

Town of Friday Harbor

PO Box 219 / Friday Harbor / WA / 98250

(360) 378-2810 / fax (360) 378-5339 / www.fridayharbor.org

REQUEST FOR PROPOSAL



**CLEANING SERVICES
SUNSHINE ALLEY RESTROOMS**

Approved by:

Duncan Wilson, Town Administrator

Town of Friday Harbor

PO Box 219 / Friday Harbor / WA / 98250

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REQUEST FOR PROPOSALS:

The Town of Friday Harbor is seeking proposals for a qualified vendor to secure a contract for cleaning services for the Sunshine Alley Restrooms located in Friday Harbor.

The Proposal is available at Town Hall, 60 Second Street, Friday Harbor, WA 98250; via email: amyt@fridayharbor.org; or via the Town website: www.fridayharbor.org.

Proposals must be submitted to Town Hall no later than 4:00 p.m., Tuesday, September 29, 2017. Proposals must be clearly identified as "PROPOSAL FOR SUNSHINE ALLEY RESTROOMS".

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INTRODUCTION:

The Sunshine Alley Restrooms require cleaning services Monday through Sunday, including holidays.

The Town of Friday Harbor is seeking a qualified individual or firm to contract for cleaning services.

“Services” shall consist of locking and unlocking the restrooms, performing all cleaning requirements listed elsewhere in these specifications, and restocking supplies. Supplies are provided by the Town.

The proposal must be submitted to Town Hall no later than 4:30 p.m. on September 29, 2017 to the following address:

Town of Friday Harbor
Attn: RFP – Sunshine Alley Restrooms
60 Second Street
PO Box 219
Friday Harbor, WA 98250

Late proposals will not be considered. Emailed or faxed proposals will not be considered. The Town reserves the right to reject any and all proposals. The Town reserves the right to waive any irregularities contained in the proposals.

It is the intention of the Town to select the most advantageous proposal regarding price, quality of service, contractor’s qualifications and capabilities to provide the specified services, and other factors which the Town may consider. The accepted proposal will be awarded publicly at the October 5, 2017 Town Council meeting. The successful entity shall execute the attached contract document, which details the Scope of Work.

Questions regarding this proposal should be directed to Duncan Wilson, Town Administrator, at (360) 378–2810 or duncanw@fridayharbor.org.

GENERAL SPECIFICATIONS AND CONDITIONS FOR THE CONTRACT (SEE ATTACHED CONTRACT FOR DETAILED TERMS, CONDITIONS AND SCOPE OF WORK):

1. Licensing – The Contractor must provide proof of being properly licensed in the State of Washington. The Contractor will be required to obtain a Town Business License for the duration of the agreement.
2. Insurance – The Contractor must maintain an insurance policy in accordance with the Town policy for minimum insurance coverage.
3. Term and Renewal – The term of the Contract shall be for one (1) year unless earlier terminated. The contract will contain an option to renew for up to two (2) additional one-year periods. The contract may be terminated by either party with or without cause in thirty (30) days by mutual agreement or in the event of substantial failure to perform in accordance with the terms set forth in the contract.
4. Compensation – Payment will be made to the Contractor within ten (10) days after voucher approval by the Town Council upon receiving the monthly invoice. Invoices shall be accompanied by a monthly log describing activities performed. The log form shall be provided by the Town.
5. Scope of Work – The specifications set forth in the contract establish the acceptable standards for cleaning. The Contractor shall be solely responsible for the means, methods, techniques, sequences, and procedures used. The Contractor will be responsible for the cleaning schedule contained herein.

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GENERAL SPECIFICATIONS AND CONDITIONS FOR THE CONTRACT (CONTINUED):

6. Contractor Responsibility – In addition to the scope of work for Type A through Type E services, the Contractor shall be responsible for notifying the Town immediately of any problems encountered or observed while cleaning that requires the attention of the Town Maintenance Department (burned out light bulbs, electrical, mechanical and plumbing problems, broken fixtures or equipment, etc.)
7. Town Responsibility – The Town shall be responsible for supplying basic equipment, cleaning supplies and consumable products. The Town shall be responsible for maintenance of restroom deficiencies reported by the Contractor.

SERVICE SCHEDULE:

TYPE A SERVICE (MONDAY THROUGH SUNDAY AT OR AFTER 8:00 PM)

1. Clean and sanitize all toilets and urinals inside and outside.
2. Clean and sanitize sinks and countertops. Wipe away water marks.
3. Clean and polish mirrors.
4. Clean all soap dispensers. (Wipe and rinse excess soap off the fixture.) Refill if needed.
5. Spot clean restroom walls, partitions and doors.
6. Clean and sanitize door handles, partition locks, light switches and fixtures where consumables are kept.
7. Restock consumable products (liners, paper towels, toilet paper, urinal cakes, etc.)
8. Sweep, mop and sanitize all floors.
9. Sweep outdoor stoop and mats.
10. Empty and reline sanitary napkin receptacles.
11. Empty and reline trash receptacles.
12. Check for inventory that needs to be replenished. (Inventory sheet provided.)
13. Check inside lights and functions of all equipment and fixtures. Report deficiencies to Town Hall.
14. Inspect interior and exterior of building for damage or vandalism. Report deficiencies to Town Hall.
15. Secure and lock building at 8:00 p.m., unless scheduled for a Type D Service.

TYPE B SERVICE (WEEKENDS AND HOLIDAYS)

1. Unlock restrooms at 8:00 a.m. on Saturdays, Sundays and Holidays.

Note:

- Town Staff opens the restrooms for public use Monday through Friday by 8:00 a.m.
- The Contractor opens the restrooms for public use each Saturday and Sunday by 8:00 a.m. Upon mutual agreement, the Town and Contractor may arrange for alternate coverage.
- The Contractor opens the restrooms for public use on the following federal holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, July 4th, Labor Day, Veterans Day, Thanksgiving and Christmas. Upon mutual agreement, the Town and Contractor may arrange for alternate coverage.

TYPE C SERVICE (SATURDAY, SUNDAY & "TYPE B" HOLIDAYS BETWEEN 11 AM & 2 PM)

1. Clean and sanitize toilets and urinals inside and outside, as needed. (ie: the presence of noticeable smells or visible fluid or waste.)
2. Clean and sanitize sinks and countertops. Wipe away watermarks.

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3. Spot clean restroom walls and partitions, if needed.
4. Clean watermarks off mirrors.
5. Restock consumable products (liners, paper towels, toilet paper, urinal cakes, etc.)
6. Refill soap dispensers, if needed. Clean dispensers between refills.
7. Dust mop and spot clean floor.
8. Empty and reline sanitary napkin receptacles.
9. Empty and reline trash, if needed.

Note: Upon mutual agreement, the Contractor may be scheduled for additional Type C services on a weekday.

TYPE D SERVICE (SERVICE FEE FOR UNSCHEDULED SERVICE)

1. From time to time, Town Staff may be unavailable to open the restrooms by 8:00 a.m. on a weekday. The Town may occasionally request that the Contractor open the restrooms for public use outside of the Type B schedule. If the Contractor is available to perform said service, the Town shall compensate each (non-holiday) weekday opening by the Contractor as a Type D service, plus a Type B service, in addition to other daily services provided.
2. From time to time, Town Staff may be unavailable to tidy the restroom on a weekday afternoon. The Town may occasionally request that the Contractor tidy the restrooms outside of the Type C schedule. If the Contractor is available to perform said service, the Town shall compensate each occurrence as a Type D service, plus a Type C service, in addition to the other daily services provided.
3. From time to time, community events warrant that the restrooms remain open for public use until 10:00 p.m. The Town may occasionally request that the Contractor close the restrooms outside of the Type A schedule. If the Contractor is available to perform said service, the Town shall compensate each occurrence as a Type D service, plus a Type A service, in addition to other daily services provided.

Note: Town is offering the Type D service as an incentive for the Contractor to perform services not scheduled through the contract. Bid Type D services as if it were a service fee in addition to Type A – C services.

Example 1: Town requests that ABC Cleaning open the restroom on a Tuesday. ABC Cleaning's invoice will reflect (1) Type D service for unscheduled service; (1) Type B service for opening the restroom at 8:00 a.m. on a weekday; and (1) Type A service for cleaning and restocking the restroom in the evening.

*Example 2: Town requests that ABC Cleaning perform an additional Type C service and close the restroom at **10:00 p.m. on Tuesday, July 4th (Holiday)**. ABC Cleaning's invoice will reflect (2) Type D services for unscheduled service [additional cleaning and closing at 10:00 p.m.]; (1) Type B service for opening the restroom at 8:00 a.m. on a holiday; (2) Type C services for tidying and restocking the restroom twice in the afternoon; and (1) Type A service for cleaning and restocking the restroom in the evening.*

TYPE E SERVICE (ANTICIPATED QUARTERLY)

1. Empty, sanitize, polish front and re-line all waste receptacles.
2. Clean and sanitize all restroom surfaces from ceiling to floor.
3. Clean and sanitize walls, floors and fixtures in the utility area.
4. Clean windows inside and out.

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BID FORM: SUNSHINE ALLEY PUBLIC RESTROOM CLEANING PROPOSAL

Town of Friday Harbor
60 Second Street
PO Box 219
Friday Harbor, WA 98250
(360) 378 - 2810

- The Undersigned hereby certifies that the unit prices proposed are effective September _____, 2017 and shall remain in effect for forty-five (45) days.
- The Undersigned hereby certifies that the unit prices contain all necessary fees for services, including wages and employer-paid taxes, but excluding Washington State Sales Tax.
- The Undersigned hereby certifies that they have read the requirements and specifications, thoroughly understand the same and propose as follows to meet or exceed the specifications.
- The Undersigned hereby certifies that they understand that the Contract for Services, including Scope of Services, attached to this proposal are made part of this proposal.

SERVICES FOR BID

Type A	Unit cost for each service visit	\$_____	excluding Washington sales tax
Type B	Unit cost for each service visit	\$_____	excluding Washington sales tax
Type C	Unit cost for each service visit	\$_____	excluding Washington sales tax
Type D	Unit cost for each service visit	\$_____	excluding Washington sales tax
Type E	Unit cost for each service visit	\$_____	excluding Washington sales tax

Company name	UBI Number
Email address	Business Phone
Mailing address	Cell Phone
Street address	
City / State / Zip	
Authorized Signature	
Printed name and title of above signature	

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CLIENT REFERENCES: SUNSHINE ALLEY PUBLIC RESTROOM CLEANING PROPOSAL

Please list name, address and phone number for three (3) client references to accompany proposal.

1)
2)
3)