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JANITORIAL SERVICES REQUEST FOR PROPOSALS

Deadline: March 5, 2019, 2:00 p.m

Introduction

The City of Ilwaco is requesting proposals from qualified janitorial service providers for its facilities located at 158 First Ave N Ilwaco, WA – 120 First Ave N Ilwaco, WA & 301 Spruce St E Ilwaco, WA.

All communications concerning this RFP should be directed to: Holly Beller, Treasurer, at 360-642-3145, or via email at treasurer@ilwaco-wa.gov.

Request for proposals are due by 2:00 p.m. on Tuesday, March 5, 2019.

Description of Services

The contractor shall provide all personnel, equipment, supplies, supervision and other items necessary to maintain the areas in Attachment A. All rates provided shall include wages, benefits, and cost of cleaning supplies, overhead, profit, taxes and other administrative costs associated with the performance of the contract. All work to be performed during business hours.

Proposals Due

Complete proposals must be received in a sealed envelope at the City of Ilwaco, PO Box 548, 120 First Avenue N., Ilwaco WA 98624, no later than 2:00 p.m. on March 5, 2019. Proposals received after such time will not be considered. Proposers are solely responsible for ensuring that proposals are delivered on time.

Sample Contract

A sample contract is attached.

Local and State Requirements

Entities must obtain a City of Ilwaco business license before work can begin. Contract is subject to the terms as stated in the Short Form General Conditions for Washington State Public Works Contracts. All work on the project is subject to Washington State Prevailing Wage Requirements. The city reserves the right to reject all proposals. The City of Ilwaco is an equal opportunity employer and provider.

Proposal Disposition

All materials submitted in response to this RFP shall become property of the City of Ilwaco.

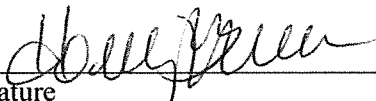
Proposal Contents

Must include acknowledgement that the custodian can meet the requirements in attachment A. If there are other suggestions at this time please indicate them. See Attachment B for the proper documentation that would need to be provided. Must also include prices, availability and/or any other information that is pertinent to this process.

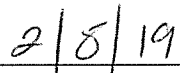
Deadline

All proposals must be submitted in writing, either by mail or electronically, by March 5, 2019, 2:00 p.m., to:

Holly Beller
Treasurer
City of Ilwaco
PO Box 548
Ilwaco WA 98624
360-642-3145
treasurer@ilwaco-wa.gov



Signature



Date

ATTACHMENT A

On a twice weekly basis, the CUSTODIAN shall do the following custodial work at the Ilwaco Community Building:

Clean the bathrooms used by the library and community within the building including cleaning fixtures and mirrors, restocking, emptying garbage, sweeping and mopping. Wiping all tables and computer desks, cleaning library staff bathroom and restocking, emptying garbage cans, removing cobwebs vacuuming library floors. Emptying garbage cans, cleaning counter/sink, light dusting, vacuuming community room and hallway, cleaning drinking fountains and removing fingerprints from windows. Emptying outside garbage can, as needed.

On a twice monthly basis, the CUSTODIAN shall do the following custodial work at the Ilwaco City Hall:

Cleaning bathroom fixtures and mirror, cleaning kitchen counter/sink/microwave, emptying garbage cans, dusting and cobweb removal, sweeping and mopping all hard flooring, vacuuming all carpet and rugs.

Once a month, the CUSTODIAN shall do the following custodial work at the Ilwaco Fire Station:

Cleaning bathroom fixtures and mirrors in bathrooms, cleaning kitchen area in conference room, restocking supplies if applicable, dusting and cobweb removal, sweeping and mopping all hard flooring in bathrooms and hallway, vacuuming conference room.

ATTACHMENT B

INSURANCE REQUIREMENTS

During the term of this Contract Contractor shall maintain in force at its own expense, each insurance noted below:

1. **Required by City** Not required by City
Workers' Compensation: All employers, with one or more workers as defined by Industrial Insurance Laws of the State of Washington, shall provide workers' compensation insurance coverage for those workers, unless they meet the requirement for an exemption under the Industrial Insurance Laws of the State of Washington.
2. Required by City **Not required by City**
Professional Liability insurance with a combined single limit, or the equivalent, of not less than \$200,000, \$500,000, \$1,000,000, or \$2,000,000 each claim, incident or occurrence This is to cover damages caused by error, omission or negligent acts related to the professional services to be provided under this Contract.
3. **Required by City** Not required by City
General Liability insurance with a combined single limit, or the equivalent, of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage. It shall include contractual liability coverage for the indemnity provided under this Contract. It shall provide that City and their divisions, officers and employees are Additional Insureds but only with respect to the Contractor's services to be provided under this Contract;
4. Required by City **Not required by City**
Automobile Liability insurance with a combined single limit, or the equivalent, of not less than \$200,000, \$500,000, or \$1,000,000 each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles, as applicable.
5. **Notice of cancellation or change.** There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without 30 days prior written notice from the Contractor or its insurer(s) to City;
6. **Certificates of insurance.** As evidence of the insurance coverages required by this Contract, the Contractor shall furnish acceptable insurance certificates to City prior to commencing the work. The certificate will specify all of the parties who are Additional Insureds. Insuring companies or entities are subject to City acceptance. If requested, complete copies of insurance policies, trust agreements, etc. shall be provided to the City. The Contractor shall be financially responsible for all pertinent deductibles, self-insured retentions and/or self-insurance.