

# CITY OF TOPPENISH

21 West First Avenue  
Toppenish, WA 98948

*"Where the West Still Lives"*

**Janitorial Services Contract**  
**City Hall | Police Station | Public Works**  
**Toppenish, WA 98948**  
P: 509-865-2080

## **REQUEST FOR PROPOSAL** **Janitorial and Commercial Cleaning Services**

The City of Toppenish (COT) is seeking proposals from individuals or firms for janitorial and commercial cleaning services. The selected will provide professional, trustworthy, reliable, thorough, and timely janitorial and commercial cleaning services to three of the city's facilities, including City Hall, Police Station and Public Works.

**Proposals may be submitted by e-mail in Microsoft Word or PDF format. E-mail submittals shall be e-mailed to: [beth.simmons@cityoftoppenish.us](mailto:beth.simmons@cityoftoppenish.us).** If submitting hard copy proposals, they shall be received at the City of Toppenish, ATTN: Beth Simmons, 408 Washington Ave, Toppenish, WA 98948.

**Proposals will be received before 2:00 PM, Monday, April 17, 2023, and referenced as City of Toppenish, Janitorial and Commercial Cleaning Services.**

City of Toppenish encourages all disadvantaged business enterprises to submit proposals in response to all requests for proposals. The City assures that no Person shall on the grounds of race, color, national origin, sex, age, disability, income, or Limited English Proficiency (LEP) as provided by Title VI of the Civil Right Act of 1964, Title II of the American with Disabilities Act of 1990, and related Nondiscrimination authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under a City of Toppenish sponsored program or activity. City of Toppenish assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

Questions concerning the scope of the project, bid submittal or process should be directed to: Beth Simmons at [beth.simmons@cityoftoppenish.us](mailto:beth.simmons@cityoftoppenish.us) or 509-208-1972.

A copy of the Proposal may be obtained at: **[cityoftoppenish.us](http://cityoftoppenish.us)**

City of Toppenish is subject to public information laws, which permit access to most records and documents. Proprietary information in your response must be clearly identified and will be protected to the extent legally permissible. Proposals may not be marked 'Proprietary' in their

entirety. Information considered proprietary is limited to material treated as confidential in the normal conduct of business, trade secrets, discount information, and individual product or service pricing. Summary price information may not be designated as proprietary as such information may be carried forward into other public documents. All provisions of any contract resulting from this request for proposal will be public information. This document represents a request for proposal only and in no way should be construed as a contract or letter of intent.

**Sales Prohibited/Conflict of Interest:** No officer, employee, or member of City Council, shall have a financial interest in the sale to the City of any real or personal property, equipment, material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory authority over the services to be rendered. This rule also applies to subcontracts with the City. Soliciting or accepting any gift, gratuity favor, entertainment, kickback, or any items of monetary value from any person who has or is seeking to do business with the City of Toppenish is prohibited.

**Collusive or sham proposals:** Any proposal deemed to be collusive, or a sham proposal will be rejected and reported to authorities as such. Your authorized signature of this proposal assures that such proposal is genuine and is not a collusive or sham proposal. The City of Toppenish reserves the right to reject any and all proposals and to waive any irregularities or informalities.

**Cooperative Purchase:** City of Toppenish has entered into intergovernmental (Interlocal) purchasing agreements pursuant to RCW 39.34 with other Washington agencies under which either party may make purchases at the other party's accepted bid price. By submitting this offer to City of Toppenish, the Contractor agrees to make the same bid terms and price, exclusive of freight, available to other Washington governmental agencies. The City of Toppenish will in no way whatsoever incur any liability in relation to specifications, delivery, payment, or any other aspect of these purchases.

## **REQUEST FOR PROPOSAL Janitorial and Commercial Cleaning Services**

### **Current Environment**

The City of Toppenish currently has a consultant cleaning both the city hall, and existing police facility. This RFP is intended to replace those services and add at least one additional location which is the public works facility.

### **III. SCOPE OF WORK**

City of Toppenish is in need of a janitorial and commercial cleaning company that can provide an array of daily janitorial services as well as weekly, bi-monthly and monthly commercial cleaning assignments. Daily duties will include, but are not limited to, clean and disinfectant hard surfaces and high traffic areas, Empty waste and replace liners, vacuum, clean and sanitize urinals, countertops, floors, etc. Ensure each location is in inviting and professional and neat in appearance.

- All tasks will have an agreed upon frequency
- Tasks will be clearly defined and acted out in such manner
- Vendor will provide cleaning equipment and supply and stock applicable supplies including, but not limited to
  - Trash can liners

- Paper towels
- Toilet tissue
- Liquid soap
- Floor cleaning products
- Polishes
- Other agreed to similar services as requested

**Required Services/Deliverables:**

- 1) We currently are seeking vendors to provide Janitorial and Commercial Cleaning Services three times a week, Monday, Wednesday and Friday. This may change based upon with discussion between the City and the service provider.
- 2) Empty wastebaskets, replace liner, recycle material in proper receptacles (if applicable). Move all trash to outside dumpster.
- 3) Dust and disinfect (where appropriate) furniture, including desktops, computers equipment, tables, and chairs with treated cloth
- 4) Vacuum carpeting and runners (as needed)
- 5) Damp mop all tile floors
- 6) Clean with sanitary spray and polish to a shine all dispensers, mirrors, sinks, and faucets
- 7) Wipe clean and polish all splash areas
- 8) Scrub toilet and urinal interiors with a liquid abrasive and flush afterwards
- 9) Fill paper towel dispensers and add toilet paper to holders. Leave one extra roll of toilet paper in each stall
- 10) Sweep floor, apply solution, clean around wall, under toilets and urinals. Wet mop entire floor surface
- 11) Clean and sanitize door handles and high traffic, frequently touched places.
- 12) Clean and remove fingerprints from door glass and interior office windows
- 13) Inspect area; secure doors and lights (doors found locked shall be re-locked)
- 14) Needs and specifications for each building may vary.
  - City Hall | 21 W 1<sup>st</sup> Ave | Approx. Square Footage: 6,050
  - Police Station | 518 W. 2<sup>nd</sup> Ave | Approx. Square Footage: 3600
  - Public Works | 408 Washington Ave. | Approx Square Footage: 4,200

**Overall Expectations and Requirements**

- 1) Services shall be performed after 5:00 p.m. Council Chambers are used every Monday evening, service provider must not interfere with any scheduled meetings. A calendar will be provided at the beginning of each month notifying the vendor of such events.
- 2) Holidays are excluded from the cleaning schedule when the building is closed and unoccupied. The forementioned calendar will provide these dates and can be discussed as each date nears.
- 3) The service shall provide a working supervisor capable of fluently speaking, reading and writing English.
- 4) For security purposes, the service provider shall be required to submit a list including the names and addresses of the personnel who will be regularly assigned to City of Toppenish, list must also include those who may substitute when needed Service. In addition, all staff must be bonded and insured and must wear a work uniform clearly displaying the company name.
- 5) Personnel shall not disturb papers on desk, or open drawers, cabinets, files or bookcases.
- 6) COT telephones shall not be used by the Service provider’s personnel for personal use.
- 7) Under no circumstances shall the service provider’s personnel be allowed to bring visitors, children, or other relatives in city owned buildings.

- 8) The service provider shall assume full responsibility for the actions of its employees or agents and shall repair or replace any damaged item or area of city owned Facility caused by the actions of its employees or agents unless said damage occurred under circumstances beyond their reasonable control as determined by city owned.
- 9) Qualified service provider shall contain all the following procurement provisions as applicable:
  - a. Equal Employment Opportunity Act
  - b. Copeland “Anti-Kickback” Act
  - c. Davis – Bacon Act
  - d. Contract Work Hours and Safety Standards
  - e. Affirmative Consideration of Minority, Small Business and Women Owned Business
- 10) The qualified service provider must satisfy the following requirements.
  - a. Maintain a permanent place of business.
  - b. Have sufficient manpower and equipment to perform the services in a satisfactory manner and time frame.
  - c. Have satisfactorily furnished services of familiar size and scope for a period of at least 12 months.
  - d. Successful completion of Criminal Justice Information Services Online Security Awareness Training and fingerprinting at bidders’ expense for each employee or proof of completion and cleared fingerprinting

**Users**

- Not applicable with proposal.

**IV. PROPOSAL SUBMITTAL REQUIREMENTS:**

City of Toppenish shall not reimburse any firm for costs incurred in the preparation and presentation of their proposal. To simplify the review process and maximize the degree of comparative analysis, the RFP Response should be organized in the following manner:

1. Methods and Approach: Describe your expected or recommended approach, including a clear and detailed description of your proposed “working outline” to meet criteria listed above.
2. Deliverables: Given the list above under **Required Services/Deliverables**, provide us with your plan to achieve them.
3. Qualifications and Experience: Provide relevant information regarding previous experience related to this or similar Projects, to include the following (***Please limit this to a maximum of two pages***):
  - Brief Company History including time in business.
  - Experience in providing Janitorial and Commercial Cleaning Services to municipalities or similar locales.
  - Minimum of three similar projects that demonstrate experience in providing services to a comparable organization/municipality.
  - The City of Toppenish reserves the right to consider proposals based on their relative merit, risk and values to the organization and reserves the right to negotiate with all service providers. Evaluation offers will be based upon the Vendor’s responsiveness to the RFP and the total price quoted for all items covered under the RFP.

List of Project Personnel: This list should include the identification of the contact person with primary responsibility for this contract, the personnel proposed for this contract, and any supervisory personnel, including partners and/or sub consultants, and their individual areas of responsibility. A resume for each professional assigned to the contract including partners and/or sub consultants, shall be submitted. The résumés shall include at least three references from previous assignments.

Organization Chart/Proposed Project Team: An organization chart containing the names of all key personnel and sub consultants with titles and their specific task assignment for this contract shall be provided in this section. **Note: Any personnel changes within the awarded contract will need to be approved by the City of Toppenish.**

Availability: Describe the availability of project personnel and staff

Estimated Hours by Task: Provide estimated hours for each proposed or optional task. Propose time required for meetings, conference calls, etc. to work out the specifics of the contract.

Schedule of Rates and Cost by Task: Provide a schedule of billing rates by category of employee to be used during the term of the contract, and an anticipated cost of each task identified in the section **Required Services/Deliverables** or for tasks that are recommended as part of this planning effort. All direct costs (i.e., travel, printing, postage, etc.) specifically attributed to the project and not included in the billing rates must be identified.

Selected contractors should be prepared to provide a walk through of each building with city staff scheduled in 2-hour blocks.

### **Evaluation Criteria**

The following criteria will be used to evaluate each service provider's proposal.

- 1) Adequacy of the proposed methodology of the vendor
- 2) Skill and experience of key personnel
- 3) Demonstrate company experience
- 4) Compliance with the administrative requirements of the request for proposal format, due date, etc.
- 5) Vendor's financial stability
- 6) Vendor's demonstrated commitment to the nonprofit sector
- 7) Results of communications with references supplied by the vendor
- 8) Ability/commitment to meeting time deadlines
- 9) Cost
- 10) Minority or women owned business status of vendor
- 11) Other (specified by program)

**Vendor Statement:**

I have read and understand the specifications and requirements for this bid and I agree to comply with such specifications and requirements. I further agree that the method of award is acceptable to my company.

**NOTE: VENDOR STATEMENT IS TO BE SIGNED & RETURNED WITH YOUR PROPOSAL.**

**FIRM NAME:**

ADDRESS

EMAIL ADDRESS

UBI #

PHONE

BIDDER'S NAME

SIGNATURE

PRIMARY SERVICE ISSUES CONTACT

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

CELL \_\_\_\_\_ EMERGENCY \_\_\_\_\_

**Award and Contract Process**

The City reserves the right to award directly as a result of the written proposals. The City may or may not opt to conduct oral interviews/online demos.

The selected Contractor shall be expected to sign the City's standard Services Agreement prior to commencing services.

The selected Contractor will be required to have a valid state business license in conjunction with a City of Toppenish endorsement.

The City reserves the right to negotiate with any vendor as meets the needs of the City. The City reserves the right to reject any or all proposals, and to waive any irregularities