



**PUBLIC UTILITY DISTRICT NO. 1
OF MASON COUNTY**

N. 21971 Hwy. 101
Shelton, Washington 98584

BOARD OF COMMISSIONERS

MIKE SHEETZ, Commissioner
JACK JANDA, Commissioner
RON GOLD, Commissioner

Request for Proposals Janitorial Services

NOTICE IS HEREBY GIVEN THAT PUBLIC UTILITY DISTRICT No. 1 OF MASON COUNTY, WASHINGTON, does hereby invite bids from qualified, responsible bidders specializing in janitorial maintenance for a 36 month contract beginning July 1, 2020 through June 30, 2023.

SUBMISSION DEADLINE:

Bids must be submitted to Katie Arnold, electronically at karnold@mason-pud1.org or by mail to 21971 N. US Hwy 101, Shelton, WA 98584, no later than **Monday, June 1 2020 at 4:00 p.m.** Bids received after deadline will not be considered. The District's email will serve as the official date/time stamp for submittals.

A voluntary site visit will be available for all interested bidders by appointment only on Wednesday, May 20th, and Thursday May 21st. Please contact Katie to schedule – all walk thru participants are required to wear Personal Protective Equipment (PPE).

Questions may also be submitted to Julie Gray at julieg@mason-pud1.org and answers will be posted on the District's website www.mason-pud1.org/bids/ next to the bid announcement so all bidders receive the same information.

All bidders must be registered on the District's small works roster online at MRSC Rosters www.mrscrosters.org.

DISTRICT OPTION TO REJECT ALL BID PROPOSALS:

The District may, at its sole discretion, reject any or all bid proposals submitted. The District shall not be liable for any costs incurred in connection with the preparation and submittal of any bid proposal. The District reserves the right to waive any informality in a submitted proposal.

SCOPE OF WORK:

Perform janitorial services at PUD warehouse, administration and operations buildings. Bidders should plan on a 20 hr/week bid to complete all work listed. A complete list of facilities and tasks are provided in following pages.

Contractor will:

- Supply their own transportation.
- Be responsible for background checks and vetting of contractor's employees.
- Properly set security alarm system each day upon completion of work.
- Begin work Wednesday, July 1, 2020 and determine schedule with Julie Gray, Executive Assistant. Julie will be your point of contact at the PUD.



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District will:

- Provide or reimburse contractor for all materials that may need to be procured.
- The District typically provides all supplies. Contractor responsible for noting any supplies that are getting low and need to be purchased.

PREPARATION AND CONTENT OF THE PROPOSAL:

The proposal price(s) must be shown on the attached "QUOTATION SHEET" provided for each of the criteria listed – Nightly, Monthly, and Additional Services.

PREVAILING WAGE:

All contractors and subcontractors are required to pay Washington State prevailing wages. View prevailing wage rates at <http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>, rates, or view a copy at Mason County PUD No. 1's offices at N. 21971 Hwy 101, Shelton, WA.

DISADVANTAGED BUSINESS ENTERPRISE:

Mason County PUD No. 1 is an equal opportunity employer; small business, minority and women owned firms are strongly encouraged to apply.

INSURANCE REQUIREMENTS:

Successful bidder must maintain in effect, during the term of the contract, insurance for Workers Compensation with statutory limits, and personal insurance, auto liability, and property damage liability insurance of at least \$500,000. Successful bidder shall furnish to the District a Certificate of Insurance evidencing such coverage, and naming the District, its officers, employees and elected officials, as additional insured. The certificate shall specify that 30 days prior, notice of cancellation will be sent to the District.

PROPOSAL SELECTION AND EVALUATION:

SELECTION PROCESS

The District reserves the right to act as sole judge of the contents of the proposals and for selection of a contractor. The award of a contract will be based on the lowest responsive proposal submitted from a responsible contractor.

Adherence to Form

All proposals submitted in response to this RFP must adhere to the format set forth in this RFP. Failure of the contractor to adhere to this format may eliminate their proposal from any further consideration.



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Required Additional Material

All bidders shall submit a brief statement of their proposed work schedule and work objective to achieve the required scope of work, description of qualifications with the total number of employees available to service this contract, and list a minimum of three (3) client references; and any other information which would be beneficial to the District for purposes of evaluating this proposal.

EVALUATION PROCESS

Evaluation of the proposals and their cost effectiveness to the District will be made by the District's management team. The management team will evaluate all information provided in the proposal documents to determine the compliance to requirements set forth in this RFP, and responsible qualifications of the individual(s) or firm(s) submitting a proposal.

EVALUATION CRITERIA

The evaluation and determination of the fulfillment of the following requirements will be made by the District and its judgment will be final. False, incomplete, or unresponsive statements in connection with a proposal may be sufficient cause for its rejection. Criteria to be used in the selection process will include, but may not be limited to, the following considerations;

- **Cost-** To be considered cost effective, a proposal shall provide the required services at the lowest cost to the District.
- **Contractor's Experience** - Of particular interest will be those services provided to projects of similar size and scope of service.
- **Contractor's Capability** - Contractor's proposed scope of work, suggested materials, and visual enhancements.
- **Contractor's Understanding of the Work** - Demonstration of the Contractor's understanding of the magnitude and complexity of the maintenance services and expertise required to perform successfully under the contract. Ability to comply with minimum specifications as set forth in scope of work.

INVOICING:

Contractor shall provide time and material invoices for each project to the District at the completion of each project in a format acceptable to the District for work performed to the date of the invoice.

ATTACHMENTS:

- A – Scope of Work
- B- Janitorial RFP Pricing Sheet
- C- Sample Service Contract



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Attachment A - SCOPE OF WORK

The Contractor shall:

- Provide all labor necessary to maintain the buildings.
- Ensure that all employees on-site have code to enter buildings and are trained to re-set the alarm system each night.
- Communicate with Julie Gray **immediately** (within 24 hours) when there is a change in staffing that requires your contractor building code to be re-set.
- Follow all safety requirements and require appropriate PPE for employees.
- Provide a work schedule that includes: date of service, number of employees on site, action plan of work, length of time of services.
- Provide questions or suggestions via email to Julie Gray at julieg@mason-pud1.org or phone (360) 877-5249.

Attachment B - Janitorial Pricing Sheet

Janitorial RFP Pricing Sheet

<u>Nightly Cost for Cleaner</u>	Hours	Rate
<u>Monthly Cost (5x Week)</u>	Hours	Rate
<u>Additional Pricing:</u>	Rate	
Carpet Cleaning		
Strip and Refinish Flooring		
Windows Interior		
Windows Exterior		
Additional Cleaning Not in Contract		
Emergency Rate		

Administration Building

Building Entrances, Lobby, Entryways	Weekly	Monthly	Annually	Special Requirements/Notes
Detail entry glass doors	1x			
Empty all trash/replace liners	5x			
Maintain debris free entries	5x			
Vacuum carpeted area/mats	5x			
Dustmop and dampmop hard floors with appropriate method for surface	5x			
Wipe down doorknobs	2x			
Spot clean walls/doors	2x			Or as needed.
Detail vacuum corners/edges	1x			
Clean walls, doors, frames, switches, high and low dust	1x			Or as needed.

Restrooms	Weekly	Monthly	Annually	Special Requirements/Notes
Empty trash & replace liners	5x			
Clean/disinfect counters	5x			
Clean/disinfect all fixtures	5x			
Clean/shine mirrors	5x			
Clean/fill all dispensers	5x			
Clean/disinfect toilets	5x			
Clean/disinfect sinks	5x			
Clean/disinfect shower	n/a			
Clean ceiling fans		1x		
Clean heater vents		1x		
Sweep & mop floors	5x			
Dust all horizontal surfaces	1x			
Spot clean walls, doors, frames, switches	1x			Or as needed.

Tenant Office Areas	Weekly	Monthly	Annually	Special Requirements/Notes
Empty all trash & replace liners	5x			
Dust furniture, phones, screens, surfaces without moving files & paperwork	1x			
Dust window sills and other horizontal surfaces within reach	1x			
Vacuum carpet traffic areas with appropriate method for the surface	5x			
Spot clean all glass as needed	5x			
Remove all fingerprints and smudges from doors & light switches	1x			
Sweep floors & mop with appropriate method for the surface	5x			
Secure doors & turn off lights	5x			
Dust vent covers & blinds		1x		
Detail vacuum corners & edges	1x			
High & low dust	1x			

Kitchen/Breakrooms	Weekly	Monthly	Annually	Special Requirements/Notes
Empty trash & replace liners	5x			
Wash dishes & return to cupboards	5x			
Clean/disinfect counters & sinks	5x			
Wipe exterior of cabinets, appliances, inside of microwave		2x		
Wipe out shelves inside refrigerator		1x		District will empty fridge on last day of the month.

Operations Building

Building Entrances, Lobby, Entryways	Weekly	Monthly	Annually	Special Requirements/Notes
Detail entry glass doors	1x			
Empty all trash/replace liners	5x			
Maintain debris free entries	5x			
Vacuum carpeted area/mats	5x			
Dustmop and dampmop hard floors with appropriate method for surface	5x			
Wipe down doorknobs	2x			
Spot clean walls/doors	2x			Or as needed.
Detail vacuum corners/edges	1x			
Clean walls, doors, frames, switches, high and low dust	1x			Or as needed.

Restrooms	Weekly	Monthly	Annually	Special Requirements/Notes
Empty trash & replace liners	5x			
Clean/disinfect counters	5x			
Clean/disinfect all fixtures	5x			
Clean/shine mirrors	5x			
Clean/fill all dispensers	5x			
Clean/disinfect toilets	5x			
Clean/disinfect sinks	5x			
Clean/disinfect shower		1x		
Sweep & mop floors	5x			
Dust all horizontal surfaces	1x			
Spot clean walls, doors, frames, switches	1x			Or as needed.

Tenant Office Areas	Weekly	Monthly	Annually	Special Requirements/Notes
Empty all trash & replace liners	5x			
Dust furniture, phones, screens, surfaces without moving files & paperwork	1x			
Dust window sills and other horizontal surfaces within reach	1x			
Vacuum carpet traffic areas with appropriate method for the surface	5x			
Spot clean all glass as needed	5x			
Remove all fingerprints and smudges from doors & light switches	1x			
Sweep floors & mop with appropriate method for the surface	5x			
Secure doors & turn off lights	5x			
Dust vent covers & blinds		1x		

Detail vacuum corners & edges
High & low dust

1x			
1x			

Kitchen/Breakrooms	Weekly	Monthly	Annually	Special Requirements/Notes
Empty trash & replace liners	5x			
Wash dishes & return to cupboards	5x			
Clean/disinfect counters & sinks	5x			
Wipe exterior of cabinets, appliances, inside of microwave		2x		
Wipe out shelves inside refrigerator		1x		District will empty fridge on last day of the month.

Board Room	Weekly	Monthly	Annually	Special Requirements/Notes
Empty trash & replace liners	5x			
Vacuum Floors	1x			
Wipe & disinfect tabletop surfaces	1x			