

REQUEST FOR PROPOSAL

2020 - 2022 CONTRACT CUSTODIAL SERVICES For PUGET SOUND RFA WORKSITES

**PUGET SOUND REGIONAL FIRE AUTHORITY
24611 116TH AVENUE SE
KENT, WA 98030**

**PUGET SOUND REGIONAL FIRE AUTHORITY'S REPRESENTATIVE:
PAT PAWLAK, DIVISION CHIEF
(253) 856 - 4405**

ANTICIPATED TIME SCHEDULE:

Issue RFP.....Friday, December 6, 2019
Proposal Submittal Deadline.....Thursday, December 19, 2019

CONTRACT CUSTODIAL SERVICES

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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 Puget Sound Regional Fire Authority's owned and leased properties.
- C. Work Locations:
1. Fire Administration, 24611 116th Avenue SE
 2. Fire Garage Office Space, 20678 72nd Avenue S.
 3. Logistics Office Space, 8320 South 208th Street, Suite H-110
 4. SKCFTC/KCM1 Office Space, 20811 84th Avenue South, Suite 102 & 106
 5. SKCFTC Classroom 129, 20811 84th Avenue South, Suite 108
 6. Strategic Planning/Finance Office Space, 20811 84th Avenue South, Suite 110
 7. FDCARES Office Space, 20811 84th Avenue South, Suite 112
 8. Information Technology Office Space, 20811 84th Avenue South, Suite 114
 9. E-911 Office Space, 20811 84th Avenue South, Suite 105
 10. Puget Sound Regional Fire Authority Multi-Purpose Room - 20811 84th Avenue South, Suite 115 (Future Space)
- D. Owner: Puget Sound Regional Fire Authority
24611 116th Avenue SE
Kent, WA 98057
- E. Owner's Project Manager: Pat Pawlak, Division Chief
Facilities and Property Management Division
Mailing Address:
24611 116th Avenue SE
Kent, WA 98030
Cell Phone (206) 949-3039
Office Phone (253) 856-4405
FAX (253) 856-6300
- F. Proposals Due: Thursday, December 19, 2019 until 11:00 a.m.
- G. Wages: Pay state prevailing wage rates

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

Puget Sound Regional Fire Authority

Request for Proposals

Contract Custodial Services

The Puget Sound 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 ten (10) worksites 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. Sealed proposals will be received at Puget Sound Regional Fire Authority Fire Administration, 24611 116th Avenue SE, Kent, WA 98030 until **11:00 a.m., Thursday, December 19, 2019.**

Obtain the complete proposal document on-line via the Puget Sound Regional Fire Authority website, RFPs & Bids page, at <https://pugetsoundfire.org/resources/bids-rfps-legal-notice/>

Questions and requests for proposal documents shall be addressed to Pat Pawlak, Division Chief, Facilities and Property Management Division, 24611 116th Avenue SE, Kent, WA 98030, telephone (253) 856-4405. The Puget Sound 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 Friday, December 13, 2019 at 8:00 a.m. at the Puget Sound Regional Fire Authority's Fire Administration Conference Room, 24611 116th Avenue SE, Kent, WA 98030 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 Puget Sound Regional Fire Authority, 24611 116th Avenue SE, Kent, WA 98030 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 Thursday, December 19, 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

Puget Sound Regional Fire Authority 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.

Puget Sound Regional Fire Authority shall have the right to waive informalities or irregularities in a Proposal received and to accept the Proposal which, in Puget Sound Regional Fire Authority's judgment, is in the best interest of Puget Sound Regional Fire Authority.

Puget Sound Regional Fire Authority 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 (Thursday, December 19, 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 Puget Sound Regional Fire Authority for services described in the attached specifications, or until one of more of the proposals have been approved by Puget Sound Regional Fire Authority, 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 F.

The successful Contractor(s) will be required to obtain a retainage bond substantially in the form set forth in Exhibit G to comply with the retained percentage requirements set forth in RCW 29.08.010 and chapter 60.28 RCW.

Puget Sound Regional Fire Authority 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).

Puget Sound Regional Fire Authority 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	20%
Past performance/references	40%
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: Puget Sound Regional Fire Authority 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 Puget Sound Regional Fire Authority. Each proposal will be independently evaluated by a committee comprised of representatives of the Puget Sound Regional Fire Authority. The committee will use the evaluation criteria above to rank the proposing firms.

The Puget Sound Regional Fire Authority 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 (RFP).

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.

Certification of Compliance with Contractor Training Requirements.

Contractor shall sign and submit the Certification of Compliance with Contractor Training Requirements Form supplied in Exhibit E.

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. Fire Administration, 24611 116th Avenue SE
2. Fire Garage Office Space, 20678 72nd Avenue S.
3. Logistics Office Space, 8320 South 208th Street, Suite H-110
4. SKCFTC/KCM1 Office Space, 20811 84th Avenue South, Suite 102 & 106
5. SKCFTC Classroom 129, 20811 84th Avenue South, Suite 108
6. Strategic Planning/Finance Office Space, 20811 84th Avenue South, Suite 110
7. FDCARES Office Space, 20811 84th Avenue South, Suite 112
8. Information Technology Office Space, 20811 84th Avenue South, Suite 114
9. E-911 Office Space, 20811 84th Avenue South, Suite 105
10. Puget Sound Regional Fire Authority Multi-Purpose Room - 20811 84th Avenue South, Suite 115 (Future Space)

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. Payment for custodial services will be made after the work has been completed. In no circumstances will payment be made prior to work being performed.

General Scope of Custodial Services Work Includes:

Empty the garbage and recycle bins in offices, conference rooms, restrooms, lunchroom, and warehouse area and change out liners.

Clean the tables in conference rooms and lunchroom.

Vacuum all carpeted rooms.

Clean sinks and countertops in the restrooms, shower rooms, and lunchrooms.

Wet mop floors in restrooms, shower rooms, and lunchrooms.

Clean windows in doors and relites.

Dust the flat surfaces of offices, cubicles, overheads, etc.

Dust the window blinds.

Dust the top of the refrigerators.

Wipe down the front of the refrigerators and dishwashers.

Refill soap, toilet paper and paper towel dispensers.

Remove spots on carpets.

SECTION 7 - SITE LOCATIONS AND FREQUENCY SCHEDULES
(The Contract includes Performance Measures Requiring Timely Performance and
Strict Compliance with the Frequency Schedules)

Site 1: Fire Administration, 24611 116th Avenue SE Kent

Task	Monday	Tuesday	Wednesday	Thursday	Friday
<i>Empty garbage and recycle bins and change liners.</i>	X	X	X	X	X
<i>Clean conference room and lunchroom tables.</i>	X	X	X	X	X
<i>Vacuum all carpeted rooms.</i>	X		X		X
<i>Clean sinks and countertops in the restrooms, conference room, and lunchroom.</i>	X	X	X	X	X
<i>Clean restrooms.</i>	X	X	X	X	X
<i>Wet mop floors in restrooms</i>	X	X	X	X	X
<i>Clean windows in doors, relites, and front counter window.</i>					X
<i>Dust flat surfaces of the offices, cubicles, overheads, etc.</i>					X
<i>Dust window blinds.</i>					X
<i>Dust the top of the refrigerators.</i>					X
<i>Wipe down the front of the refrigerator.</i>	X		X		X
<i>Refill soap, toilet paper and paper towel dispensers. (As Needed)</i>	X	X	X	X	X
<i>Remove spots on carpets. (As Needed)</i>	X	X	X	X	X

Office Space Specifics:

- Approximately 4,000 square feet of carpeted flooring
- Thirteen (13) workstations/offices
- Copy machine/project room
- Conference room
- Women’s restroom - Approximately 120 square feet
- Men’s restroom - Approximately 144 square feet

Site 2: Fire Garage Office Space, 20678 72nd Avenue S., Kent

Task	Monday	Tuesday	Wednesday	Thursday	Friday
<i>Empty garbage and recycle bins and change liners.</i>			X		X
<i>Clean lunchroom table.</i>			X		X
<i>Vacuum all carpeted rooms.</i>			X		X
<i>Clean sinks and countertops in the restrooms and lunchroom.</i>			X		X
<i>Clean restrooms.</i>			X		X
<i>Wet mop floors in restrooms and kitchen.</i>			X		X
<i>Dust flat surfaces of the offices, cubicles, overheads, etc.</i>					X
<i>Dust window blinds.</i>					X
<i>Dust the top of the refrigerator.</i>					X
<i>Wipe down the front of the refrigerator and dishwasher.</i>			X		X
<i>Refill soap, toilet paper and paper towel dispensers. (As Needed)</i>			X		X
<i>Remove spots on carpets. (As Needed)</i>			X		X

Office Space Specifics:

- Approximately 750 square feet of carpeted flooring
- Approximately 550 square feet of VCT flooring
- Three (3) workstations/offices
- Conference/lunchroom table
- Main floor restroom - Approximately 120 square feet
- Second floor restroom - Approximately 37 square feet

Site 3: Logistics Office Space, 8320 South 208th Street, Suite H-110, Kent

Task	Monday	Tuesday	Wednesday	Thursday	Friday
<i>Empty garbage and recycle bins and change liners.</i>			X		X
<i>Remove cardboard from warehouse office area.</i>			X		X
<i>Clean conference room and lunchroom tables.</i>			X		X
<i>Vacuum all carpeted rooms.</i>			X		X
<i>Clean sinks and countertops in the restrooms and lunchroom.</i>			X		X
<i>Clean restrooms.</i>			X		X
<i>Wet mop floors in restrooms</i>			X		X
<i>Clean windows in doors, relites, and front counter window.</i>					X
<i>Dust flat surfaces of the offices, cubicles, overheads, etc.</i>					X
<i>Dust window blinds.</i>					X
<i>Dust the top of the refrigerators.</i>					X
<i>Wipe down the front of the refrigerator and dishwasher.</i>			X		X
<i>Refill soap, toilet paper and paper towel dispensers. (As Needed)</i>			X		X
<i>Remove spots on carpets. (As Needed)</i>			X		X

Office Space Specifics:

- Approximately 3,700 square feet of carpeted flooring
- Approximately 600 square feet of VCT flooring
- Ten (10) workstations/offices
- Copy machine/project room
- Conference room
- Women’s restroom - Approximately 150 square feet
- Men’s restroom - Approximately 150 square feet

Site 4: SKCFTC/KCM1 Office Space, 20811 84th Avenue South, Suite 102, Kent

Task	Monday	Tuesday	Wednesday	Thursday	Friday
<i>Empty garbage and recycle bins and change liners.</i>	X		X		X
<i>Clean conference rooms, training rooms, copy room, and lunchroom tables.</i>	X		X		X
<i>Vacuum all carpeted rooms.</i>	X		X		X
<i>Clean sinks and countertops in the shower rooms, lunchroom, and coffee bar.</i>	X		X		X
<i>Clean three (3) showers.</i>	X		X		X
<i>Wet mop floors and clean base molding.</i>	X		X		X
<i>Clean windows in doors, relites, and front counter window.</i>					X
<i>Dust flat surfaces of the offices, cubicles, overheads, etc.</i>					X
<i>Dust window blinds.</i>					X
<i>Dust the top of the refrigerators.</i>					X
<i>Wipe down the front of the refrigerators and dishwashers.</i>					X
<i>Refill soap and paper towel dispensers. (As Needed)</i>	X		X		X
<i>Remove spots on carpets. (As Needed)</i>	X		X		X

Office Space Specifics:

- Approximately 4,000 square feet of carpeted flooring
- Approximately 400 square feet of polished concrete floor
- Approximately 48 workstations/offices
- Copy machine/project room
- Five (5) conference rooms
- Two (2) classrooms
- One (1) auditorium classroom
- Three (3) shower rooms
- One (1) locker room
- One (1) workout room
- One lunchroom

Site 5: SKCFTC Classroom 129, 20811 84th Avenue South, Suite 106, Kent

Task	Monday	Tuesday	Wednesday	Thursday	Friday
<i>Empty garbage and recycle bins and change liners.</i>	X		X		X
<i>Clean classroom tables.</i>	X		X		X
<i>Vacuum all carpeted areas.</i>	X		X		X
<i>Clean windows in doors.</i>					X
<i>Dust flat surfaces of the classroom.</i>					X
<i>Remove spots on carpets. (As Needed)</i>	X		X		X

Office Space Specifics:

- Approximately 1,000 square feet of carpeted flooring
- One (1) classroom

Site 6: Planning/Finance Office Space, 20811 84th Avenue South, Suite 110, Kent

Task	Monday	Tuesday	Wednesday	Thursday	Friday
<i>Empty garbage and recycle bins and change liners.</i>	X		X		X
<i>Clean conference room and lunchroom tables.</i>	X		X		X
<i>Vacuum all carpeted rooms.</i>	X		X		X
<i>Clean sinks and countertops in the lunchroom.</i>	X		X		X
<i>Wet mop lunchroom floor.</i>					X
<i>Clean windows in doors, relites, and front counter window.</i>					X
<i>Dust flat surfaces of the offices, cubicles, overheads, etc.</i>					X
<i>Dust window blinds.</i>					X
<i>Dust the top of the refrigerators.</i>					X
<i>Wipe down the front of the refrigerator and dishwasher.</i>					X
<i>Refill soap and paper towel dispensers. (As Needed)</i>	X		X		X
<i>Remove spots on carpets. (As Needed)</i>	X		X		X

Office Space Specifics:

- Approximately 4,000 square feet of carpeted flooring
- Approximately 400 square feet of polished concrete floor
- Approximately 13 workstations/offices
- Copy machine/project room
- Two (2) conference rooms
- One (1) locker room
- One lunchroom

Site 7: FDCARES Office Space, 20811 84th Avenue South, Suite 112, Kent

Task	Monday	Tuesday	Wednesday	Thursday	Friday
<i>Empty garbage and recycle bins and change liners.</i>	X		X		X
<i>Clean conference room table.</i>	X		X		X
<i>Vacuum all carpeted rooms.</i>	X		X		X
<i>Clean windows in doors, relites, and front counter window.</i>					X
<i>Dust flat surfaces of the offices, cubicles, overheads, etc.</i>					X
<i>Dust window blinds.</i>					X

Office Space Specifics:

- Approximately 2,500 square feet of carpeted flooring
- Approximately nine (9) workstations/offices
- One (1) conference table area

Site 8: Information Technology Office Space, 20811 84th Avenue South, Suite 114, Kent

Task	Monday	Tuesday	Wednesday	Thursday	Friday
<i>Empty garbage and recycle bins and change liners.</i>	X		X		X
<i>Clean conference room and training room tables/workstations.</i>	X		X		X
<i>Vacuum all carpeted rooms.</i>	X		X		X
<i>Clean windows in doors, relites, and front counter window.</i>					X
<i>Dust flat surfaces of the offices, cubicles, overheads, etc.</i>					X
<i>Dust window blinds.</i>					X

Office Space Specifics:

- Approximately 3,000 square feet of carpeted flooring
- Twelve (12) workstations/offices
- Conference room
- Training room

Site 9: E-911 Office Space, 20811 84th Avenue South, Suite 105, Kent

Task	Monday	Tuesday	Wednesday	Thursday	Friday
<i>Empty garbage and recycle bins and change liners.</i>	X		X		X
<i>Clean conference room, training room, and lunchroom tables.</i>	X		X		X
<i>Vacuum all carpeted rooms.</i>	X		X		X
<i>Clean sinks and countertops lunchroom.</i>	X		X		X
<i>Wet mop floors in lunchroom, hallway, and open area.</i>					X
<i>Clean windows in doors, relites, and front counter window.</i>					X
<i>Dust flat surfaces of the offices, cubicles, overheads, etc.</i>					X
<i>Dust window blinds.</i>					X
<i>Dust the top of the refrigerator(s).</i>					X
<i>Wipe down the front of the refrigerator(s) and dishwasher.</i>					X
<i>Refill soap and paper towel dispensers. (As Needed)</i>	X		X		X
<i>Remove spots on carpets. (As Needed)</i>	X		X		X

Office Space Specifics:

- Approximately 7,500 square feet of carpeted flooring
- Approximately 2,000 square feet of VCT flooring
- Thirteen (13) workstations/offices
- Copy machine/project room
- Conference room

**Site 10: Puget Sound Regional Fire Authority Multi-Purpose Room, 20811 84th Avenue
South, Suite 115, Kent (Future Space)**

Task	Monday	Tuesday	Wednesday	Thursday	Friday
<i>Empty garbage and recycle bins and change liners.</i>	X		X		X
<i>Clean classroom tables.</i>	X		X		X
<i>Vacuum all carpeted areas.</i>	X		X		X
<i>Clean windows in doors.</i>					X
<i>Dust flat surfaces of the classroom.</i>					X
<i>Remove spots on carpets. (As Needed)</i>	X		X		X

Office Space Specifics:

- Approximately 6,000 square feet of carpeted flooring
- One (1) classroom