

REQUEST FOR PROPOSAL

2020 – 2022 CONTRACT CUSTODIAL SERVICES For Renton Regional Fire Authority Worksites

**RENTON REGIONAL FIRE AUTHORITY
18002 108TH AVENUE SE
RENTON, WA 98055**

**RENTON REGIONAL FIRE AUTHORITY REPRESENTATIVE:
KYLE KAUZLARICH, FACILITY MANAGER
(425) 430 - 7740**

ANTICIPATED TIME SCHEDULE:

Issue RFP.....Friday, July 12th, 2019
Pre-Bid Meeting & Site Review.....Thursday, July 18th, 2019
Proposal Submittal Deadline.....Friday, July 26th, 2019

CONTRACT CUSTODIAL SERVICE

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SECTION 2 - SYNOPSIS OF PROPOSAL INFORMATION

- A. Contract: Contract Custodial Services.
- B. Work Description: The Contractor will furnish all labor and cleaning materials, and equipment to perform custodial services for listed Renton Regional Fire Authority owned and leased properties.
- C. Work Locations:
1. Station 11, 211 Mill Ave S
 2. Station 12, 1209 Kirkland Ave NE
 3. Station 13, 18002 108th Ave SE
 4. Station 14, 1900 Lind Ave SW
 5. Station 15, 1404 N 30th St
 6. Station 16, 12923 156th Ave SE
 7. Station 17, 14810 SE Petrovitsky Rd
- D. Owner: Renton Regional Fire Authority
18002 108th Avenue SE
Renton, WA 98055
- E. Owner's Project Manager: Kyle Kauzlarich, Facilities Manager
Mailing Address:
18002 108th Avenue SE
Renton, WA 98055
Cell Phone (425) 970-5063
Office Phone (425) 430-7740
FAX (425) 430-7044
- F. Proposals Due: Friday, July 26th, 2019 until 11:00 a.m.
- G. Wages: Pay state prevailing wage rates

SECTION 3 - REQUEST FOR PROPOSALS
(Copy of Published Advertisement)

Renton Regional Fire Authority

Request for Proposals

Contract Custodial Services

Renton Regional Fire Authority is requesting Proposals for CONTRACT CUSTODIAL SERVICES. The Proposal is for a contract to provide up to three (3) years of complete custodial services for seven (7) sites through December 31, 2022, based upon available funding in any given year, with an option to renew for up to an additional three (3) years. A job walk will be held at 9am on Thursday, July 18th, and sealed proposals will be received at Renton Regional Fire Department Administration, 18002 108th Avenue SE, Renton, WA 98055 until **11:00 a.m., Friday, July 26th, 2019.**

Obtain the complete proposal document on-line via the Renton Regional Fire Authority website, RFPs & Bids page, at <https://rentonrfa.com/rfp-bids/>

Questions and requests for proposal documents shall be addressed to Kyle Kauzlarich, Facilities Manager, 18002 108th Ave SE, Renton, WA 98055 telephone (425) 430-7740. The Renton Regional Fire Authority reserves the right to reject any and all proposals and to waive minor irregularities in the proposal process.

SECTION 4 - INSTRUCTIONS TO CONTRACTORS

Pre-Proposal Conference & Site Review

A pre-proposal conference and site review will convene on Thursday, July 18th, 2019 at 9:00 a.m. at the Renton Regional Fire Authority, Fire Station #13, 18002 108th Avenue SE, Renton, WA 98055 and will proceed to all project sites. Prospective Proposers are strongly encouraged to attend.

Submission of Proposals

Two (2) copies of the Proposal, and other documents required to be submitted with the proposal, shall be enclosed in a sealed envelope. The envelope shall be addressed to Renton Regional Fire Authority, 18002 108th Avenue SE, Renton, WA 98055 and shall be identified with the project name, "SEALED PROPOSAL FOR CUSTODIAL SERVICES ENCLOSED", and the Contractor's name and address.

Proposals shall be deposited at the designated location on or before Friday, July 26th, 2019 prior to 11:00 a.m. Proposals received after the time and date of receipt of Proposals will be returned unopened.

Considerations of Proposals

The RFA reserves the right to reject any or all Proposals, reject a Proposal not accompanied by required documents, or reject a Proposal which is in any way incomplete or irregular.

The RFA shall have the right to waive informalities or irregularities in a Proposal received and to accept the Proposal which, in the RFA's judgment, is in the RFA's best interest.

The RFA reserves the right to request clarification of information submitted and to request additional information from any proposer.

Any proposal may be withdrawn up to and until the date and time set above for receiving proposals (Friday, July 26th, 2019, 11:00 a.m.). Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to contract with the RFA for services described in the attached specifications, or until one of more of the proposals have been approved by the RFA, whichever occurs first.

The hourly wages to be paid to laborers, workers, or other occupations under this contract agreement shall not be less than the prevailing rate of wage for an hour's work in the same trade or occupation and shall be in accordance with the provisions of Chapter 39.12 RCW. Current prevailing wages are found in Exhibit E.

The successful Contractor(s) will be required to obtain a retainage bond substantially in the form set forth in Exhibit A to comply with the retained percentage requirements set forth in chapter 60.28 RCW.

The RFA shall not be responsible for any costs incurred by the Contractor in preparing, submitting, or presenting its proposal/response to this Request for Proposal (RFP).

The RFA reserves the right to award the contract to the next most qualified Contractor, if the successful Contractor does not execute a contract within thirty (30) days after the award of the contract. It is expected that the date of commencement for the contract will be January 1, 2020 and continue for three (3) years, subject to termination provisions set forth in the contract, and also subject to available funding in any one of the three (3) years. The contract will also include an option to renew for up to an additional three (3) years.

Selection Criteria

The following criteria will be used in evaluating each proposal:

Cost of services	40%
Responsiveness of the Contractor's proposal	40%
Past performance/references	20%
Total Criteria Weight	100%

The individual criteria will include the following:

Cost of services: The RFA is seeking an economical solution. The RFA reserves the right to award a single contract for all sites or to award multiple contracts to different Contractors for one or more separate sites based on the Cost of services for separate sites. If Contractor is unwilling to accept a Contract for less than all of the sites, Contractor shall specifically state this in its Proposal Form and such limitation may preclude Contractor from consideration if the RFA decides to use multiple contractors.

Responsiveness of the Contractor's proposal: In addition to the Proposal Form, the Contractor will provide all the information required in Exhibit B.

Past performance/references: The RFA will contact the references supplied by the Contractor and will rate this criteria based on the response.

The selection criteria above are based on obtaining the best value for the RFA. Each proposal will be independently evaluated by a committee comprised of representatives of the RFA. The committee will use the evaluation criteria above to rank the proposing firms.

The RFA may interview Contractor(s) within three (3) weeks after the submittal deadline.

SECTION 5 - INFORMATION TO BE SUBMITTED WITH PROPOSAL

Each Contractor shall fully complete the Statement of Qualifications set forth as Exhibit B. An incomplete or inaccurate response may prevent the Contractor from further consideration for the services described in this Request for Proposal (RFA).

List of Subcontractors/Equipment

List all subcontractors for this contract and the work to be subcontracted to them.

Contractor's Rates

Provide standard cost per task and schedule of monthly expenses for services requested in this proposal (Sections 6 and 7). This will serve as the basis of monthly payments and for any additional services requested on a temporary, one-time change upon completion of a Change Order.

Permanent changes to the Scope of Work will be made by a *Change Order*.

Describe the Contractor's on-call and emergency response procedures to deal with emergency requests. Provide a list of hourly rates for emergency services and any minimum call-out hours.

Other Information/Questions

Has the Contractor ever been terminated, replaced, or failed to complete work awarded under a contract? If so, name the client and describe the circumstances.

Has the Contractor ever been named as a defendant in any litigation brought on by a client as a result of a contract? If so, describe the circumstances fully.

Combined Affidavit and Certification Form

Contractor shall sign and submit the Combined Affidavit and Certification Form supplied in Exhibit D.

SECTION 6 - SCOPE OF WORK FOR CUSTODIAL SERVICES

The number in the maintenance schedule is a minimum; HOWEVER, some areas may need to be done more frequently to assure that the task is maintained.

Service Locations

1. Station 11, 211 Mill Ave S
2. Station 12, 1209 Kirkland Ave NE
3. Station 13, 18002 108th Ave SE
4. Station 14, 1900 Lind Ave SW
5. Station 15, 1404 N 30th St
6. Station 16, 12923 156th Ave SE
7. Station 17, 14810 SE Petrovitsky Rd

Time Performance

The Contractor shall follow a weekly work schedule as set forth in a custodial service schedule, (Section 7). Work shall, to the extent possible, be performed on the same day each week. In no case shall work be performed more than 24 hours after the regularly scheduled day without notification and consent of the Project Manager. The Contractor shall provide a daily location of work schedule prior to beginning of work and updated as the schedule may change.

Invoice

The Contractor will submit a detailed monthly invoice, together with maintenance and chemical log. All invoices shall describe the task completed and the corresponding amount for that task. All invoices submitted in less detailed forms will be returned for correction. Payments may be delayed until the invoice has been submitted in the proper form. No interest on the payment will be due from the RFA for invoices not in the proper form.

General Scope of Custodial Services Work Includes:

- I. **General Areas, Offices, Conference Areas, Etc.**
 - A. Services Performed Nightly
 1. Empty wastebaskets, recycle and compost bins.
 2. Transport trash, recycle and compost to designated areas.
 3. Dust all furniture including desks, chairs, and all low dusting that doesn't require a ladder.

4. Dust all exposed bookcases, shelves and cabinets, all low dusting that doesn't require a ladder.
5. Sanitize and clean drinking fountains as needed.
6. Damp clean tops and sides of vending machines as needed.
7. Low dust horizontal surfaces to hand height (70") including walls, baseboards, ledges, moldings, shelves, picture frames, vents, radiators, etc.
8. Clean counter surfaces and cabinet fronts.
9. Spot clean interior glass in partitions, relights, and doors.
10. Remove fingerprints and other marks from front doors, frames, light switches, kick and push plates, handles, railings, walls, etc.
11. Clean and wipe down sinks and fixtures.
12. Report abnormalities such as burned out lights or insect problems.
13. Ensure furnishings are placed neatly for next day.
14. Edge vacuum all lobby and common area carpeting.
15. Dust mop or sweep: tile and VTC flooring.
16. Damp mop: tile and VTC flooring
17. Vacuum entire carpeted area including open areas, conference rooms, leg space under desks, tables, and other non-traffic areas.
18. Organize and dust with microfiber cloths all phones, radios, TVs, and other electronic equipment.
19. Damp clean whiteboards only if requested.
20. Break down and remove all cardboard boxes
21. Clean reception windows and counters if needed.
22. Turn off lights and lock all doors as required.
23. Personal papers on desk, cabinets, etc., are not to be disturbed.

B. Services Performed Monthly

1. Vacuum diffuser outlets in the ceiling and windowsills.
2. Dry clean area adjacent to diffuser outlet.
3. Dust moldings that do not require a ladder.
4. Dust all window blinds and place in closed position.
5. Dust the sides of cabinets, desks, desk wells, and doors.
6. Dust picture frames and wall panels.
7. Scrub and refinish resilient floors to maintain adequate protective coating.
8. Upholstered furniture to be vacuumed monthly.

II. Washrooms

A. Services Performed Daily

1. Clean and sanitize all toilet bowl flush rings, drain and overflow outlets.
2. Clean, sanitize and polish all vitreous fixtures, including toilet bowls, urinals, and hand basins.
3. Clean and sanitize toilet seats.
4. Clean and polish all glass and mirrors.
5. Wash and sanitize exterior of all receptacles.
6. Empty and sanitize interior of sanitary napkin container.
7. Empty all trash receptacles and containers and replace liners.
8. Dust metal stall partitions and ledges.
9. Spot clean stall partitions.

10. Remove fingerprints from doors, frames, light switches, kick and push plates, handles and walls.
11. Remove spots, stains, splashes from wall area and near hand basin.
12. Refill all dispensers to normal limits; includes soap, napkins, toilet paper, hand towels, liners, seat covers, etc.
13. Low dust all horizontal surfaces to hand height including sills, ledges, shelves, frames, vents, and heating outlets.
14. Wet mop floors with disinfectant cleaner.
15. Clean vanity counters.
16. Clean waste receptacles as needed.

B. Services Performed Weekly

1. Wash and sanitize stall partitions.
2. High dust above hand height all horizontal surfaces including ledges, shelves, and moldings.
3. Floor Drains - Clean, disinfect and fill with water.

C. Services Performed Monthly

1. Vacuum diffuser outlets in ceilings and/or walls.
2. Machine scrub and seal (if applicable) restroom floors.

D. Services Performed Quarterly

1. Clean out soap dispensers.
2. Air Diffusers and Light Fixtures - All air diffusers and light fixtures will be thoroughly washed and wiped clean. Light fixtures will be washed no less often than quarterly.

III. **Kitchens (Fire Station #13 and #14 only)**

A. Services Performed Daily

1. Clean and disinfect toaster and toaster ovens & microwave.
2. Rinse out and ready coffee urns for next day usage.
3. Clean drip trays and exterior of automatic coffee makers
4. Clean exterior of all appliances; dishwasher, refrigerator, etc.
5. Vacuum floors.
6. Dust mop then wet mop entire floor with disinfectant cleaner, and leave in streak-free condition.
7. Dust horizontal surfaces, windowsills.
8. Wipe tables and counter tops.
9. Empty trashcans. Replace can liners. Wipe trash can surfaces.
10. Scrub and sanitize all sinks.
11. Refill towel dispensers.
12. Wipe exterior of microwave.
13. Spot clean walls, doors, light switches, and vents.
14. Clean and wash all lunchroom tabletops, counters, sinks, cabinets, refrigerators. Report any insect problems.

B. Services Performed Weekly

1. Remove trash, compost, and recycle bins from dump stations and clean-out interior of cabinet area wells and floors.

2. Machine burnish all kitchen VCT to remove scratches.
3. Vacuum floor corners and edges.
4. Vacuum upholstered furniture.
5. Spot clean carpets.
6. Dust pictures and bulletin boards.

C. Services Performed Monthly

1. Clean all ceiling vents and grills.
2. Dust and clean light fixtures and covers (interior and exterior).
3. Wipe down exterior of all appliances (refrigerator, vending machines, etc.)
4. Remove all trash, recycle, and compost receptacles and wash out and disinfect.
5. Machine strip and finish with 3 coats of quality floor finish all exposed VCT floor areas.

SECTION 7 - SITE LOCATIONS AND FREQUENCY SCHEDULES

Site 1: Fire Station #11 - 211 Mill Ave S, Renton
Service 1x weekly

Space Specifics:

- Approximately 195 square feet of carpeted flooring
- One glass display case
- Women's restroom - Approximately 65 square feet of tile floor
- Men's restroom - Approximately 65 square feet of tile floor

Coming in 2020: (please quote separately as add-on to base bid price)

- Approximately 750 square feet of carpeted flooring
- Conference room w/ kitchenette
- Two workstations/offices

Site 2: Fire Station #12 - 1209 Kirkland Ave NE, Renton
Service 1x weekly

Space Specifics:

- Approximately 435 square feet of tile flooring
- Conference Room - approximately 260 square feet of carpet
- Unisex public restroom - approximately 40 square foot VTC flooring
- High ceiling entry
- Reception window/counter

Site 3: Fire Station #13 (Administration) - 18002 108th Ave SE, Renton
Service Mon-Fri (5x weekly)

Office Space Specifics:

- Approximately 3600 square feet of carpeted flooring
- Approximately 475 square feet of VCT flooring
- Approximately 140 square feet of polished concrete flooring
- Reception window/counter
- Large Executive Board Room with sink
- Small Conference Room with AV
- Small kitchenette with appliances
- Eleven (11) offices with 21 workstations
- Copy machine/project area
- Public Women's restroom
- Public Men's restroom

Site 4: Fire Station #14 (Training, Office of Fire Marshal) - 1900 Lind Ave SW, Renton
Service Mon-Fri (5x weekly)

Office Space Specifics:

- Approximately 2630 square feet of carpeted flooring
- Approximately 585 square feet of tile flooring
- Approximately 120 square feet of VTC flooring
- Reception window/counter
- High ceiling entry
- Two (2) large training/conference rooms with sinks
- Small Conference Room including AV
- Small kitchenette with appliances
- Twelve (12) workstations/offices
- Two (2) vending machines
- Public Women's restroom
- Public Men's restroom

Site 5: Fire Station #15 - 1404 N 30th Street, Renton
Service 1x weekly

Space Specifics:

- Approximately 130 square feet of polished concrete flooring
- High ceiling entry
- One Unisex public restroom

Site 6: Fire Station #16 - 12923 156th Ave SE, Renton
Service 1x weekly

Space Specifics:

- Approximately 135 square feet of tile flooring
- Reception window/counter
- One Unisex public restroom

Site 7: Fire Station #17 - 14810 SE Petrovitsky Rd, Renton
Service 1x weekly

Space Specifics:

- Approximately 140 square feet of VTC flooring
- Approximately 60 square feet of tile flooring
- One Unisex public Restroom