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

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

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

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

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

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

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

↓ Check box to activate section:

20 Clean (ground level) exterior windows

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

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

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

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

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

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

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

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

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

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

Special instructions:

↓ Check box to activate section:

25 Other

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

Special instructions:

↓ Check box to activate section:

26 Other

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

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

Special instructions:

↓ Check box to activate section:

27 Other

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

Special instructions:

As Needed Cleaning:

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

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

Special instructions:

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

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

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

29 **Emergency water damage cleanup**

Special instructions:

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

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

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

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

Special instructions:

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

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

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

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

Special instructions:

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

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

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

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

Special instructions:

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

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

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

33 **Other**

Special instructions:

Attachment A

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

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

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

34 Other

Special instructions:

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

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

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

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

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

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

Bidder to propose Monthly Flat Service Fee >>>

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

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

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

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

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

Bidder to propose Monthly Flat Service Fee >>>

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

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

Attachment A

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



State of Washington
 DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

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

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

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

Agency Name: Work Request Number:

Agency # or ID: County: Monthly Budget Amt.

Contract Life: Original Start Date:

Building Type: Estimated Square Feet: # of Floors:

Approved working hours

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

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

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

Additional Instructions:

7

Weekly

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

↓ Check box to activate section:

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

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

Additional instructions:

↓ Check box to activate section:

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

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

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

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

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

Frequency: x

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

↓ Check box to activate section:

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

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

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

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

Frequency: x

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

↓ Check box to activate section:

6 Entry way and Outside Clean-up

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

Special Instructions:

Frequency: x

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

↓ Check box to activate section:

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

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

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

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

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

Special Instructions:

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

Specific Rooms and Areas: Restrooms, Kitchen, & Other

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

9 General Restroom Cleaning and Disinfecting

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

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

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

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

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

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

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

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

↓ Check box to activate section:

11 General Kitchen Cleaning

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

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

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

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

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

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

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

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

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

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

Special instructions:

↓ Check box to activate section:

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

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

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

↓ Check box to activate section:

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

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

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

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

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

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

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

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

↓ Check box to activate section:

20 Clean (ground level) exterior windows

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

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

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

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

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

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

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

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

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

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

Special instructions:

↓ Check box to activate section:

25 Other

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

Special instructions:

↓ Check box to activate section:

26 Other

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

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

Special instructions:

↓ Check box to activate section:

27 Other

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

Special instructions:

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

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

Special instructions:

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

Attachment A

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

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

29 Emergency water damage cleanup

Special instructions:

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

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

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

30 Other (i.e. Chemical Spills)

Special instructions:

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

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

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

31 Other (i.e. Biological Spills)

Special instructions:

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

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

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

32 Other (i.e. Bodily Fluids)

Special instructions:

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

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

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

33 Other

Special instructions:

Attachment A

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

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

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

34 Other

Special instructions:

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

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

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

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

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

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

Bidder to propose Monthly Flat Service Fee >>>

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

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

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

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

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

Bidder to propose Monthly Flat Service Fee >>>

\$0.00

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

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

Attachment A

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



State of Washington
 DEPARTMENT OF ENTERPRISE SERVICES

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

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

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

Agency Name: Work Request Number:

Agency # or ID: County: Monthly Budget Amt.

Contract Life: Original Start Date:

Building Type: Estimated Square Feet: # of Floors:

Approved working hours

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

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

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

Additional Instructions:

7

Weekly

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

Check box to activate section:

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

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

Additional instructions:

Check box to activate section:

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

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

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

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

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

Frequency: x

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

↓ Check box to activate section:

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

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

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

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

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptacle as
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Other (Clean all interior and windows including ceiling windows)
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Other (Remove all foreign objects from toilets and sinks)
- i) Other (Squeegee floors dry after mopping)
- k) Other (See special instructions below)

- m) Other (Graffiti see special instructions)
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions: Verify restroom is free of graffiti and garbage cans are also free of dents and graffiti. Custodians are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other (See Special Instructions)
- d) Other
- e) Other
- g) Other

Special Instructions: Clean out "Chase area" (mechanical room) once per month; includes sweeping, mopping and removing cobwebs. The chase is used as storage for janitorial supplies and Park equipment. Clean out may require light organization in order to clean the area.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:-
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

- a) Clean inside of microwave(s)
- b) Clean inside of refrigerator(s)
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly)

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Other
- i) Other
- j) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

16 Clean resilient floors to include: (Daily / Weekly)

- a) Sweep floors
- b) Dry mop
- c) Wet mop
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.

↓ Check box to activate section:

17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)

- a) Strip old wax and remove stains and discolorations
- c) Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

- a) All carpeted areas
- c) Lobby / Reception area
- e) All open access areas along hallways and corridors
- g) Conference Rooms
- i) Private offices
- k) Employee cubicle areas
- m) Stairs and landing
- o) Rugs
- q) Other
- s) Other

Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand—to allow employees to remove any items from window sills etc.

↓ Check box to activate section:

20 Clean (ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment A

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

29 Emergency water damage cleanup

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

30 Other (i.e. Chemical Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

31 Other (i.e. Biological Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

32 Other (i.e. Bodily Fluids)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

33 Other

Special instructions:

Attachment A

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels - Eco Green 100% Recycled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment A

Liquid Soap		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags - Heavy Duty		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name:	<input type="text" value="City of Shoreline -Richmond Highlands Park Restroom-Map P"/>	Work Request Number:	<input type="text"/>
Agency # or ID:	<input type="text"/>	County:	<input type="text" value="King"/>
Contract Life:	<input type="text" value="1 yr."/>	Original Start Date:	<input type="text"/>
Building Type:	<input type="text" value="Other"/>	Estimated Square Feet:	<input type="text" value="361"/>
		# of Floors:	<input type="text" value="1.00"/>
Approved working hours	<input type="text" value="4:00am to 8:00am - all year"/>		

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="Richmond Bch Upper Park"/>	<input type="text"/>	<input type="text"/>
Street Address:	<input type="text" value="16554 Fremont Ave N."/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="17500 Midvale Ave. N."/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Other (Interior Walls)
- m) Other (Interior Walls)
- n) Other

Additional Instructions:

7

Weekly

X	X	X	X	X	X	X
S	M	T	W	R	F	S

Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Other
- h) Other
- i) Other

Additional instructions:

Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Coiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains (Also see special instructions below)
- b) Elevators
- c) Faucets
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions: Remove and properly dispose of all foreign objects from the drinking fountain.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas. (Including exterior of the restroom).
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms:
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Other (Remove all garbage from site per special instructions)
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location

s) On designated day(s), take large receptacles to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. All trash shall be removed from the site (including outside trash cans within 10' of the entrance) and hauled and dumped at designated City dumpsters located at the Hamlin Maintenance Facility. The Hamlin Maintenance Facility is located at 16006 15th Avenue NE, Shoreline, WA 98155.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptacle as
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Other (Clean all interior and windows including ceiling windows)
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Other (Remove all foreign objects from toilets and sinks)
- i) Other (Squeegee floors dry after mopping)
- k) Other (See special instructions below)

- m) Other (Graffiti see special instructions)
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions: Verify restroom is free of graffiti and garbage cans are also free of dents and graffiti. Custodians are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other (See Special Instructions)
- d) Other
- e) Other
- g) Other

Special Instructions: Clean out "Chase area" (mechanical room) once per month; includes sweeping, mopping and removing cobwebs. The chase is used as storage for janitorial supplies and Park equipment. Clean out may require light organization in order to clean the area.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:-
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

- a) Clean inside of microwave(s)
- b) Clean inside of refrigerator(s)
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly)

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Other
- i) Other
- j) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

16 Clean resilient floors to include: (Daily / Weekly)

- a) Sweep floors
- b) Dry mop
- c) Wet mop
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.

↓ Check box to activate section:

17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)

- a) Strip old wax and remove stains and discolorations
- c) Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

- a) All carpeted areas
- c) Lobby / Reception area
- e) All open access areas along hallways and corridors
- g) Conference Rooms
- i) Private offices
- k) Employee cubicle areas
- m) Stairs and landing
- o) Rugs
- q) Other
- s) Other

Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand—to allow employees to remove any items from window sills etc.

↓ Check box to activate section:

20 Clean (ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment A

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

29 Emergency water damage cleanup

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

30 Other (i.e. Chemical Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

31 Other (i.e. Biological Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

32 Other (i.e. Bodily Fluids)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

33 Other

Special instructions:

Attachment A

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels - Eco Green 100% Recycled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment A

Liquid Soap		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags - Heavy Duty		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name: Work Request Number:

Agency # or ID: County: Monthly Budget Amt.

Contract Life: Original Start Date:

Building Type: Estimated Square Feet: # of Floors:

Approved working hours

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="Shoreline Park Restroom"/>	<input type="text"/>	<input type="text"/>
Street Address:	<input type="text" value="19030 1st Ave NE"/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="17500 Midvale Ave. N."/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98177"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Other (Interior Walls)
- m) Other (Interior Walls)
- n) Other

Additional Instructions:

7

Weekly

X	X	X	X	X	X	X
S	M	T	W	R	F	S

Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Other
- h) Other
- i) Other

Additional instructions:

Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Coiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains (Also see special instructions below)
- b) Elevators
- c) Faucets
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions: Remove and properly dispose of all foreign objects from the drinking fountain.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas. (Including exterior of the restroom).
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms:
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Other (Remove all garbage from site per special instructions)
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location

s) On designated day(s), take large receptacles to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. All trash shall be removed from the site (including outside trash cans within 10' of the entrance) and hauled and dumped at designated City dumpsters located at the Hamlin Maintenance Facility. The Hamlin Maintenance Facility is located at 16006 15th Avenue NE, Shoreline, WA 98155.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptacle as
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Other (Clean all interior and windows including ceiling windows)
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Other (Remove all foreign objects from toilets and sinks)
- i) Other (Squeegee floors dry after mopping)
- k) Other (See special instructions below)

- m) Other (Graffiti see special instructions)
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions: Verify restroom is free of graffiti and garbage cans are also free of dents and graffiti. Custodians are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other (See Special Instructions)
- d) Other
- e) Other
- g) Other

Special Instructions: Clean out "Chase area" (mechanical room) once per month; includes sweeping, mopping and removing cobwebs. The chase is used as storage for janitorial supplies and Park equipment. Clean out may require light organization in order to clean the area.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:-
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

- a) Clean inside of microwave(s)
- b) Clean inside of refrigerator(s)
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly)

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Other
- i) Other
- j) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

16 Clean resilient floors to include: (Daily / Weekly)

- a) Sweep floors
- b) Dry mop
- c) Wet mop
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.

↓ Check box to activate section:

17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)

- a) Strip old wax and remove stains and discolorations
- c) Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

- a) All carpeted areas
- c) Lobby / Reception area
- e) All open access areas along hallways and corridors
- g) Conference Rooms
- i) Private offices
- k) Employee cubicle areas
- m) Stairs and landing
- o) Rugs
- q) Other
- s) Other

Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand—to allow employees to remove any items from window sills etc.

↓ Check box to activate section:

20 Clean (ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment A

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

29 Emergency water damage cleanup

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

30 Other (i.e. Chemical Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

31 Other (i.e. Biological Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

32 Other (i.e. Bodily Fluids)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

33 Other

Special instructions:

Attachment A

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels - Eco Green 100% Recycled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment A

Liquid Soap		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags - Heavy Duty		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name: Work Request Number:

Agency # or ID: County: Monthly Budget Amt.

Contract Life: Original Start Date:

Building Type: Estimated Square Feet: # of Floors:

Approved working hours

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="Shoreview Lower Restroom"/>	<input type="text"/>	<input type="text"/>
Street Address:	<input type="text" value="700 NW Innis Arden Way"/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="17500 Midvale Ave. N."/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98177"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Other (Interior Walls)
- m) Other (Interior Walls)
- n) Other

Additional Instructions:

7

Weekly

X	X	X	X	X	X	X
S	M	T	W	R	F	S

Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Other
- h) Other
- i) Other

Additional instructions:

Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Coiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains (Also see special instructions below)
- b) Elevators
- c) Faucets
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions: Remove and properly dispose of all foreign objects from the drinking fountain.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas. (Including exterior of the restroom).
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms:
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Other (Remove all garbage from site per special instructions)
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location

s) On designated day(s), take large receptacles to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. All trash shall be removed from the site (including outside trash cans within 10' of the entrance) and hauled and dumped at designated City dumpsters located at the Hamlin Maintenance Facility. The Hamlin Maintenance Facility is located at 16006 15th Avenue NE, Shoreline, WA 98155.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptacle as
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Other (Clean all interior and windows including ceiling windows)
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Other (Remove all foreign objects from toilets and sinks)
- i) Other (Squeegee floors dry after mopping)
- k) Other (See special instructions below)

- m) Other (Graffiti see special instructions)
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions: Verify restroom is free of graffiti and garbage cans are also free of dents and graffiti. Custodians are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other (See Special Instructions)
- d) Other
- e) Other
- g) Other

Special Instructions: Clean out "Chase area" (mechanical room) once per month; includes sweeping, mopping and removing cobwebs. The chase is used as storage for janitorial supplies and Park equipment. Clean out may require light organization in order to clean the area.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:
- k) Other
- m) Other
- o) Other

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly)

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Other
- i) Other
- j) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

16 Clean resilient floors to include: (Daily / Weekly)

- a) Sweep floors
- b) Dry mop
- c) Wet mop
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.

↓ Check box to activate section:

17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)

- a) Strip old wax and remove stains and discolorations
- c) Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

- a) All carpeted areas
- c) Lobby / Reception area
- e) All open access areas along hallways and corridors
- g) Conference Rooms
- i) Private offices
- k) Employee cubicle areas
- m) Stairs and landing
- o) Rugs
- q) Other
- s) Other

Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand—to allow employees to remove any items from window sills etc.

↓ Check box to activate section:

20 Clean (ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment A

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

29 Emergency water damage cleanup

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

30 Other (i.e. Chemical Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

31 Other (i.e. Biological Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

32 Other (i.e. Bodily Fluids)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

33 Other

Special instructions:

Attachment A

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels - Eco Green 100% Recycled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment A

Liquid Soap		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags - Heavy Duty		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
 DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name: Work Request Number:

Agency # or ID: County: Monthly Budget Amt.

Contract Life: Original Start Date:

Building Type: Estimated Square Feet: # of Floors:

Approved working hours

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="Shoreview Upper Restroom"/>	<input type="text"/>	<input type="text"/>
Street Address:	<input type="text" value="700 NW Innis Arden Way"/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="17500 Midvale Ave. N."/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98177"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Other (Interior Walls)
- m) Other (Interior Walls)
- n) Other

Additional Instructions:

7

Weekly

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
S	M	T	W	R	F	S

↓ Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Other
- h) Other
- i) Other

Additional instructions:

↓ Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Coiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains (Also see special instructions below)
- b) Elevators
- c) Faucets
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions: Remove and properly dispose of all foreign objects from the drinking fountain.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas. (Including exterior of the restroom).
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms:
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Other (Remove all garbage from site per special instructions)
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location

s) On designated day(s), take large receptacles to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. All trash shall be removed from the site (including outside trash cans within 10' of the entrance) and hauled and dumped at designated City dumpsters located at the Hamlin Maintenance Facility. The Hamlin Maintenance Facility is located at 16006 15th Avenue NE, Shoreline, WA 98155.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptacle as
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Other (Clean all interior and windows including ceiling windows)
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Other (Remove all foreign objects from toilets and sinks)
- i) Other (Squeegee floors dry after mopping)
- k) Other (See special instructions below)

- m) Other (Graffiti see special instructions)
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions: Verify restroom is free of graffiti and garbage cans are also free of dents and graffiti. Custodians are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other (See Special Instructions)
- d) Other
- e) Other
- g) Other

Special Instructions: Clean out "Chase area" (mechanical room) once per month; includes sweeping, mopping and removing cobwebs. The chase is used as storage for janitorial supplies and Park equipment. Clean out may require light organization in order to clean the area.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:-
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

- a) Clean inside of microwave(s)
- b) Clean inside of refrigerator(s)
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly)

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Other
- i) Other
- j) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

16 Clean resilient floors to include: (Daily / Weekly)

- a) Sweep floors
- b) Dry mop
- c) Wet mop
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.

↓ Check box to activate section:

17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)

- a) Strip old wax and remove stains and discolorations
- c) Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

- a) All carpeted areas
- c) Lobby / Reception area
- e) All open access areas along hallways and corridors
- g) Conference Rooms
- i) Private offices
- k) Employee cubicle areas
- m) Stairs and landing
- o) Rugs
- q) Other
- s) Other

Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand—to allow employees to remove any items from window sills etc.

↓ Check box to activate section:

20 Clean (ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment A

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

29 Emergency water damage cleanup

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

30 Other (i.e. Chemical Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

31 Other (i.e. Biological Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

32 Other (i.e. Bodily Fluids)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

33 Other

Special instructions:

Attachment A

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels - Eco Green 100% Recycled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

\$0.00

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment A

Liquid Soap		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags - Heavy Duty		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name: Work Request Number:

Agency # or ID: County: Monthly Budget Amt.

Contract Life: Original Start Date:

Building Type: Estimated Square Feet: # of Floors:

Approved working hours

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="Twin Ponds Park Restroom"/>	<input type="text"/>	<input type="text"/>
Street Address:	<input type="text" value="15401 1st Ave NE"/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="17500 Midvale Ave. N."/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98155"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Other (Interior Walls)
- m) Other (Interior Walls)
- n) Other

Additional Instructions:

7

Weekly

X	X	X	X	X	X	X
S	M	T	W	R	F	S

Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Other
- h) Other
- i) Other

Additional instructions:

Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Coiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains (Also see special instructions below)
- b) Elevators
- c) Faucets
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions: Remove and properly dispose of all foreign objects from the drinking fountain.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas. (Including exterior of the restroom).
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms:
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Other (Remove all garbage from site per special instructions)
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location

s) On designated day(s), take large receptacles to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. All trash shall be removed from the site (including outside trash cans within 10' of the entrance) and hauled and dumped at designated City dumpsters located at the Hamlin Maintenance Facility. The Hamlin Maintenance Facility is located at 16006 15th Avenue NE, Shoreline, WA 98155.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptacle as
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Other (Clean all interior and windows including ceiling windows)
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Other (Remove all foreign objects from toilets and sinks)
- i) Other (Squeegee floors dry after mopping)
- k) Other (See special instructions below)

- m) Other (Graffiti see special instructions)
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions: Verify restroom is free of graffiti and garbage cans are also free of dents and graffiti. Custodians are to notify City Facilities daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other (See Special Instructions)
- d) Other
- e) Other
- g) Other

Special Instructions: Clean out "Chase area" (mechanical room) once per month; includes sweeping, mopping and removing cobwebs. The chase is used as storage for janitorial supplies and Park equipment. Clean out may require light organization in order to clean the area.

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:-
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

- a) Clean inside of microwave(s)
- b) Clean inside of refrigerator(s)
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly)

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Other
- i) Other
- j) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

16 Clean resilient floors to include: (Daily / Weekly)

- a) Sweep floors
- b) Dry mop
- c) Wet mop
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.

↓ Check box to activate section:

17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)

- a) Strip old wax and remove stains and discolorations
- c) Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

18 Shampoo Carpet As follows

- a) All carpeted areas
- c) Lobby / Reception area
- e) All open access areas along hallways and corridors
- g) Conference Rooms
- i) Private offices
- k) Employee cubicle areas
- m) Stairs and landing
- o) Rugs
- q) Other
- s) Other

Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.

Miscellaneous:

↓ Check box to activate section:

19 Clean inside of interior/exterior windows

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand—to allow employees to remove any items from window sills etc.

↓ Check box to activate section:

20 Clean (ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

29 **Emergency water damage cleanup**

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

30 **Other (i.e. Chemical Spills)**

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

31 **Other (i.e. Biological Spills)**

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

32 **Other (i.e. Bodily Fluids)**

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

33 **Other**

Special instructions:

Attachment A

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels - Eco Green 100% Recycled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment A

Liquid Soap		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags - Heavy Duty		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name:	<input type="text" value="City of Shoreline City Hall - Map A"/>	Work Request Number:	<input type="text"/>
Agency # or ID:	<input type="text"/>	County:	<input type="text" value="King"/>
Contract Life:	<input type="text" value="1 yr."/>	Original Start Date:	<input type="text"/>
Building Type:	<input type="text" value="General Office"/>	Estimated Square Feet:	<input type="text" value="66179"/>
		# of Floors:	<input type="text" value="4"/>
Approved working hours	<input type="text" value="After 6:00 pm to 6:00am"/>		

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="17500 Midvale Ave. N."/>
Street Address:	<input type="text"/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text"/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>
Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Outer surfaces of vending machines
- m) Other
- n) Other Clean light switches and door handles

Additional Instructions:

	X	X	X	X	X	
S	M	T	W	R	F	S

↓ Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Baseboards
- h) Vents/grills to include ceiling vents
- i) Other

Additional instructions: Horizontal surfaces & moldings (within reach), Picture frames and signage within reach, and Chairs (including rungs, ledges and arms) cleaned on Fridays

Frequency: x

		X			X	
S	M	T	W	R	F	S

↓ Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Ceiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

s) On designated day(s), take large receptacles to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. Food waste liners made from 100% compostable bags, certified by the Biogradable Products Institute (BPI) to meet the ASTM D6400 specification.

Frequency: x

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>												
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into dumpster.
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions: The Outside Trash cans (big belly receptacles) to be checked daily. When indicator shows yellow, the receptacle must be emptied into the dumpster.

Frequency: x

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>												
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies.
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep/dry mop, damp mop and disinfect floors.
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles.
- d) Fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Wipe diaper changing tables with disinfectant cleaner.
- i) Remove hair and debris from drain Strainer, showers, benches & wash walls, floors & fixtures.
- k) Other

- m) Other
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls.
- b) Clean and disinfect shower areas and fixtures.
- c) Remove trash from small bins (including sanitary disposal in women's' restrooms and locker rooms.
- d) Other
- e) Other
- g) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor.
- i) Clean inside of following appliances:
- k) Other
- m) Other
- o) Turn off coffee makers and tea makers that are left on after hours.

Special Instructions:

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly) Estimated # of square feet:

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: (All conference rooms)
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Other
- i) Other
- j) The above square footage is estimated, Vendors should confirm actual square footage at site visit.

Special instructions:

Frequency: x

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include: Estimated # of square feet:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) The above square footage is estimated, Vendors should confirm actual square footage at site visit.

Special instructions:

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

<input checked="" type="checkbox"/>	18 Shampoo Carpet As follows	Estimated # of square feet:	39,030
-------------------------------------	-------------------------------------	-----------------------------	--------

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.

Frequency: x

S	M	T	W	R	F	S	X	Jan	Feb	Mar	X	Apr	May	X	Jun	Jul	X	Aug	Sep	Oct	Nov	Dec
---	---	---	---	---	---	---	---	-----	-----	-----	---	-----	-----	---	-----	-----	---	-----	-----	-----	-----	-----

Miscellaneous:

↓ Check box to activate section:

<input checked="" type="checkbox"/>	19 Clean inside of interior/exterior windows	Total # of windows>>	429	Ave Sqr Ft.>>>	22	Estimated # Sqr Ft: >>	9,427
-------------------------------------	---	----------------------	-----	----------------	----	------------------------	-------

a) All interior windows (M-Th As Needed)

b) All interior windows (Friday)

c) All windows in exterior doors (M-F)

d) Exterior windows in Council Chambers (M-F)

e) Council Chamber Doors (M-F)

f) Other

g) Other

h) Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand -- to allow employees to remove any items from window sills etc.

Frequency: x

S	M	X	X	X	X	X	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
---	---	---	---	---	---	---	---	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Check box to activate section:

<input checked="" type="checkbox"/>	20 Clean (ground level) exterior windows	Total # of windows>>	19	Ave Sq. Ft. >>>	18	Estimated # Sq. Ft. >>	343
-------------------------------------	---	----------------------	----	-----------------	----	------------------------	-----

- a) Exterior doors ground level.
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Check box to activate section:

<input type="checkbox"/>	21 Clean (non-ground level) exterior windows
--------------------------	---

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

Check box to activate section:

<input checked="" type="checkbox"/>	22 Clean additional interior windows	(Sizes to be determined at site visit)
-------------------------------------	---	--

- a) Entry way windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Corridor and interior bay windows
- f) Council Chambers interior windows
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Frequency: x

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Workstation surfaces, file cabinets, table tops, and partition edge walls
- c) Sweep both internal stairs and stairwells.
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions: As needed prior to or after events we may request additional services on nights and weekends.

Frequency: x <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment B

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

29 **Emergency water damage cleanup**

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

30 **Other (i.e. Chemical Spills)**

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

31 **Other (i.e. Biological Spills)**

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

32 **Other (i.e. Bodily Fluids)**

Special instructions: Special clean up in restrooms for feces or urine in excessive quantities.

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

33 **Other**

Special instructions:

Attachment B

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels - Eco Green 100% Recycles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deicer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attachment B

Liquid Soap Brighten Unscented foam ADX		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags		<input type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other (please specify) Food Scrap Compos		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name: Work Request Number:

Agency # or ID: County: Monthly Budget Amt.

Contract Life: Original Start Date:

Building Type: Estimated Square Feet: # of Floors:

Approved working hours

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="1206 N. 185th Street"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Street Address:	<input type="text"/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="17500 Midvale Ave. N."/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>
Email:	<input type="text" value="Cooka@shorelinewa.gov"/>	<input type="text" value="Cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Other (Surfaces protruding from walls).
- m) Other (Window sills and blinds).
- n) Other (Walls and ceilings- see special instructions).

Additional Instructions: Use brush and wipe with cotton towels (the cotton mop used on high surfaces will be used in hard to reach locations and back areas on the underside of the bed racks.

7 x Weekly
 S M T W R F S

Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Other (Vents/grills (including ceiling vents).
- h) Other
- i) Other

Additional instructions:

Frequency: 7 x a Week
 S M T W R F S

Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Ceiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains (Remove all foreign objects from fountains).
- b) Elevators
- c) Faucets
- e) Other (Clean chrome, mirrors, mirror frames, metal work and dispensers).
- g) Other (Wipe down and disinfect fixtures in Holding area).
- i) Other
- k) Other

Special instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas.
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms:
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Other (Empty all trash cans (except recycle containers).
- o) Other (Remove any large debris, body fluids or material & dispose in appropriate container based on waste type.
- q) Empty smaller trash / recycle items into large receptacles at specified location

s) On designated day(s), take large recepticals to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. All janitors employees must have Barrier Protection Attire (BPA) and adhere to local, state and federal regulations.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptacles as
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) **Stock, and monitor all janitorial supplies**
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Other
- i) Other
- k) Other

- m) Other
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions: All janitorial employees must adhere to have Barrier Protection Attire (BPA) and to local, state & federal regulations. Equipment & supplies will be purchased by the vendor for the jail cell cleaning and will not be used for another site on campus. All cleaning shall be maintained & stored in a manner that will not support growth & spread of pathogen organisms. Mops & rags shall be disinfected in a soaking solution after each service day & replaced on a weekly basis. All equipment will be washed with a germinal solution, rinsed & air dried.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>											
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect jail cell including toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other Spray interior and exterior entry door surfaces (incl. food surfaces) with bacterial disinfectants.
- d) Other Spray jail cell bed rack, shelves, hinges & underside surfaces of racking with Grade 1 bacterial disinfectant.
- e) Other Remove & clean mattress from rack. Spray
- g) Other Spray entire cell with disinfectant and exit

Special Instructions: All janitorial employees must adhere to have Barrier Protection Attire (BPA) and to local, state & federal regulations. Equipment and supplies will be purchased for the jail cell cleaning and will not be used for another site on campus. All cleaning shall be maintained and stored in a manner that will not support growth and spread of pathogen organisms. Mops and rags shall be disinfected in a soaking solution after each service day and replaced on a weekly basis. All equipment will be washed with a germinal solution, rinsed and air dried.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>											
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:-
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

12 Additional Kitchen Cleaning

- a) Clean inside of microave(s)
- b) Clean inside of refrigerator(s)
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

- a) Other Walls & Ceilings with bacterial disinfectant & allow 5 minutes to localize. Wipe with cotton cloth.
- b) Other
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions: All janitorial employees must adhere to have Barrier Protection Attire (BPA) and to local, state & federal regulations. Equipment and supplies will be purchased for the jail cell cleaning and will not be used for another site on campus. All cleaning shall be maintained and stored in a manner that will not support growth and spread of pathogen organisms. Mops and rags shall be disinfected in a soaking solution after each service day and replaced on a weekly basis. All equipment will be washed with a germinal solution, rinsed and air dried.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly)

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Other
- i) Other
- j) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

<input checked="" type="checkbox"/>	16 Clean resilient floors to include: (Daily / Weekly)	Estimated # of square feet:	492
-------------------------------------	--	-----------------------------	-----

- a) Sweep floors
- b) Dry mop
- c) Wet mop (With Grade 1 bacterial disinfectant.)
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise. All janitorial employees must have Barrier Protection Attire (BPA) and comply with local, state and federal regulations.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
S	M	T	W	R	F	S

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

<input type="checkbox"/>	17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)
--------------------------	--

- a) Strip old wax and remove stains and discolorations
- c) Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

20 Clean (ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

↓ Check box to activate section:

22 Clean additional interior windows

- a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment B

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

29 Emergency water damage cleanup

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

30 Other (i.e. Chemical Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

31 Other (i.e. Biological Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

32 Other (i.e. Bodily Fluids)

Special instructions: All janitorial employees must have Barrier Protection Attire (BPA) and comply with all local, state and federal requirements.

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

33 Other

Special instructions:

Attachment B

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment B

Liquid Soap		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other (BPA Attire, supplies & Equipment)		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
 DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name: Work Request Number:

Agency # or ID: County: Monthly Budget Amt.

Contract Life: Original Start Date:

Building Type: Estimated Square Feet: # of Floors:

Approved working hours

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="1206 N. 185th Street"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Street Address:	<input type="text"/>	<input type="text" value="17500 Midvale Avenue N."/>	<input type="text" value="17500 Midvale Avenue N."/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>
Email:	<input type="text" value="Cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Walls and ceilings
- m) Other (Clean entryway and front desk windows)
- n) Other (Picture frames and signage within reach - Fridays)

Additional Instructions:

S M T W R F S

Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Other Baseboards - Tuesdays and Fridays)
- h) Other (Chairs including rungs, ledges and arms-Fridays)
- i) Other (Low ledges - Mondays)

Additional instructions:

Frequency: x
 S M T W R F S

Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Ceiling vents, grills, and recesses
- g) Dust blinds (both sides) and spot clean as necessary
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains
- b) Remove foreign objects from fountains.
- c) Faucets
- e) Other
- g) Other
- i) Other
- k) Other

Special instructions:

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas.
- b) Recycling and Food waste (see special instructions)
- c) Pickup loose debris from under tables and desks, etc.
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Other
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location

s) On designated day(s), take large receptacles to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. (Remove waste paper from office recycling containers and food waste items from kitchen areas and place in appropriate bldg. containers (trash/recycle).

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance (including steps).
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions: Empty outside trash cans in proper dumpsters for disposal.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition movable office furniture (chairs, tables, furniture with wheels or on rollers).
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Other (Clean entry lobby and windows- Sundays)
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors.
- c) Clean chrome mirrors, mirror frames, faucets, metal work and dispensers, vanity counters.
- d) Fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Other
- i) Other
- k) Other

- m) Other
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other
- d) Other
- e) Other
- g) Other

Special Instructions:

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Wiping kitchen sinks and fixtures
- b) Reposition furniture in an orderly manner
- c) Refill soap dispensers and paper products dispensers
- d) Clean surfaces of cabinets, appliances(i.e., microwaves, refrigerators)
- e) Clean out surfaces of vending machines
- g) Vendor will turn off any coffee makers, tea makers, etc left on after hours in the kitchen area as safety precaution.
- i) Clean inside of following appliances:
- k) Other
- m) Other
- o) Other

Special Instructions: Cleaning tools (sponge, brushes, etc.) used in kitchen area shall be used only in the kitchen area and shall not be used in any other area of the building.

↓ Check box to activate section:

<input checked="" type="checkbox"/>	16 Clean resilient floors to include: (Daily / Weekly)	Estimated # of square feet:	233
-------------------------------------	--	-----------------------------	-----

- a) Sweep floors
- b) Dry mop
- c) Wet mop
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.

Frequency: x S M T W R F S

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

<input checked="" type="checkbox"/>	17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)	Estimated # of square feet:	
-------------------------------------	--	-----------------------------	--

- a) Strip old wax and remove stains and discolorations. (See special instructions).
- c) Re-wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions: Strip and wax floors as necessary and determined by Facilities staff.

Frequency: x S M T W R F S

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

<input checked="" type="checkbox"/>	18 Shampoo Carpet As follows	Estimated # of square feet:	3,415
-------------------------------------	-------------------------------------	-----------------------------	-------

a) All carpeted areas

c) Lobby / Reception area

e) All open access areas along hallways and corridors

g) Conference Rooms

i) Private offices

k) Employee cubicle areas

m) Stairs and landing

o) Rugs

q) Other

s) Other

Special instructions: Janitor to pre-vacuum all carpeted areas with an upright rollerbrush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.

Frequency: x

S	M	T	W	R	F	S	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

Miscellaneous:

↓ Check box to activate section:

<input checked="" type="checkbox"/>	19 Clean inside of interior/exterior windows	Total # of windows>>	<input style="width: 30px; text-align: center;" type="text" value="13"/>	Ave Sqr Ft.>>>	<input style="width: 30px; text-align: center;" type="text" value="23.46"/>	Estimated # Sqr Ft: >>	<input style="width: 30px; text-align: center;" type="text" value="305"/>
-------------------------------------	---	----------------------	--	----------------	---	------------------------	---

a) Other (Clean interior and exterior windows)

b) Other

c) Other

d) Other

e) Other

f) Other

g) Other

h) Other

Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand -- to allow employees to remove any items from window sills etc.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

<input checked="" type="checkbox"/>	20 Clean (ground level) exterior windows	Total # of windows>>	33	Ave Sq. Ft. >>>	23.18	Estimated # Sq. Ft. >>	765
-------------------------------------	---	----------------------	----	-----------------	-------	------------------------	-----

a) Other (Clean exterior windows)

c) Other

e) Other

g) Other

i) Other

k) Other

m) Other

o) Other

q) Other

s) Other

Special instructions:

Frequency: x

S	M	T	W	R	F	S	X		X		X		X						
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec								

↓ Check box to activate section:

<input checked="" type="checkbox"/>	21 Clean (non-ground level) exterior windows	Total # of windows>>		Ave Sq. Ft. >>		Estimated # Sqr Ft. >>	0
-------------------------------------	---	----------------------	--	----------------	--	------------------------	---

a) Other

c) Other

e) Other

g) Other

i) Other

k) Other

Special instructions:

Frequency: x

S	M	T	W	R	F	S													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec								

↓ Check box to activate section:

<input checked="" type="checkbox"/>	22 Clean additional interior windows	(Sizes to be determined at site visit)
-------------------------------------	---	--

a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Frequency: x

S	M	T	W	R	F	S

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment B

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

29 Emergency water damage cleanup

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

30 Other (i.e. Chemical Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

31 Other (i.e. Biological Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

32 Other (i.e. Bodily Fluids)

Special instructions: Janitorial employees must have Barrier Protection Attire (BPA) and comply with all local, state and federal regulations.

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

33 Other

Special instructions:

Attachment B

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (please specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment B

Liquid Soap		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other (please specify)		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name: Work Request Number:

Agency # or ID: County: Monthly Budget Amt.

Contract Life: Original Start Date:

Building Type: Estimated Square Feet: # of Floors:

Approved working hours

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="19030 1st Avenue NE"/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="17500 Midvale Ave. N."/>
Street Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98155"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>
Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Balcony Ledge
- m) Horizontal surfaces & moldings
- n) Baseboards (Tuesday & Thursdays)

Additional Instructions:

S M T W R F S

↓ Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Vents/grilles to include ceiling vents- Tuesdays & Thursdays.
- h) Other
- i) Other

Additional instructions:

Frequency: x

S M T W R F S

↓ Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames (and signage within reach - Fridays)
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Ceiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains (Remove foreign objects from fountains)
- b) Elevators
- c) Faucets
- e) Mirrors, mirror frames, metal work, dispensers, vanity counters, doors, etc.
- g) Other
- i) Other
- k) Other

Special instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas.
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms: (All conference rooms).
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Pick up loose debris from under tables and desks, etc.
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location

s) On designated day(s), take large recepticals to the specified area. (Site dumpsters)

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. Food waste liners made from 100% compostable bags, certified by the Biogradable Products Institute (BPI) to meet the ASTM D6400 specification.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptacle
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition furniture in conference room (Tuesday, Friday & Sunday)
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Clean counter and table tops in conference room Tuesday, Friday & Sunday.
- e) Clean surfaces of cabinets, outer surfaces of appliances (i.e., microwaves, refrigerators-Tues,Fri & Sun).
- g) Refill soap dispensers and paper product dispensers-Tuesday, Friday & Sunday.
- i) Sweep floors.
- k) Clean outer surfaces of vending machines -Tuesday, Friday & Sunday.
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Clean mirrors, wipe down front of lockers, wipe horizontal surfaces.
- i) Remove hair and other items at all traps, around shower trees, benches and changing areas.
- k) Squeegee excess water from floors and wall.

- m) Clean showers, shower tiles & grout, stall walls, locker room walls and locker doors.
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other
- d) Other
- e) Other
- g) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:
- k) Other
- m) Other
- o) Other

Special Instructions: Vendor to turn off any coffee makers, etc. left on after hours in the kitchen area as a safety precaution. Cleaning tools (sponges, brushes, etc.) used in the kitchen area shall be used only in the kitchen area.

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly) Estimated # of square feet:

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Vacuum entryway area rugs
- h) Other (Rugs and mats)
- i) Other
- j) The above square footage is estimated, Vendors should confirm actual square footage at site visit.

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) The above square footage is estimated, Vendors should confirm actual square footage at site visit.

Special instructions:

Check box to activate section:

<input checked="" type="checkbox"/>	16 Clean resilient floors to include: (Daily / Weekly)	Estimated # of square feet:	3,495
-------------------------------------	--	-----------------------------	-------

- a) Sweep all floors
- b) Dry mop all floors exclude all showers and pool deck
- c) Wet mop all floors
- d) Clean floors of the men's & women's locker rooms, lobby, office, hallway.
- e) Clean the on-deck handicap shower, unisex bathroom and break room.
- f) Clean pool deck with water wand broom. See special instructions.
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise. Move dirty water away from the wall (under the bleachers) to the drains without allowing any water to drain into the pool). Pick up hair and other debris.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
S	M	T	W	R	F	S

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Check box to activate section:

<input type="checkbox"/>	17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)
--------------------------	--

- a) Strip old wax and remove stains and discolorations
- c) Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

<input type="checkbox"/>	18 Shampoo Carpet As follows			
	<ul style="list-style-type: none"> a) <input type="checkbox"/> All carpeted areas c) <input type="checkbox"/> Lobby / Reception area e) <input type="checkbox"/> All open access areas along hallways and corridors g) <input type="checkbox"/> Conference Rooms i) <input type="checkbox"/> Private offices k) <input type="checkbox"/> Employee cubicle areas m) <input type="checkbox"/> Stairs and landing o) <input type="checkbox"/> Rugs q) <input type="checkbox"/> Other s) <input type="checkbox"/> Other 	<p>Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.</p>		

Miscellaneous:

↓ Check box to activate section:

<input checked="" type="checkbox"/>	19 Clean inside of interior/exterior windows	Total # of windows>>	33	Ave Sqr Ft.>>>	30	Estimated # Sqr Ft: >>	978																																					
	<ul style="list-style-type: none"> a) <input checked="" type="checkbox"/> Clean entryway and natatorium windows. b) <input checked="" type="checkbox"/> Clean all interior windows. c) <input type="checkbox"/> Other d) <input type="checkbox"/> Other e) <input type="checkbox"/> Other f) <input type="checkbox"/> Other g) <input type="checkbox"/> Other h) <input type="checkbox"/> Other 	<p>Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand -- to allow employees to remove any items from window sills etc.</p>																																										
Frequency: <input style="width: 20px; text-align: center;" type="text" value="7"/> x <input style="width: 100px;" type="text" value="a Week"/>		<table border="1" style="border-collapse: collapse; margin: auto;"> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">S</td> <td style="text-align: center;">M</td> <td style="text-align: center;">T</td> <td style="text-align: center;">W</td> <td style="text-align: center;">R</td> <td style="text-align: center;">F</td> <td style="text-align: center;">S</td> <td style="text-align: center;">Jan</td> <td style="text-align: center;">Feb</td> <td style="text-align: center;">Mar</td> <td style="text-align: center;">Apr</td> <td style="text-align: center;">May</td> <td style="text-align: center;">Jun</td> <td style="text-align: center;">Jul</td> <td style="text-align: center;">Aug</td> <td style="text-align: center;">Sep</td> <td style="text-align: center;">Oct</td> <td style="text-align: center;">Nov</td> <td style="text-align: center;">Dec</td> </tr> </table>						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																											
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec																										

Check box to activate section:

<input checked="" type="checkbox"/>	20 Clean (ground level) exterior windows	Total # of windows>>	8	Ave Sq. Ft. >>>	97	Estimated # Sq. Ft. >>	779
-------------------------------------	---	----------------------	---	-----------------	----	------------------------	-----

a) Clean exterior windows.

c) Other

e) Other

g) Other

i) Other

k) Other

m) Other

o) Other

q) Other

s) Other

Special instructions:

Frequency: x

S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
---	---	---	---	---	---	---	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Check box to activate section:

<input checked="" type="checkbox"/>	21 Clean (non-ground level) exterior windows	Total # of windows>>		Ave Sq. Ft. >>		Estimated # Sqr Ft. >>	0
-------------------------------------	---	----------------------	--	----------------	--	------------------------	---

a) Other

c) Other

e) Other

g) Other

i) Other

k) Other

Special instructions:

Frequency: x

S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
---	---	---	---	---	---	---	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Check box to activate section:

<input checked="" type="checkbox"/>	22 Clean additional interior windows	(Sizes to be determined at site visit)
-------------------------------------	---	--

a) Entry way Windows

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment B

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

29 **Emergency water damage cleanup**

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

30 **Other (i.e. Chemical Spills)**

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

31 **Other (i.e. Biological Spills)**

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

32 **Other (i.e. Bodily Fluids)**

Special instructions: Janitorial employees must have Barrier Protection Attire (BPA) and comply with all local, state and federal regulations.

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

33 **Other**

Special instructions:

Attachment B

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (please specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment B

Liquid Soap		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other (please specify)		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name:	<input type="text" value="Hamlin Maintenance Facility -Map T"/>	Work Request Number:	<input type="text"/>
Agency # or ID:	<input type="text"/>	County:	<input type="text" value="King"/>
Contract Life:	<input type="text" value="1 yr."/>	Original Start Date:	<input type="text"/>
Building Type:	<input type="text"/>	Estimated Square Feet:	<input type="text" value="1760"/>
		# of Floors:	<input type="text" value="1.00"/>
Approved working hours	<input type="text" value="After 6:00pm to 6:00am"/>		

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="16006 15th Ave. NE"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Street Address:	<input type="text"/>	<input type="text" value="17500 Midvale Ave N."/>	<input type="text" value="17500 Midvale Ave. N"/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98155"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>
Email:	<input type="text" value="Cooka@shorelinewa.gov"/>	<input type="text" value="Cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Other Low ledges
- m) Other (Vents/grills including ceiling vents)
- n) Other (Vacuum and wipe baseboards)

Additional Instructions:

1 Weekly
 S M T W R F S

Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Other (Wipe down lockers)
- h) Other
- i) Other

Additional instructions:

Frequency: 1 x a Week
 S M T W R F S

Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Ceiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains
- b) Elevators
- c) Faucets
- e) Other Mirrors, mirror frames, dispensers, vanity counter and doors.
- g) Other
- i) Other
- k) Other

Special instructions:

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas.
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms:
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Other (pick up loose debris from under tables and desks, etc.
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location

- s) On designated day(s), take large receptacles to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn.

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptacle
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

<p>Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.</p>	<p>Embed Document here describing Day Porter Services if Applicable.</p>
---	--

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Other
- i) Other
- k) Other

- m) Other
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions: Report all types of issues to Facilities.

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
S	M	T	W	R	F	S												

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other
- d) Other
- e) Other
- g) Other

Special Instructions:

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
S	M	T	W	R	F	S												

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:
- k) Other Chairs (rungs, ledges and arms)
- m) Other
- o) Other

Special Instructions: Vendor will turn off any coffee makers, tea makers, etc. left on after hours in the kitchen areas as a safety precaution.

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

12 Additional Kitchen Cleaning

- a) Clean inside of microwave(s)
- b) Clean inside of refrigerator(s)
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly) Estimated # of square feet:

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Vacuum carpet 10' x 20' and entry mats.
- i) Offices
- j) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

<input checked="" type="checkbox"/>	16 Clean resilient floors to include: (Daily / Weekly)	Estimated # of square feet:	1,260
-------------------------------------	--	-----------------------------	-------

- a) Sweep floors
- b) Dry mop
- c) Wet mop
- d) Other -Re-seal resilient floors as necessary- City will schedule.
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.

Frequency: x S M T W R F S

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

<input checked="" type="checkbox"/>	17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)	Estimated # of square feet:	
-------------------------------------	--	-----------------------------	--

- a) Strip old wax and remove stains and discolorations
- c) Re-wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

Frequency: x S M T W R F S

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

x	18 Shampoo Carpet As follows	Estimated # of square feet:																																								
<p>a) <input type="checkbox"/> All carpeted areas</p> <p>c) <input type="checkbox"/> Lobby / Reception area</p> <p>e) <input type="checkbox"/> All open access areas along hallways and corridors</p> <p>g) <input type="checkbox"/> Conference Rooms</p> <p>i) <input type="checkbox"/> Private offices</p> <p>k) <input type="checkbox"/> Employee cubicle areas</p> <p>m) <input type="checkbox"/> Stairs and landing</p> <p>o) <input type="checkbox"/> Rugs</p> <p>q) <input type="checkbox"/> Other</p> <p>s) <input type="checkbox"/> Other</p>																																										
<p>Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.</p>																																										
<p>Frequency: <input style="width: 20px; text-align: center;" type="text" value="1"/> x <input style="width: 50px; text-align: center;" type="text" value="a Year"/></p> <table style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> </tr> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td> <td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td> </tr> </table>																								S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec																								

Miscellaneous:

↓ Check box to activate section:

x	19 Clean inside of interior/exterior windows	Total # of windows>>	<input style="width: 30px; text-align: center;" type="text" value="8"/>	Ave Sqr Ft.>>>	<input style="width: 30px; text-align: center;" type="text" value="9.75"/>	Estimated # Sqr Ft: >>	<input style="width: 30px; text-align: center;" type="text" value="78"/>																																							
<p>a) <input checked="" type="checkbox"/> Interior Windows</p> <p>b) <input type="checkbox"/> Other</p> <p>c) <input type="checkbox"/> Other</p> <p>d) <input type="checkbox"/> Other</p> <p>e) <input type="checkbox"/> Other</p> <p>f) <input type="checkbox"/> Other</p> <p>g) <input type="checkbox"/> Other</p> <p>h) <input type="checkbox"/> Other</p>																																														
<p>Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand -- to allow employees to remove any items from window sills etc.</p>																																														
<p>Frequency: <input style="width: 20px; text-align: center;" type="text" value="1"/> x <input style="width: 50px; text-align: center;" type="text" value="a Week"/></p> <table style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px; text-align: center;">x</td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> <td style="border: 1px dashed gray; width: 15px; height: 15px;"></td> </tr> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td> <td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td> </tr> </table>											x																	S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
			x																																											
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec																												

Check box to activate section:

<input checked="" type="checkbox"/>	20 Clean (ground level) exterior windows	Total # of windows>>	6	Ave Sq. Ft. >>>	11.5	Estimated # Sq. Ft. >>	69
-------------------------------------	---	----------------------	---	-----------------	------	------------------------	----

a) Exterior Windows
 c) Other
 e) Other
 g) Other
 i) Other
 k) Other
 m) Other
 o) Other
 q) Other
 s) Other

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Check box to activate section:

<input checked="" type="checkbox"/>	21 Clean (non-ground level) exterior windows	Total # of windows>>		Ave Sq. Ft. >>		Estimated # Sqr Ft. >>	0
-------------------------------------	---	----------------------	--	----------------	--	------------------------	---

a) Other
 c) Other
 e) Other
 g) Other
 i) Other
 k) Other

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Check box to activate section:

<input checked="" type="checkbox"/>	22 Clean additional interior windows	(Sizes to be determined at site visit)
-------------------------------------	---	--

a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

24 Other

- a) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: x <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment B

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

29 Emergency water damage cleanup

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

30 Other (i.e. Chemical Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

31 Other (i.e. Biological Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

32 Other (i.e. Bodily Fluids)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

33 Other

Special instructions:

Attachment B

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment B

Liquid Soap		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other (please specify)		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name:	<input type="text" value="Richmond Highlands Recreation Center - Map C"/>	Work Request Number:	<input type="text"/>
Agency # or ID:	<input type="text"/>	County:	<input type="text" value="King"/>
Contract Life:	<input type="text" value="1 yr."/>	Original Start Date:	<input type="text"/>
Building Type:	<input type="text" value="Other"/>	Estimated Square Feet:	<input type="text" value="6560"/>
		# of Floors:	<input type="text" value="1.00"/>
Approved working hours	<input type="text" value="After 6:00 pm to 6:00am"/>		

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="16554 Fremont Ave N."/>	<input type="text" value="17500 Midvale Ave. N."/>	<input type="text" value="17500 Midvale Ave. N."/>
Street Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98133"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>
Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Clean vents/grills including ceiling vents-Tuesdays & Thursdays.
- m) Horizontal surfaces & moldings
- n) Clean and wipe baseboards (Tuesdays & Thursdays)

Additional Instructions:

S M T W R F S

↓ Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Other (Vents/grilles to include ceiling vents)
- h) Pictures frames and signage within reach. Fridays
- i) Chairs (including rungs, ledges and arms.

Additional instructions:

Frequency: x
 S M T W R F S

↓ Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Ceiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains (Remove foreign objects from fountains)
- b) Elevators
- c) Faucets
- e) Other (Clean chrome, mirrors, mirror frames, dispensers, vanity counters, doors, etc.)
- g) Other
- i) Other
- k) Other

Special instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas.
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms: (All conference rooms).
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Remove waste from office recycling containers and kitchen area.
- m) Pick up loose debris from under tables and desks, etc.
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location

s) On designated day(s), take large recepticals to the specified area. (Site dumpsters)

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. Food waste liners made from 100% compostable bags, certified by the Biogradable Products Institute (BPI) to meet the ASTM D6400 specification.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep and clean within 10 feet of each entrance incl. ADA ramps & steps.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans.
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Embed Document here describing Day Porter Services if Applicable.

↓ Check box to activate section:

8 Additional General Miscellaneous Cleaning

- a) Reposition furniture in an orderly manner.
- b) Clean workstation surfaces, file cabinets, tabletops, partition edges, walls, etc.
- c) Stock, and monitor all janitorial supplies
- d) Other (Clean counter and table tops)
- e) Other (Clean surfaces of cabinets, outer surfaces of appliances (i.e., microwaves, refrigerators)
- g) Other (Clean outside and refill soap dispensers and paper product dispensers)
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, dry mop and/or damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) Fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Clean mirrors and wipe horizontal surfaces.
- i) Fill all paper towel dispensers, toilet tissue holders and soap dispensers.
- k) Clean and disinfect toilet stall doors and walls.

- m) Clean stall walls, locker room walls and locker doors.
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Other
- d) Other
- e) Other
- g) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and wipe kitchen sinks, splashguard areas around sink and fixtures.
- b) Clean surfaces of cabinets, appliances (i.e., microwaves, refrigerators)
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean tables and counters in lunch room / eating area.
- g) Dry mop, and sweep to remove all spills and stains on floor
- i) Clean chrome, mirrors, mirror frames, dispensers, vanity counters, doors, etc.
- k) Clean chairs including rungs, ledges and arms.
- m) Wet mop once per week on Sunday
- o) Other

Special Instructions: Vendor to turn off any coffee makers, etc. left on after hours in the kitchen area as a safety precaution. Cleaning tools (sponges, brushes, etc.) used in the kitchen area shall be used only in the kitchen area.

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly) Estimated # of square feet:

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee office area
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Other
- i) Other
- j) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) *The above square footage is estimated, Vendors should confirm actual square footage at site visit.*

Special instructions:

↓ Check box to activate section:

<input checked="" type="checkbox"/>	16 Clean resilient floors to include: (Daily / Weekly)	Estimated # of square feet:	4,825
-------------------------------------	--	-----------------------------	-------

- a) Sweep floors
- b) Dry mop
- c) Wet mop floors on Sundays. See special instructions for cleaning requirements.
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise. Rubber and Marmoleum Floors shall be maintained per maintenance specifications and coordinated with Facilities. Gym floor shall be swept and wet mopped with water.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
S	M	T	W	R	F	S

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

<input type="checkbox"/>	17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)
--------------------------	--

- a) Strip old wax and remove stains and discolorations
- c) Re wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- e) All non-carpeted floors
- g) Kitchen, Lunchroom areas
- i) Restrooms
- k) Print, Copy, Storage Rooms
- m) Stairs and Landings
- o) Entryways
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

<input type="checkbox"/>	18 Shampoo Carpet As follows		
<p>a) <input type="checkbox"/> All carpeted areas c) <input type="checkbox"/> Lobby / Reception area e) <input type="checkbox"/> All open access areas along hallways and corridors g) <input type="checkbox"/> Conference Rooms i) <input type="checkbox"/> Private offices k) <input type="checkbox"/> Employee cubicle areas m) <input type="checkbox"/> Stairs and landing o) <input type="checkbox"/> Rugs q) <input type="checkbox"/> Other s) <input type="checkbox"/> Other</p>			
<p>Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.</p>			

Miscellaneous:

↓ Check box to activate section:

<input checked="" type="checkbox"/>	19 Clean inside of interior/exterior windows	Total # of windows>>	19	Ave Sqr Ft.>>>	24	Estimated # Sqr Ft: >>	452														
<p>a) <input type="checkbox"/> Other b) <input checked="" type="checkbox"/> Clean entryway and office windows. c) <input checked="" type="checkbox"/> Gym windows have wood grills. d) <input type="checkbox"/> Other e) <input type="checkbox"/> Other f) <input type="checkbox"/> Other g) <input type="checkbox"/> Other h) <input type="checkbox"/> Other</p>																					
<p>Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand -- to allow employees to remove any items from window sills etc.</p>																					
Frequency:		7	x	a Week		<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: center;">X</td><td style="text-align: center;">X</td><td style="text-align: center;">X</td><td style="text-align: center;">X</td><td style="text-align: center;">X</td><td style="text-align: center;">X</td><td style="text-align: center;">X</td> </tr> <tr> <td style="text-align: center;">S</td><td style="text-align: center;">M</td><td style="text-align: center;">T</td><td style="text-align: center;">W</td><td style="text-align: center;">R</td><td style="text-align: center;">F</td><td style="text-align: center;">S</td> </tr> </table>		X	X	X	X	X	X	X	S	M	T	W	R	F	S
X	X	X	X	X	X	X															
S	M	T	W	R	F	S															
		<table border="1" style="display: inline-table; border-collapse: collapse; width: 100%;"> <tr> <td style="text-align: center;">Jan</td><td style="text-align: center;">Feb</td><td style="text-align: center;">Mar</td><td style="text-align: center;">Apr</td><td style="text-align: center;">May</td><td style="text-align: center;">Jun</td><td style="text-align: center;">Jul</td><td style="text-align: center;">Aug</td><td style="text-align: center;">Sep</td><td style="text-align: center;">Oct</td><td style="text-align: center;">Nov</td><td style="text-align: center;">Dec</td> </tr> </table>						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec										

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

24 Other

- a) Other

- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

25 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

26 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment B

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

29 Emergency water damage cleanup

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

30 Other (i.e. Chemical Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

31 Other (i.e. Biological Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

32 Other (i.e. Bodily Fluids)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

33 Other

Special instructions:

Attachment B

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxes(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment B

Liquid Soap		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other (please specify)		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	



State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
 Master Contracts & Consulting

1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 902-7400
janitorialdesk@des.wa.gov

Janitorial Services Contract 00508 -- Per 2014 Refresh
Work Request #
 REVISION ID 01/00/00

Work Request Form: Type your agency/entity information below, fill out site visit/evaluation information, embed any special "Terms and Conditions," update prevailing wage boxes, and then fill out the janitorial work requirements below.

Agency Name:	<input type="text" value="Spartan Recreation Center -Map E"/>	Work Request Number:	<input type="text"/>
Agency # or ID:	<input type="text"/>	County:	<input type="text" value="King"/>
Contract Life:	<input type="text" value="1 yr."/>	Original Start Date:	<input type="text"/>
Building Type:	<input type="text"/>	Estimated Square Feet:	<input type="text" value="25000"/>
		# of Floors:	<input type="text" value="1.00"/>
Approved working hours	<input type="text" value="After 6:00pm to 6:00am"/>		

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	<input type="text" value="202 NE 185th Street"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Street Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>
City & Zip	<input type="text" value="Shoreline"/> WA <input type="text" value="98155"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98155"/>	<input type="text" value="Shoreline"/> WA <input type="text" value="98155"/>
Point of contact	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Cheryl Ooka"/>	<input type="text" value="Phil Ramon"/>
Phone:	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2321"/>	<input type="text" value="206"/> <input type="text" value="801-2352"/>
Fax:	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>	<input type="text" value="206"/> <input type="text" value="801-2787"/>
Email:	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="cooka@shorelinewa.gov"/>	<input type="text" value="pramon@shorelinewa.gov"/>

Information for Vendors concerning Site Visit, Bid Submission and Evaluation weighting

- l) Furniture
- m) Horizontal services and moldings within reach (including the Display Case in Lobby).
- n) Interior glass

Additional Instructions:

S M T W R F S

↓ Check box to activate section:

2 Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)

- a) Light switches
- b) Door handles
- c) Vending machines
- d) File cabinets
- e) Stair walls and hand rails
- f) Elevator walls and hand rails
- g) Clean fingerprints from windows at Cascade, Olympic , Gym, dance, exercise and general offices.
- h) Other
- i) Other

Additional instructions:

Frequency: x

S M T W R F S

↓ Check box to activate section:

3 Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)

- a) Horizontal surfaces & moldings
- b) Horizontal & vertical blinds
- c) Picture Frames
- d) Cloth panels
- e) HVAC vents, grills, and recesses
- f) Ceiling vents, grills, and recesses
- g) Horizontal & vertical blinds
- h) Other
- i) Other
- j) Other
- k) Other

l) Other

Special instructions:

Frequency: x

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains
- b) Elevators
- c) Faucets
- e) Clean chrome, mirrors, mirror frames, metal work & Dispensers, counters & doors.
- g) Other
- i) Other
- k) Other

Special instructions:

Frequency: x

S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas.
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms: Cascade, Olympic, Gymnastics, Dance, Exercise & Gymnasium.
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Pickup loose debris from behind couches, under tables, chairs, etc.
- o) Wipe down trash bin covers.
- q) Empty smaller trash / recycle items into large receptacles at specified location

- s) On designated day(s), take large recepticals to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn. Janitors must have Barrier Protection Attire (BPA) and required supplies and equipment to clean and properly perform sanitary disposal in restrooms and lockers rooms as required.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

6 Entry way and Outside Clean-up

- a) Sweep within 10 feet of each entrance.
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptical
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

7 Day Porter Services Day Porter expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional Day Porter Services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g)
- i)
- k)
- m)
- o)

- m) Other
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

10 Additional Restroom Cleaning and Disinfecting

- a) Clean and disinfect toilet stall doors and walls
- b) Clean and disinfect shower areas and fixtures
- c) Clean restrooms and locker rooms (men & women's).
- d) Wipe and disinfect showers in locker rooms.
- e) Wipe diaper changing table with disinfectant
- g) Other

Special Instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

11 General Kitchen Cleaning

- a) Clean and disinfect all counters
- b) Clean and disinfect outside of all cabinets
- c) Clean and disinfect outside of all appliances
- d) Clean and disinfect sink and fixtures
- e) Clean and disinfect tables and counters in lunch room / eating area.
- g) Dry mop / wet mop to remove all spills and stains on floor
- i) Clean inside of following appliances:
- k) Fill soap and paper towel dispensers.
- m) Other
- o) Other

Special Instructions: Turn off and unplug coffee makers, toaster, etc. left on after hours in the kitchen area as a safety precaution.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		

↓ Check box to activate section:

12 Additional Kitchen Cleaning

- a) Clean inside of microave(s)
- b) Clean inside of refrigerator(s)
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		

↓ Check box to activate section:

13 Other Specific Rooms As Follows:

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions:

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		

↓ Check box to activate section:

<input checked="" type="checkbox"/>	16 Clean resilient floors to include: (Daily / Weekly)	Estimated # of square feet:	21,770
-------------------------------------	--	-----------------------------	--------

- a) Sweep floors
- b) Dry mop
- c) Wet mop (Use cleaner approved by Facilities)
- d) Wet mop gymnasium floor with water on Sundays. Contact Facilities for assistance.
- e) Exercise/Fitness Rooms - wipe down mats in dance & gymnastics rooms. (Thursday & Sundays).
- f) Wet mop dance floor with water. Contact Facilities for assistance.
- g) Other
- h) Other

Special instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise. Includes Cascade, Olympic, Small Exercise Room, Dance Room throughout the recreation facility.

Frequency: x

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
S	M	T	W	R	F	S

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

<input checked="" type="checkbox"/>	17 Clean, Strip & Wax Resilient floors: (Monthly / Annually)	Estimated # of square feet:	4095
-------------------------------------	--	-----------------------------	------

- a) Strip old wax and remove stains and discolorations
- b) Re-wax the areas checked off and/or specified below. (See also special instructions for waxing requirements)
- c) All non-carpeted floors
- d) Kitchen, Lunchroom areas
- e) Restrooms
- f) Print, Copy, Storage Rooms
- g) Stairs and Landings
- h) Entryways
- i) Other
- j) Other

Special instructions: Scrub, wax and buff all tiled floors.

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

↓ Check box to activate section:

<input checked="" type="checkbox"/>	18 Shampoo Carpet As follows	Estimated # of square feet:	3985																														
<p>a) <input checked="" type="checkbox"/> All carpeted areas</p> <p>c) <input type="checkbox"/> Lobby / Reception area</p> <p>e) <input type="checkbox"/> All open access areas along hallways and corridors</p> <p>g) <input type="checkbox"/> Conference Rooms</p> <p>i) <input type="checkbox"/> Private offices</p> <p>k) <input type="checkbox"/> Employee cubicle areas</p> <p>m) <input type="checkbox"/> Stairs and landing</p> <p>o) <input type="checkbox"/> Rugs</p> <p>q) <input checked="" type="checkbox"/> Other Scrub and polish thresholds.</p> <p>s) <input type="checkbox"/> Other</p>																																	
<p>Special instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning.</p>																																	
<p>Frequency: <input style="width: 20px; text-align: center;" type="text" value="4"/> x <input style="width: 50px;" type="text" value="a Year"/></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">S</td><td style="text-align: center;">M</td><td style="text-align: center;">T</td><td style="text-align: center;">W</td><td style="text-align: center;">R</td><td style="text-align: center;">F</td><td style="text-align: center;">S</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">Jan</td><td style="text-align: center;">Feb</td><td style="text-align: center;">Mar</td><td style="text-align: center;">Apr</td><td style="text-align: center;">May</td><td style="text-align: center;">Jun</td><td style="text-align: center;">Jul</td><td style="text-align: center;">Aug</td><td style="text-align: center;">Sep</td><td style="text-align: center;">Oct</td><td style="text-align: center;">Nov</td><td style="text-align: center;">Dec</td> </tr> </table>				S	M	T	W	R	F	S	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
S	M	T	W	R	F	S	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec																						

Miscellaneous:

↓ Check box to activate section:

<input checked="" type="checkbox"/>	19 Clean inside of interior/exterior windows	Total # of windows>>	<input style="width: 30px;" type="text" value="20"/>	Ave Sqr Ft.>>>	<input style="width: 30px;" type="text" value="26"/>	Estimated # Sqr Ft: >>	<input style="width: 30px;" type="text" value="521"/>																																					
<p>a) <input checked="" type="checkbox"/> All lower level windows inside the Spartan Recreation Center Facility.</p> <p>b) <input type="checkbox"/> Other</p> <p>c) <input type="checkbox"/> Other</p> <p>d) <input type="checkbox"/> Other</p> <p>e) <input type="checkbox"/> Other</p> <p>f) <input type="checkbox"/> Other</p> <p>g) <input type="checkbox"/> Other</p> <p>h) <input type="checkbox"/> Other</p>																																												
<p>Special instructions: Vendor to notify management of the exact date for the window cleaning two weeks beforehand -- to allow employees to remove any items from window sills etc.</p>																																												
<p>Frequency: <input style="width: 20px; text-align: center;" type="text" value="7"/> x <input style="width: 50px;" type="text" value="a Week"/></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">S</td><td style="text-align: center;">M</td><td style="text-align: center;">T</td><td style="text-align: center;">W</td><td style="text-align: center;">R</td><td style="text-align: center;">F</td><td style="text-align: center;">S</td> <td style="text-align: center;">Jan</td><td style="text-align: center;">Feb</td><td style="text-align: center;">Mar</td><td style="text-align: center;">Apr</td><td style="text-align: center;">May</td><td style="text-align: center;">Jun</td><td style="text-align: center;">Jul</td><td style="text-align: center;">Aug</td><td style="text-align: center;">Sep</td><td style="text-align: center;">Oct</td><td style="text-align: center;">Nov</td><td style="text-align: center;">Dec</td> </tr> </table>								<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																											
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec																										

Check box to activate section:

<input checked="" type="checkbox"/>	20 Clean (ground level) exterior windows	Total # of windows>>	4	Ave Sq. Ft. >>>	28	Estimated # Sq. Ft. >>	113
-------------------------------------	---	----------------------	---	-----------------	----	------------------------	-----

a) Clean ground level windows
 c) Other
 e) Other
 g) Other
 i) Other
 k) Other
 m) Other
 o) Other
 q) Other
 s) Other

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Check box to activate section:

<input checked="" type="checkbox"/>	21 Clean (non-ground level) exterior windows	Total # of windows>>	30	Ave Sq. Ft. >>	62	Estimated # Sqr Ft. >>	1,855
-------------------------------------	---	----------------------	----	----------------	----	------------------------	-------

a) Clean all exterior windows
 c) Other
 e) Other
 g) Other
 i) Other
 k) Other

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Check box to activate section:

<input type="checkbox"/>	22 Clean additional interior windows
--------------------------	---

a) Entry way Windows

- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Other
- f) Other
- g) Other
- h) Other
- i) Other
- j) Other

Special instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Miscellaneous and Other Types of Cleaning

↓ Check box to activate section:

23 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

Frequency: x

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	M	T	W	R	F	S	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

↓ Check box to activate section:

24 Other

- a) Other

- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g) Other
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) Other

Special instructions:

Frequency: x S M T W R F S Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

As Needed Cleaning: As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Special instructions:

Frequency: x <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Attachment B

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

29 Emergency water damage cleanup

Special instructions:

Frequency: 1 x a Week <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

30 Other (i.e. Chemical Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

31 Other (i.e. Biological Spills)

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

32 Other (i.e. Bodily Fluids)

Special instructions: Janitors must use Barrier Protection Attire (BPA) and comply with local, state and federal regulations.

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as
line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxer(s) Window Washer(s)

Total MINUTES required to successfully complete this task per
job class per event >>>

33 Other

Special instructions:

Attachment B

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

34 Other

Special instructions:

Frequency: 1 x a Year <<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

Supervisor(s) Janitor(s) Shampooer(s) Waxed(s) Window Washer(s)

Total MINUTES required to successfully complete this task per job class per event >>>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase PAPER SUPPLIES

33 Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent a compelling business reason
State Agencies are to utilize state contract to purchase CLEANING SUPPLIES

34 Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

\$0.00

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deicer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment B

Liquid Soap		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Floor Care Products		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Garbage Bags		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Glass Cleaner		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Restroom Disinfectants & Cleaners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Trash Can Liners		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Other (Provide BPA , supplies & equipment		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input checked="" type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	

