



**CITY OF LA CENTER**  
**PUBLIC WORKS DEPARTMENT**  
210 East 4th Street  
La Center, WA 98629  
Ph: 360-263-7665 Fax: 360-263-7666

### **REQUEST FOR BIDS: JANITORIAL SERVICES**

The City of La Center, Washington is requesting bids from qualified firms capable of performing janitorial services within City-owned buildings. The janitorial company must be licensed in the State of Washington. State of Washington Prevailing Wage Laws will apply to any contract between the janitorial company and the City of La Center. Firms are invited to submit a bid outlining their experience and qualifications in performing work directly related to the services required.

A **pre-bid conference/walkthrough** is scheduled for Thursday, June 6, 2024, at 2 pm, at the La Center Public Works Office located at 291 Ivy Street, La Center, WA 98629.

The City of La Center is an Equal Opportunity Employer. For clarifications, it is requested that questions be submitted by email to [tcoleman@ci.lacenter.wa.us](mailto:tcoleman@ci.lacenter.wa.us). The City of La Center reserves the right under applicable law to reject or waive procedural irregularities to reject any and all bids and to terminate the selection process at any time if, at its sole discretion, determines such action would be in the best interests of the City. Bids will be accepted no later than **2:00pm on Thursday, June 13, 2024**. Please submit **Two Copies of the bid**.

**Submit Bids Clearly Labeled “Bid for Janitorial Services” in a Sealed Envelope, to the Attention of:**

**Public Works and Community Development Director**  
**City of La Center**  
**210 East 4<sup>th</sup> Street**  
**La Center, Washington 98629**

### **SCOPE AND SCHEDULE OF WORK**

The City requires the services of a Janitorial Contractor to provide labor, material and equipment to perform janitorial services within various City facilities. Typical work shall include, but not limited to the following.

The work to be performed consists of furnishing custodians, supervisors and the necessary cleaning equipment and supplies to provide acceptable janitorial services for the following locations.

City Hall	210 East 4th Street, La Center, WA 98629 (1st & 2 <sup>nd</sup> floor)
Police Dept.	105 W 5 <sup>th</sup> Street, La Center, WA 98629
Public Works	291 Ivy Street, La Center, WA 98629
Community Center	1000 E 4 <sup>th</sup> Street, La Center, WA 98629 (quarterly deep cleaning)

### **Staffing & Security**

The custodian will maintain custody and control of keys issued by the City of La Center. All onsite custodians must be fingerprinted and pass a state and national fingerprint-based criminal history check prior to keys being issued. All custodians must wear an identification badge while on duty. The janitorial contractor will ensure all locked doors in all facilities are locked after cleaning or at a designated time. At no time will locked exterior doors be unlocked or propped open by the custodians during cleaning hours. Interior security doors will remain locked at all times and will not be propped open. The janitorial contractor will provide a log at each facility for its employees to sign in when beginning work and to sign out when leaving the facility. Each entry will contain a date, time and employee name.

### **Training**

The janitorial contractor will supply experienced personnel trained in proper facility cleaning, blood borne pathogen and proper cleaning and disposal of hazardous wastes.

### **Materials and Equipment**

The janitorial contractor will provide all equipment, tools and materials to be used for cleaning, polishing, waxing etc.

### **Supplies**

The City of La Center will provide trash liners, paper towels, hand soap, toilet paper and toilet seat covers. The janitorial contractor will provide all cleaning chemicals and equipment.

### **Safety**

Safety on the job site is the sole responsibility of the janitorial contractor. The janitorial contractor will comply with all safety codes and requirements of the state, federal and local laws and ordinances. The janitorial contractor will report any facility fires, hazardous conditions and items in need of repair such as leaky faucets, toilets stoppages and broken light fixtures to the contract contact person.

### **Cleaning Standards**

The specific performance requirements listed below are for the detailed functions servicing the City of La Center facilities and are considered the minimum acceptable standards.

#### **1. Inside Entrance and Lobbies (Every Service Day)**

- a. Sweeping, vacuuming, spotting and pickup.
  - i. These areas will be clean and free of dirt streaks. No dirt, cobwebs or debris will be in any corners, under furniture, behind doors or where dirt or debris has been picked up in cleaning operation.
  - ii. Wads of gum, tar and foreign materials will be removed from the area.
  - iii. All horizontal surfaces and surfaces that will hold dust will be free of observable dust.
  - iv. There will be no spots on vertical surfaces up to a height of eight (8) feet from floor level.
  - v. Doorknobs push bars, kick plates, railings, floors and other surfaces will be cleaned and free of removable markings.

## **2. Inside Entrance and Lobbies (Every Service Day)**

- a. Trash and Recycled Material Removal
  - i. All waste paper baskets will be empty and in place, clean and ready for use.
  - ii. All marked recycling containers will be emptied and put back in place.
- b. Sweeping and Vacuum Cleaning
  - i. There will not be any foreign substances left in corners, behind radiators, under furniture or behind doors.
  - ii. Baseboards, furniture and equipment will not be disfigured or damaged during cleaning.
  - iii. There will be no trash or foreign matter under desks, tables and chairs.
- c. Dusting
  - i. All open horizontal surfaces will be dust free. Items on desks and shelves will not be moved for dusting due to confidentiality and breakage potential.
  - ii. Windowsills, door ledges, doorframes, door louvers, window frames, wainscoting, baseboards, columns and partitions will be free of dust.
- d. Spotting - Mirrors, window ventilators, door glass, and all other glass that can be reached while standing on the floor, will be clean and free of fingerprints, smudges, and spots (This job does not include window washing.)

## **3. Lunch / Break Rooms (Every Service Day)**

- a. Trash and Recycled Material Removal
  - i. All waste paper baskets will be empty and in place, clean and ready for use.
  - ii. All marked recycling containers will be emptied and put back in place.
- b. Sweeping and Vacuum Cleaning
  - i. There will not be any foreign substances left in corners or behind doors.
  - ii. There will be no trash or foreign matter under tables and chairs.
- c. Hard Floor Surfaces
  - i. Will be serviced as noted in item 5 below.
- d. Counters, Tables, (Empty) Sinks and Appliances
  - i. Counters, tables and sinks will be cleaned and free of foreign debris and fingerprints.
  - ii. Microwaves will be cleaned on the inside and outside.
  - iii. Refrigerators will be cleaned on the outside only. Fingerprints and foreign debris. Dishes loaded in dishwasher and ran (City Hall).
  - iv. All supplies including paper towels, soaps, etc. will be stocked in dispensers as required.

## **4. Restrooms (Every Service Day)**

- a. Collection of Used Towels and Other Trash
  - i. All used towel receptacles will be empty with clean liners as required.
  - ii. No trash or foreign debris will be on the floor.
- b. Cleaning of Toilet Room Fixtures
  - i. All porcelain surfaces of washbasins, toilets and counters will be free of and stains.

- ii. Both sides of toilet seats will be free of spots and stains.
- iii. Metal plumbing fixtures will be free of green mold and water stains.
- c. Cleaning of Supply Dispenser, Doors, Shelves, Mirrors, and Floors
  - i. All supply dispensers will be clean and free of fingerprints and watermarks.
  - ii. All shelves and shelf brackets will be free of gum, dust, fingerprints, water smudges, and other soil.
  - iii. All mirrors will be free of streaks, smudges and water spots.
  - iv. Walls and doors will be free of hand marks, dust, pencil marks, lipstick smudges, water streaks, mop marks, green mold, and foreign substances. (especially in corners) will be free of dirt and dust, gum, grease, black marks, paper, water, mop stains, and strings.
- d. Replenishment of Supplies - All dispensers of supplies will be clean and filled supplies. Back up supplies will be stocked to the restroom supply cabinet.

**5. Hard Floor Surfaces (Every Service Day)**

- a. Care will be taken to prevent damage to furnishings, etc. The space to be mopped will be properly prepared for the mopping operation by sweeping the floor area as necessary and otherwise clearing it of visible debris.
- b. All mopped areas will be clean and free from dirt, streaks, mop marks, mop strands, etc. and will be properly rinsed, if required, and dry mopped to present an overall appearance of cleanliness.

**6. Hard Floor Surfaces (Every Service Day)**

- a. Spotting - All stains and three-inch or smaller in diameter spots will be removed immediately.

**7. Furniture Arrangement (Every Service Day)**

- a. All rugs moved for cleaning will be replaced to their proper position.
- b. All moved items of furniture and office equipment will be returned to their original positions.
- c. Care will be exercised to avoid damage to the building and/or office equipment during movement of the furniture, etc.

**8. High Cleaning (Last Service Day of the Month)**

- a. Clocks - Face will be clean and free of streaks. Edge will be wiped free of dust.
- b. Moldings around Ceilings and Ledges - Should be free of dust accumulation and foreign materials.
- c. Pictures, Plaques - Frames Will be free of dust.
- d. Wall or Ceiling Ventilators - Will be free of dust. Framework around ventilators will be clean.
- e. File Cabinets and Bookcases - Tops of file cabinets and bookcases will be free of dust.
- f. Walls - Will not be streaked, surfaces will be free of dust and cobwebs will be removed.

**9. Janitorial Equipment and Supplies (Every Service Day)**

- a. All janitorial equipment and supplies will be removed after each service day.

**Additional Work Required**

- 1. Carpet cleaning will be done twice (2) a year.
- 2. Hard floor strip and wax will occur once (1) a year.
- 3. Window washing will occur four (4) times a year.

### **Exceptions and Reservations**

1. Emergency customer contact will be notified immediately in the event of property damage due to fire, flood, vandalism, burglary or other incident as directed by the customer.
2. In the event of severe weather conditions that result in travel safety issues, service day may be delayed until travel safety issues pass.
3. In the event of a holiday occurrence on the designated service day, the serve day will be moved to the closet day before or after the holiday for cleaning.

### **Sequence and Schedules**

1. Service for City Hall, Public Works and the Police Department will occur one (1) day per week on Tuesday.
2. Service for the Community Center will occur on the last Tuesday of every month.

### **ADDITIONAL REQUIREMENTS**

#### **Background Check**

All personnel who will be unescorted onsite must be fingerprinted by the La Center Police Department and shall be subject to a state and national fingerprint-based criminal history check. Failure to provide sufficient personnel to conduct the work and pass the background check shall constitute a material breach of contract. Upon which time the Contracting Agency has five days to correct the breach in contract or terminate the contract immediately.

#### **City Business License**

Before beginning work you will need to obtain a city business license. The license can be obtained on the DOR website at [www.dor.wa.gov](http://www.dor.wa.gov) and apply for the business license for La Center.

#### **Wage Law Intents and Affidavits**

If awarded the project, the contractor and each subcontractor shall complete or have on file a current "Statement of Intent to Pay Prevailing Wages" (Form L&I Number F700-029-000) before payment will be made for work performed. An "Affidavit of Wages Paid" (Form L&I Number F700-007-000) shall be required upon final acceptance of the public works project by the City. These forms are available from Washington State Department of Labor & Industries and can be filed electronically at:

<http://www.lni.wa.gov/TradesLicensing/PrevWage/IntentAffidavits/File/default.asp>

The applicable prevailing wages for this project have an effective date of 6/03/2024 and are available electronically from the Washington State Department of Labor & Industries website.

All work will be conducted within Clark County.

#### **Insurance**

The Contractor shall obtain the insurance described in this section from insurers approved by the State Insurance Commissioner pursuant to RCW Title 48. The insurance must be provided by an insurer with a rating of A-: VII or higher in the A.M. Best's Key Rating Guide, which is licensed to do business in the state of Washington (or issued as a surplus line by a Washington Surplus lines broker). The Contracting Agency reserves the right to approve or reject the insurance provided, based on the

insurer (including financial condition), terms and coverage, the Certificate of Insurance, and/or endorsements.

- B. The Contractor shall keep this insurance in force during the term of the contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated (see C. below).
- C. If any insurance policy is written "on a claim" made form, its retroactive date, and that of all subsequent renewals, shall be no later than the effective date of this Contract. The policy shall state that coverage is claims made and state the retroactive date. Claims-made form coverage shall be maintained by the Contractor for a minimum of 36 months following the Final Completion or earlier termination of this contract, and the Contractor shall annually provide the Contracting Agency with proof of renewal. If renewal of the claims made form of coverage becomes unavailable, or economically prohibitive, the Contractor shall purchase an extended reporting period ("tail") or execute another form of guarantee acceptable to the Contracting Agency to assure financial responsibility for liability for services performed.
- D. The insurance policies shall contain a "cross liability" provision.
- E. The Contractor's and all subcontractors' insurance coverage shall be primary and non-contributory insurance as respects the Contracting Agency's insurance, self-insurance, or insurance pool coverage.
- F. All insurance policies and Certificates of Insurance shall include a requirement providing for a minimum of 30 days prior written notice to the Contracting Agency of any cancellation in any insurance policy.
- G. Upon request, the Contractor shall forward to the Contracting Agency a full and certified copy of the insurance policy(s).
- H. The Contractor shall not begin work under the contract until the required insurance has been obtained and approved by the Contracting Agency.
- I. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the Contracting Agency may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Contracting Agency on demand, or at the sole discretion of the Contracting Agency, offset against funds due the Contractor from the Contracting Agency.
- J. All costs for insurance shall be incidental to and included in the unit or lump sum prices of the contract and no additional payment will be made.

**1-07.18(2) Additional Insured**

All insurance policies, with the exception of Professional Liability and Workers Compensation, shall name the following listed entities as additional insured(s):

- the City of La Center, and its officers, elected officials, employees, agents, and volunteers

The above-listed entities shall be additional insured(s) for the full available limits of liability maintained by the Contractor, whether primary, excess, contingent or otherwise, irrespective of whether such limits maintained by the Contractor are greater than those required by this Contract, and irrespective of whether the Certificate of Insurance provided by the Contractor pursuant to 1-07.18(3) describes limits lower than those maintained by the Contractor.

### **1-07.18(3) Subcontractors**

Contractor shall ensure that each subcontractor of every tier obtains and maintains at a minimum the insurance coverages listed in 1-07.18(5)A and 1-07.18(5)B. Upon request of the Contracting Agency, the Contractor shall provide evidence of such insurance.

### **1-07.18(4) Evidence of Insurance**

The Contractor shall deliver to the Contracting Agency a Certificate(s) of Insurance and endorsements for each policy of insurance meeting the requirements set forth herein when the Contractor delivers the signed Contract for the work. The certificate and endorsements must conform to the following requirements:

1. An ACORD certificate or a form determined by the Contracting Agency to be equivalent.
2. Copies of all endorsements naming Contracting Agency and all other entities listed in 1-07.18(2) as Additional Insured(s), showing the policy number. The Contractor may submit a copy of any blanket additional insured clause from its policies instead of a separate endorsement. A statement of additional insured status on an ACORD Certificate of Insurance shall not satisfy this requirement.
3. Any other amendatory endorsements to show the coverage required herein.

### **1-07.18(5) Coverages and Limits**

The insurance shall provide the minimum coverages and limits set forth below. Providing coverage in these stated minimum limits shall not be construed to relieve the Contractor from liability in excess of such limits. All deductibles and self-insured retentions must be disclosed and are subject to approval by the Contracting Agency. The cost of any claim payments falling within the deductible shall be the responsibility of the Contractor.

#### **1-07.18(5)A Commercial General Liability**

A policy of Commercial General Liability Insurance, including:

- Per project aggregate
- Premises/Operations Liability
- Products/Completed Operations – for a period of one year following final acceptance of the work.
- Personal/Advertising Injury
- Contractual Liability
- Independent Contractors Liability
- Stop Gap / Employers' Liability
- Explosion, Collapse, or Underground Property Damage (XCU)
- Blasting (only required when the Contractor's work under this Contract includes exposures to which this specified coverage responds)

Such policy must provide the following minimum limits:

\$1,000,000	Each Occurrence
\$2,000,000	General Aggregate
\$1,000,000	Products & Completed Operations Aggregate
\$1,000,000	Personal & Advertising Injury, each offence

Stop Gap / Employers' Liability

\$1,000,000	Each Accident
\$1,000,000	Disease - Policy Limit
\$1,000,000	Disease - Each Employee

**1-07.18(5)B Automobile Liability**

Automobile Liability for owned, non-owned, hired, and leased vehicles, with an MCS 90 endorsement and a CA 9948 endorsement attached if "pollutants" are to be transported. Such policy(ies) must provide the following minimum limit:

\$1,000,000	combined single limit
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**1-07.18(5)C Workers' Compensation**

The Contractor shall comply with Workers' Compensation coverage as required by the Industrial Insurance laws of the state of Washington.