

Yakima County



Bid Documents & Specifications for Bid No. C11409

Janitorial Services Yakima County Public Services Maintenance Facilities (Yakima and Sunnyside Shops), ALTC and Health District

Bid Documents

Notice to Bidders
Invitation to Bid/Bid Forms
Non-Collusion Declaration
Signature Sheet
Contractor Qualification Statement
Bidder's Checklist

Specifications

General/Special Conditions/Technical
General Provisions

Contract Documents

Sample Contract
Sample Certificate of Insurance/Additional Insured Endorsement
Minimum Wage Affidavit

Attachments

A - Monthly Compliance Report: Road Maintenance,
Equipment Services & Construction
B - Monthly Compliance Report: Sign Shop
C - Monthly Compliance Report: Sunnyside Shop
D – Monthly Compliance Report: Aging & Long Term Care (ALTC) – Ellensburg
E – Monthly Compliance Report: Health District

City of Yakima/Yakima County Purchasing Division
129 North Second Street
Yakima, Washington 98901
(509) 575-6093

July 17, 2014

**BOARD OF YAKIMA COUNTY COMMISSIONERS
NOTICE TO BIDDERS**

NOTICE IS HEREBY GIVEN by the undersigned that sealed Bids will be accepted until **Thursday, July 31, 2014 @ 11:00 a.m.**, in the Yakima County Commissioners Office, 128 North Second Street, Room 232, Yakima, Washington for:

**Janitorial Services
For Public Services, ALTC and the Health District**

Bids shall be:

- (1) Sealed.
- (2) Plainly marked: Bid No C11409
- (3) Addressed: Yakima County Courthouse
Board of Yakima County Commissioners
Attn: Tiera Girard, Clerk of the Board
128 North Second Street, Room 232
Yakima, Washington 98901
- (4) Bids must be in the Office of the Yakima County Commissioners on or before the bid time of 11:00 a.m. on Thursday, July 31, 2014, and will be opened shortly thereafter across the street at City Hall, since City/County functions are now merged.

Specifications may be seen at the office of the Purchasing Manager, City of Yakima, 129 North Second Street, Yakima WA and/or the office of Clerk of the Board of Yakima County Commissioners, Yakima County Courthouse, 128 North Second Street, Room 232, Yakima, WA

Specifications may be obtained online at www.yakimawa.gov/services/purchasing Click on Bid Openings.

The Board reserves the right to reject any and all bids, or parts thereof.

DONE this 17th day of July 2014.

(Seal)

Tiera Girard, Clerk of the Board

Publish: *Yakima Herald-Republic*: July 17, 2014

INVITATION TO BID -- NOT AN ORDER

BID NO. C11409

CITY OF YAKIMA/YAKIMA COUNTY
PURCHASING DIVISION
129 NO. 2ND STREET
YAKIMA, WASHINGTON 98901
PHONE 575-6093

PLEASE QUOTE ON THIS FORM.
RETURN MARKED "NO BID"
IF YOU CANNOT QUOTE,
AND REASON IN ORDER TO
REMAIN ON VENDOR LIST.

DATE July 17, 2014

VENDOR _____

ADDRESS _____

BIDS WILL BE RECEIVED

UNTIL 11:00 am, July 31, 2014

BID OPENING 11:00 am, July 31, 2014

TO BIDDER:

PLEASE BID YOUR LOWEST PRICE AND PROMP PAYMENT DISCOUNT TERMS FOR THE FOLLOWING. THE CITY/COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS AND TO ACCEPT ANY OR ALL ITEMS AT THE PRICE BID. THE CITY/COUNTY INTENDS TO AWARD THIS CONTRACT WITHIN 90 CALENDAR DAYS.

The City of Yakima/County Purchasing Division is requesting bids to hire a janitorial firm(s) to clean the following four (4) locations. **Bidders are not required to bid on all schedules.**

1. Yakima County Public Services Maintenance Facility, (which includes Road Maintenance, Sign Shop, Equipment Rental & Construction Buildings) – 1216 S 18th Street, Yakima WA 98901, and
2. Sunnyside Shop – 321 S 1st, Sunnyside, WA 98944
3. Aging and Long Term Care (ALTC Ellensburg) – 206 W First Street, Yakima, WA 98926
4. Yakima County Health District – 1210 Ahtanum Ridge Dr, Union Gap, WA 98903

The successful firm(s) shall furnish all labor, cleaning supplies, and cleaning equipment.

Yakima County reserves the right to make a multiple award based on the best value per schedule.

Any pricing, configuration, or other errors discovered after bid opening must remain and cannot be adjusted.

Bid Form Continued.....next page

Schedule 1

Yakima Maintenance Facility – 1216 S 18th Street, Yakima WA 98901

Bid shall be based on cleaning three (3) times per week for Road Maintenance 6,084 sq/ft, Equipment Services 3,364 sq/ft and Construction Building 2,688 sq/ft and one (1) time per week for the Sign Shop Office and Bathroom 120 sq/ft. Yakima County Public Services will not be held to hour or time limitations being placed on crews, since bids are based on a per-cleaning basis.

ITEM NO.	QTY	UNIT	DESCRIPTION	PRICE
1.	1	EA	Monthly charge for thorough cleaning three (3) times per week, with daily, weekly, monthly and annual assignments per schedule below and Section III – Technical Specifications - to include all labor, taxes, prevailing wage filing requirements, cleaning supplies, equipment and supervision.	\$_____

Maintenance hours: Work shall be conducted after 5:00 PM and before 6:00 AM

THREE (3) TIMES PER WEEK (Mon/Wed/Fri)

- Empty wastebaskets
- Clean and sanitize drinking fountains
- Dust mop floors
- Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals and hand basins
- Clean all mirrors and tile surfaces
- Empty all containers and disposals, insert liners as required, spot clean and sanitize container
- Empty and sanitize interior of sanitary container
- Spot clean all walls, doors and partitions
- Refill all dispensers to normal limits including: soap, tissue and towels
- Spot clean resilient floors

WEEKLY (Friday)

- Damp mop resilient floors
- Clean shower stalls

Sign Shop Office & Bathroom

- Empty wastebaskets
- Dust horizontal surfaces from floor level up to 70” including sills, ledges, moldings, shelves, frames, ducts, heating outlets, etc
- Dust mop floors and Damp mop resilient floors
- Clean, sanitize, polish all vitreous fixtures including toilet bowls, urinals and hand basins
- Clean all mirrors and tile surfaces
- Empty all containers and disposals, insert liners as required, spot clean and sanitize container
- Empty and sanitize interior of sanitary container
- Spot clean all walls, doors and partitions
- Clean, sanitize all counter tops, sinks and tables

MONTHLY: (Complete at mid-month)

- Dust horizontal surfaces from floor level up to 70” including sills, ledges, moldings, shelves, frames, ducts, heating outlets, etc
- Clean all partition glass – both sides
- Dust blinds
- Remove dust and cobwebs from ceiling areas

SIX (6) TIMES PER YEAR: (Feb/Apr/June/Aug/Oct/Dec)

- Floor: Scrub to remove scuff and heel marks, refinish to maintain protective coating and gloss. High speed buff.

TWO (2) TIMES PER YEAR: (May/Oct)

- Clean exterior outside windows of offices
- Clean exterior inside windows of offices

ONE (1) TIMES PER YEAR:

- *Strip/Wax all VCT Floors and Scrub Ceramic Tile
*As per bid specifications and scheduled with Equipment Services Manager

• Price based upon _____ # of employees and _____ average # of hours each per day.

• Service to start within _____ calendar days after receipt of award.

Schedule 2

Sunnyside Shop – 321 S 1st Street, Sunnyside WA 98944

Bid shall be based on cleaning one (1) time per week. Yakima County Public Services will not be held to hour or time limitations being placed on crews, since bids are based on a per-cleaning basis. The square footage of the Sunnyside Shop is 762 sq/ft.

ITEM NO.	QTY	UNIT	DESCRIPTION	PRICE
1.	1	EA	Monthly charge for thorough cleaning one (1) time per week, with daily, weekly, monthly and annual assignments per schedule below and Section III – Technical Specifications - to include all labor, taxes, cleaning equipment and supervision.	\$ _____

Maintenance hours: Work shall be conducted after 5:00 PM and before 6:00 AM

ONE (1) TIME PER WEEK:

- Empty wastebaskets
- Clean and sanitize drinking fountains
- Dust mop floors
- Spot clean resilient floors
- Clean, sanitize and polish all vitreous fixtures including toilet bowls and hand basins
- Clean all glass, mirrors and tile surfaces
- Empty all containers and disposals, insert liners as required
- Spot clean all walls, doors & partitions
- Refill all dispensers including: soap, toilet paper and paper towels
- Clean and sanitize all counter tops and sinks
- Dust all horizontal surfaces including sills, ledges, moldings, shelves, picture frames, ducts, heating outlets, etc
- Clean interior and exterior glass surfaces at all building entrances

MONTHLY: (Complete at mid-month)

- Dust blinds
- Remove dust and cobwebs from ceiling areas
- Empty and clean exterior cigarette butt containers
- Buff VCT floors with mechanical buffer

SIX (6) TIMES PER YEAR: (Feb/Apr/June/Aug/Oct/Dec)

- Floor: Scrub to remove scuff and heel marks, refinish to maintain protective coating and gloss. High speed buff

TWO (2) TIMES PER YEAR: (May/Oct)

- Clean exterior outside windows of offices inside and out

ONE (1) TIME PER YEAR:

- *Strip/Wax all VCT Floors and Scrub Ceramic Tile
*As per bid specifications and scheduled with Equipment Services Manager

• Price based upon _____ # of employees and _____ average # of hours each per day.

• Service to start within _____ calendar days after receipt of award.

Schedule 3

Aging and Long Term Care (ALTC) – 206 W First Street, Ellensburg WA 98926

Bid shall be based on cleaning one (1) time per week. Aging and Long Term (ALTC) will not be held to hour or time limitations being placed on crews, since bids are based on a per-cleaning basis.
The square footage of the ALTC Facility is 747 sq/ft.

ITEM NO.	QTY	UNIT	DESCRIPTION	PRICE
1.	1	EA	Monthly charge for thorough cleaning one (1) day per week, with daily, weekly, monthly and annual assignments per schedule below and Section III – Technical Specifications - to include all labor, taxes, cleaning equipment and supervision.	\$_____

ALTC hours: Work shall be conducted starting at 3:45pm and no later than 5:00pm.
(Start time may be adjusted if more time is needed to complete tasks)

ONE (1) TIME PER WEEK:

- Empty wastebaskets and insert liners.
- Clean and sanitize drinking fountains
- Dust mop floors
- Damp mop resilient floors
- Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals and hand basins.
- Clean all mirrors and tile surfaces
- Empty all sanitary containers and disposals, insert liners as required, spot clean and sanitize container
- Spot clean all walls, doors and partitions
- Refill all dispensers to normal limits including: napkins, soap, tissue, seat liners and towels
- Clean and sanitize telephones
- Low dust all horizontal surfaces to head height (70”) including sills, ledges, moldings, shelves, picture frames, ducts, etc.
- Low dust all horizontal surfaces below 36” including sills, moldings, ledges, shelves, frames, ducts, heating outlets.
- Clean shower stalls.

MONTHLY: (Complete at mid-month)

- High dust above head and low dust all horizontal surfaces, including shelves, moldings, and ledges.
- Dust blinds
- Remove dust and cobwebs from ceiling areas.
- Clean all partition glass – both sides.

SIX (6) TIMES PER YEAR: (Feb/Apr/June/Aug/Oct/Dec)

- Floor: Scrub to remove scuff and heel marks, refinish to maintain protective coating and gloss. High buff speed.

TWO (2) TIMES PER YEAR: (May/Oct)

- Clean exterior outside windows of offices
- Clean exterior inside windows of offices

• Price based upon _____ # of employees and _____ average # of hours each per day.

• Service to start within _____ calendar days after receipt of award.

Schedule 4

Yakima County Health District – 1210 Ahtanum Ridge Dr, Union Gap, WA 98903

Bid shall be based on cleaning five (5) times per week, Monday - Friday. Yakima County Health District will not be held to hour or time limitations being placed on crews, since bids are based on a per-cleaning basis. The square footage of the Yakima County Health District is 16,800 sq/ft.

ITEM NO.	QTY	UNIT	DESCRIPTION	PRICE
1.	1	EA	<p>Monthly charge for thorough cleaning five (5) days per week (Monday – Friday), with daily, weekly, monthly and annual assignments per schedule below and Section III – Technical Specifications - to include all labor, taxes, cleaning equipment and supervision.</p> <p>Additional Tasks (Extras – For additional cost – <u>PER REQUEST</u>)</p> <ol style="list-style-type: none"> 1. Clean all carpets – truck mount extraction 2. Upholstery clean chairs 3. High pressure clean ceramic tile 4. Pressure wash exterior of building 	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>

Health District hours: Work shall be conducted starting at 7:00pm – and no later than 11:00pm.

FIVE (5) TIMES PER WEEK (Monday-Friday)

<p>Offices & Lobby Areas</p> <ul style="list-style-type: none"> • Empty Waste Baskets • Gather recycling for removal • Vacuum all carpets in offices • Dusting 6’ and below • Wipe lobby chairs • Edge Vacuuming • Sweep and dry mop all tile floors • Clean and sanitize telephones • Properly position furniture • Dust venetian blinds 	<p>Restrooms</p> <ul style="list-style-type: none"> • Clean & sanitize toilets and sinks • Empty waste receptacles • Refill dispensers to normal levels • Sweep & mop restroom floors • Polish mirrors and fixtures • Completely wash down all walls <p>Exterior</p> <ul style="list-style-type: none"> • Police exterior of the main entry for trash • Empty trash containers and ashtrays <p>Break Room & Coffee Stations</p> <ul style="list-style-type: none"> • Empty and clean waste receptacles
---	---

THREE (3) TIMES PER WEEK: (Mon/Wed/Fri)

<p>Offices & Lobby Areas</p> <ul style="list-style-type: none"> • Vacuum carpets in corridors/lobby • Spot clean entry door glass • Clean floor mats and chair rungs (if any) <p>Restroom</p> <ul style="list-style-type: none"> • Dust vents and tops of partitions 	<p>Break Room & Coffee Stations</p> <ul style="list-style-type: none"> • Sweep and mop floors • Vacuum carpets and mats • Clean and polish sinks and counters • Refill dispensers to normal levels • Clean tables and chairs – remove random trash • Stack newspapers and magazines • Dust 6’ and below • Spot clean vertical surfaces 6’ and below
--	---

Schedule 4 (Continued) Yakima County Health District – 1210 Ahtanum Ridge Dr, Union Gap, WA 98903		
ONE (1) TIME PER MONTH:		
Offices & Lobby Areas <ul style="list-style-type: none"> • Detail dusting 6’ and below 	Break Room & Coffee Stations <ul style="list-style-type: none"> • High dust 6’ and above to include vents • Clean inside of refrigerator • Clean inside of microwave 	Floors, Windows & Carpets <ul style="list-style-type: none"> • Spot clean carpets
FOUR (4) TIMES PER YEAR: (JAN/APRIL/JULY/OCT)		
Offices & Lobby Areas <ul style="list-style-type: none"> • Dust/wipe chairs to include rungs & arms, • High dusting 6’ and above to include vents • Spot clean partition glass • Spot clean doors, frames, wall and vertical surfaces • Clean baseboards 	Floors, Windows & Carpets <ul style="list-style-type: none"> • Machine polish floors • Wax and machine polish floor • Strip and machine polish floors 	
THREE (3) TIMES PER YEAR: (FEB/JUNE/OCT)		
<ul style="list-style-type: none"> • Wash exterior windows in/out 		
TWO (2) TIMES PER YEAR: (APRIL/AUG)		
Office & Lobby Area <ul style="list-style-type: none"> • Clean drinking fountains • Vacuum upholstery furniture Restrooms <ul style="list-style-type: none"> • Spot clean walls next to toilets 		
Additional Tasks (Extras-For an additional cost)		
<ul style="list-style-type: none"> • Clean all carpets – truck mount extraction • Upholstery clean chairs • High pressure clean ceramic tile • Pressure wash exterior of building 		
<ul style="list-style-type: none"> • Price based upon _____# of employees and _____average # of hours each per day. • Service to start within _____ calendar days after receipt of award. 		

NON-COLLUSION DECLARATION

I, by signing the Bid, hereby declare, under penalty of perjury under the laws of the United States that the following statements are true and correct:

1. That the undersigned person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this bid is submitted.
2. That by signing the signature page of this bid, I am deemed to have signed and have agreed to the provisions of this declaration.

SIGNATURE SHEET

Bid No. C11409

The bidder is hereby advised that by signing this signature sheet he/she is deemed to have acknowledged all requirements contained herein.

PROMPT PAYMENT DISCOUNT TERMS OFFERED _____% net _____days

****Receipt is hereby acknowledged of addenda No. _____, _____ & _____.**

SIGNATURE OF AUTHORIZED OFFICIAL(S)

Firm Name

Address

Sign Name

Print Name

Date Signed

Phone Number

Fax Number

E-Mail Address

PROPOSAL MUST BE SIGNED 

CONTRACTOR QUALIFICATION STATEMENT

Contractor must complete all portions of this statement before bid proposal will be considered.
The following statements as to experience, equipment and general qualifications of the bidder as submitted in conjunction with the proposal, as part thereof and truthfulness and accuracy of information is guaranteed by the bidder and included in bid evaluation.

- I. Name and address of principal business office which Contract will be administered from:

Telephone: _____

- II. Number of years Contractor has been engaged in business: _____

- III. The bidder as a contractor has never failed to satisfactorily perform a contract awarded to him except as follows: (Name of any and all exceptions and reasons thereof)

- IV. Contractor must have at least five (5) years experience as a contractor in this field of work and have satisfactorily completed three (3) projects of this nature in the last five (5) years:

1. Location and for whom performed:

Phone _____ Contact Person _____

2. Location and for whom performed:

Phone _____ Contact Person _____

3. Location and for whom performed:

Phone _____ Contact Person _____

BIDDER'S CHECK LIST

The Bidder's attention is especially called to the following forms which must be executed as required, and submitted with their bid on the form(s) received from the County and bound in the Contract Documents:

- A. **Bid Forms**
The unit prices bid must be shown in the spaces provided (Pages 4-8).
- B. **Bid Signature Sheet**
To be filled out and signed by the bidder (Page 10).
- C. **Contractor Qualification Statement**
To be filled out by the bidder (Pages 11-12).

The following forms are to be executed after the contract is awarded:

- A. **Contract**
This Agreement to be executed with the successful bidder (Pages 28-29).
- B. **Certificate of insurance**
Refer to page 17, item G and attached Informational Certificate of Insurance and Additional Insured Endorsement (Pages 30-31).
- C. **Minimum Wage Affidavit**
To be signed by the successful bidder (Page 32).
- D. **Prevailing Wage Intents and Affidavits**
Intent to pay Prevailing Wages for County will be filed at the beginning of each contract year and Affidavit of Wages Paid for County will be filed at the end of each contract year. Intents must be filed: Time materials? No.

**YAKIMA COUNTY
BID NO. C11409 - JANITORIAL SERVICES
PUBLIC SERVICES MAINTENANCE FACILITIES,
ALTC & HEALTH DISTRICT**

I. GENERAL SPECIFICATIONS

It is the intent of these specifications to describe Janitorial Services for Yakima County Public Services Maintenance Facilities (Yakima and Sunnyside locations), Aging and Long Term Care (ALTC Ellensburg) and the Yakima County Health District, in sufficient detail to secure comparable bids for the performance of this service.

A. Term:

The period of this contract shall be for a period of one (1) year from its effective date. The County may, at its option, extend the contract on a year to year basis for up to four (4) additional years provided, however, that either party may at any time during the life of this contract, or any extension thereof, terminate this contract by giving thirty (30) days notice in writing to the other party of its intention to cancel. Contract extensions shall be automatic, and shall go into effect without written confirmation, unless the County provides advance notice of the intention to not renew. **Prices shall remain firm for the first twelve month period of the contract unless an exception is stated in the bid.**

B. Right to Award:

County of Yakima reserves the right to make contract award on all groups of services listed on the bid form or award based on any group or based on any combinations of groups.

C. Right to Reject/Accept:

Yakima County reserves the right to reject any or all bids or accept any presented which meet or exceed these specifications, and which would be in the best interest of Yakima County and will not necessarily be bound to accept the low bid.

D. No Preferences

No exceptions will be considered that may tend to give an individual bidder a distinct advantage.

E. Subcontracting:

This service shall not be subcontracted, unless there is additional supervising staff to direct and adequately train employees to acceptable standards and with the written permission of Yakima County Public Services, Aging and Long Term Care (ALTC) or the Yakima County Health District.

F. Temporary Employees:

Successful Contractor will not hire temporary-type employees hired on the spot through an employment agency that have not been properly trained.

G. Not a County Employee:

Contractor, its agents and employees shall not represent to anyone that Contractor, or its agents or employees is an employee of the County.

H. Workmanship Clause

Contractor warrants and guarantees to Yakima County that the Work shall be performed in a manner consistent with industry standards for the performance of janitorial services of a similar nature. The Contractor warrants to the County that services and cleaning supplies furnished will be of good quality and new, that the Work will be free from defects, and that the Work will conform to all requirements. Work not conforming to these requirements, including substitutions (if allowed) not properly approved and authorized, may be considered defective.

The Contractor shall comply with recognized workmanship quality standards within the industry as applicable to each unit of Work. All references to standards whether for materials, processes, assemblies, workmanship, performance, or similar purpose shall mean, unless otherwise noted, the most recent available published version of such standard. When reference is made to standards, the standards are to be made a part of this contract, and to have the same effect as if fully reproduced herein. It is a requirement that each category of trade's person the Work be qualified, to the extent of being familiar with applicable and recognized quality standards for that category of Work, and being capable of workmanship complying with those standards.

I. Best Modern Practices:

All work shall be performed and completed in accordance with the best modern practices, further; no detail necessary for safe and regular operation shall be omitted, although specific mention thereof may not be made in these specifications.

J. Other City/County Departments/Like Items Added:

At any time during the term of this contract, or any extension thereof, other City/County departments may be served under these same terms and conditions. Additional like items may be added at the request of the Purchasing Buyer.

K. Termination - Convenience:

This contract may be terminated by either party by giving thirty (30) days written notice of such intent and will become effective thirty (30) days from the date such written notice is delivered to the applicable party to the contract.

L. Termination - Cause:

The City reserves the right to terminate this contract at any time, upon written notice, in the event that the services of the Contractor are deemed by the City to be unsatisfactory, or upon failure to perform any of the terms and conditions contained in this agreement.

II. SPECIAL CONDITIONS

A. Due Date:

Bid shall be submitted to and date stamped by the Office of the Yakima County Commissioners, 128 North Second Street, Room 232, Yakima, WA 98901, by **11 a.m., on July 31, 2014**, in a sealed envelope labeled Bid No. C11409 with the date and time of bid opening written on the face of it. If you plan on attending the bid opening, **DO NOT BRING YOUR BID WITH YOU INTO THE OPENING ROOM.** It must be received and date stamped by the Office of the Yakima County Commissioners.

B. Pre-Bid Walk Through for all Locations:

All Bidders are encouraged to attend a Pre-Bid Walk Through for each location contractor intends to bid on. Dates and times are as follows:

1. Public Services Maintenance Facility - Yakima
Tuesday, July 22, 2014 at 9:00 A.M. The walk through will begin at the Road Maintenance Admin Office, 1216 S 18th St., Yakima WA
2. Yakima County Health District
Tuesday, July 22, 2014 at 11:00 A.M., 1210 Ahtanum Ridge Dr, Union Gap, WA
3. Public Services Maintenance Facility – Sunnyside
Wednesday, July 23, 2014 at 9:00 A.M. The walk through will begin at the Road Maintenance Admin Office 321 S 1st, Sunnyside, WA
4. Aging and Long Term Care (ALTC Ellensburg)
Thursday, July 24, 2014 at 10:00 A.M., 206 W First Street, Ellensburg WA

C. Additional Work:

Any additional work found necessary that is not specified in this Bid specification shall be listed on a separate sheet entitled "Additional Supplies/Labor Required".

D. Invoicing and Payments:

Invoicing must be created and managed locally. Contractor shall not utilize the billing services of a clearinghouse. All billings shall be separated by Yakima County Public Services Maintenance Yakima or Sunnyside, Yakima County Health District or Aging and Long Term Care (ALTC) Ellensburg. Only contracted prices shall be charged. To insure prompt payment each invoice should cite Bid Number C11409, purchase order number, County Department invoice is for, dates & description of service, discount terms and include the contractor's name and return remittance address. Payment will be mailed within thirty (30) days of (a) the receipt and acceptance of the product or service and (b) a properly completed invoice and (c) all papers required to be delivered for service. Contractor shall provide an original of the invoice. Each invoice shall be submitted as required by the contract. Contractor is to submit properly completed invoice(s) to:

- Yakima County Public Services Accounting, 128 N 2nd Street, Yakima WA 98901. (Public Services)
- Aging and Long Term Care (ALTC) - Ellensburg, P.O. Box 8349, Yakima WA 98908 Attn: Diane (Preferred method is via email to Sheila Brogdon at brogdss@dshs.wa.gov)
- Yakima County Health District – 1210 Ahtanum Ridge Drive, Union Gap WA 98903

E. Price Increases

The rates shown on bid form shall be consistently applied and remain firm throughout the first twelve months of the contract. If requested by the Contractor, on

the anniversary date of the contract, labor rates may be adjusted per WAC 296-127-023 Surcharges for fuel, hazardous material disposal, or similar will not be allowed.

WAC 296-127-023 Building service maintenance. *The "public building service maintenance contracts" referred to in RCW [39.12.020](#) shall mean janitorial service contracts and cover only work performed by janitors, waxers, shampooers, and window cleaners.*

For all building service maintenance contracts, the prevailing wage rates which are in effect on the date when the quotes are required to be submitted to the contract awarding public agency are the minimum prevailing wage rates which must be paid for the first year of such contracts and thereafter. However, any building service maintenance contract of more than one year duration, must include wage increase language recognizing the potential for future variance in applicable prevailing wage(s) and specifying that the wages which a Contractor shall pay its employees must be altered annually to recognize and follow the most recently promulgated increases in prevailing wages each year after the first year of the contract period. The cost of the increases in the wages due employees shall be borne by the contract awarding agency.

F. Prevailing Wages:

The contractor will comply with all provisions of Chapter 39.12 RCW - Prevailing Wages on Public Work.

What about Owner/Operators?

An owner/operator does not need to pay themselves prevailing wages; HOWEVER, they do still need to pay their employees prevailing wages and file Intents and Affidavits with the Department of Labor and Industries, listing in section 3 of the form that they are Owner/Operator.

- A. RCW 39.12.010 - The Prevailing Rate of Wage. Contact the Department of Labor and Industries, to confirm current prevailing wage rate for applicable workers on this particular public work project.
- B. RCW 39.12.040 - Statement of Intent to Pay Prevailing Wages and an Affidavit of Wages Paid. Before an awarding agency may pay any sum due on account, it must receive a statement of Intent to Pay Prevailing Wages approved by the Department of Labor and Industries. Following final acceptance of a public work project, and before any final money is disbursed, each contractor and sub-contractor must submit to the awarding agency an Affidavit of Wages Paid, certified by the Department of Labor and Industries.
- C. RCW 39.12.070 - Fees Authorized for Approval Certification and Arbitrations. Any fees charged by the Department of Labor and Industries for approvals or fees to cover costs of arbitration conducted shall be the responsibility of the contractor.

The State of Washington prevailing wage rates applicable for this public works project, which is located in Yakima County, may be found at the following website address of the Department of Labor and Industries: <https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx>. Based on the bid

submittal deadline for this project, the applicable effective date for prevailing wages for this project is July 31, 2014. A copy of the applicable prevailing wage rates are also available for viewing at the office of the Owner, located at 129 N 2nd Street, Yakima WA. Upon request, the Owner will mail a hard copy of the applicable prevailing wages for this project.

G. Indemnity/Contractor's Liability Insurance:

(A) The Contractor agrees to indemnify and save harmless the City/County, its officers, agents and employees against and from any and all actions, suits, claims, demands or liability of any character whatsoever brought or asserted for injuries to or death of any person or persons, or damages to property arising out of, result from or occurring in connection with the performance or any service hereunder.

(B) The Contractor shall take all necessary precautions in performing the work hereunder to prevent injury to persons and property.

(C) **Contractors Liability Insurance:** The Contractor shall obtain and maintain in full force and effect during the term of the contract, commercial general liability coverage with insurance carriers admitted to do business in the State of Washington. The insurance companies must carry a Best's Rating of A- VII or better. At all times during the life of this contract, Contractor agrees to maintain, on a primary and non-contributory basis and at its sole expense, the insurance coverage's, limits, and endorsements noted below. All such insurance shall not be subject to any deductible or self-insured retention (SIR). There shall be no cancellation, material change, reduction in limits or intent not to renew the insurance coverage(s) without 30 days written notice from the contractor or its insurer(s) to the City of Yakima/Yakima County. The requirements contained herein, as well as the City of Yakima/Yakima County's review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under this contract. The policies will be written on an occurrence basis, subject to the following minimum limits of liability:

Commercial General Liability: Combined Single Limit: \$1,000,000 Per Occurrence
\$2,000,000 Annual Aggregate

Auto Liability: Combined Single Limit: \$1,000,000 Per Occurrence

The City of Yakima/Yakima County, its agents, employees, authorized volunteers; elected and appointed officials are included as Primary/Non-Contributory additional insured's.

The Contractors' insurance coverage shall be primary insurance as respects those who are Additional Insured's under this agreement. Any insurance, self-insurance or insurance pool coverage maintained by the City/County shall be in excess of the Contractor's insurance and shall not contribute to it.

The Contractor will provide a Certificate of Insurance to the City/County as evidence of coverage. A copy of the Additional Insured Endorsement attached to the policy will be included with the certificate. This Certificate of Insurance shall be provided to the Purchasing Manager, prior to commencement of this work.

If at any time during the life of the contract or any extension, the contractor fails to maintain the required insurance in full force and effect, all work under the contract shall be discontinued immediately. Any failure to maintain the required insurance may be sufficient cause for the City/County to terminate the contract.

The contractor shall also maintain workers compensation through the State of Washington.

(D) Contractor's Waiver of Employer's Immunity under Title 51 RCW. Contractor intends that its indemnification, defense, and hold harmless obligations set forth above in section 10.1 shall operate with full effect regardless of any provision to the contrary in Title 51 RCW, Washington's Industrial Insurance Act. Accordingly, to the extent necessary to fully satisfy the Contractor's indemnification, defense, and hold harmless obligations set forth above in section 10.1, Contractor specifically waives any immunity granted under Title 51 RCW, and specifically assumes all potential liability for actions brought by employees of the Contractor against the City/County and its officers, employees, agents, and volunteers. The parties have mutually negotiated this waiver. Contractor shall similarly require that its subcontractors, and anyone directly or indirectly employed or hired by Contractor, and anyone for whose acts Contractor may be liable in connection with its performance of this Agreement to comply with the terms of this paragraph, waive any immunity granted under Title 51 RCW, and assume all potential liability for actions brought their respective employees. The provisions of this section shall survive the expiration or termination of this Agreement.

(E) Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City/County, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence.

Certificate of Insurance sample is included at the end of this document

H. Hold Harmless:

The Contractor shall agree to protect, defend, indemnify, and hold Yakima County, its officers, commissions, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character resulting from the error, omission or negligent act of the Contractor, its agents, employees or representatives, in the performance of the Contractor's duties under any agreement resulting from award of this quote.

I. Services Bought from Different Supplier:

Should the Contractor be unable to or refuse to supply service, on any given day, against this predetermined work schedule to which the Contractor has agreed and the County is forced to do the work with materials bought from a different Contractor, the difference in the Bid price of the services and that paid the new Contractor, in order to do the work, shall be charged to and paid for by the Contractor holding the Bid award for these services.

Contractor shall not, however, be responsible for delays in service due to:

1. Unavoidable mechanical breakdowns
2. Strikes
3. Inability to secure component materials
4. Acts of God
5. Fire

Provided the City of Yakima/Yakima County Purchasing Manager is notified in writing by the Contractor of such pending or actual delay. In the event of any delay, the date of service completion shall be extended for a period equal to the time lost due to the reason for the delay.

J. Increase or Decrease in Services:

During the term of this contract, the County shall have the option to increase or decrease the amount of services provided under this contract. The contract rate for such increase or decrease shall be adjusted upon mutual agreement of the parties. In the event that the parties cannot agree upon a rate for said increase or decrease in service, either party upon thirty (30) days written notice may terminate the contract.

K. County Inspection of Services:

All services, which include services performed, supplies furnished or equipment utilized in the performance of service, and workmanship in the performance of services, shall be subject to inspection by the County, at all times during the term of the contract. All inspections by the County shall be made in such a manner as not to unduly delay the work by Contractor.

Yakima County Management shall be sole judge of quality and required frequency of services provided. If the level of cleaning is considered to be unacceptable by Yakima County Management at any time, Yakima County Management will notify the Contractor, its authorized representatives, or agents and the Contractor shall increase staff, or take whatever measures are necessary to provide an acceptable level of cleanliness.

L. Employee Supervision:

1. The County will not provide any supervision to Contractor's employees. Contractor must have sufficient staffing to oversee all staff, to include training, supervision, and the resolution of issues or problems that may arise.
2. Contractor shall provide an adequate number of employees to maintain cleaning in accordance to the specifications within and shall schedule work so that it does not disrupt the functions and normal day-to-day operations of the Yakima County Facilities.
3. Contractor will be held accountable for damages, theft, or any other breach of security caused by its employees and shall be held directly responsible for errors and omissions of his/her employees and other persons performing janitorial work under the Contractor's control at the Yakima County Facilities. The Contractor shall be responsible for repair of any damage to County property and restoration of any facility damage beyond normal wear and tear, caused by the Contractor's janitorial activities. Repair and restoration shall be to the satisfaction of the County. Any repair or restoration of these damages shall be performed at no cost to the County.

M. Employee Safety and Standards:

1. Contractor shall select individuals to perform janitorial services for Yakima County Facilities in conformance with accepted janitorial practices and standards. Custodial staff working in these facilities shall have relative experience.
2. Contractor shall complete criminal background checks for each employee assigned to this service contract. Results shall be made available to Yakima County Management upon request and retained on file by the Contractor in accordance with privacy laws. Questionable backgrounds shall be brought to the attention of the affected Yakima County Department. Throughout the life of the contract, Yakima County reserves the right to require the Contractor to have background checks updated or completed again. There will be no exceptions and no substitutions of personnel without prior background clearance checks.
3. The Contractor shall ensure that its staff is drug free. NO alcohol or drug use shall be permitted on County property. Smoking is not allowed in County buildings. Staff employed by the Contractor shall not work in any County building while under the influence of non-prescribed or mind altering drugs.
4. Upon request by the County, Contractor will remove from the Yakima County Maintenance Facility premises any employee who, in the sole opinion of the County, has participated in any improper conduct.
5. Contractor shall submit a current list of names, and assignments of all employees who will perform work under this contract. Changes in the employment list shall be reported to the City/County Purchasing Department no less than twenty-four (24) hours before the changes become effective. Said list and changes shall be submitted to the affected Yakima County Manager(s).
6. Contractor shall provide appropriate training to employees prior to the beginning of service under this contract to ensure competent performance of work during scheduled hours. When submitting names of employees, Contractor shall provide documentation of the type and amount of training received by each employee. All employees must understand correct use of all materials and equipment used to clean, including what to do if problems occur (i.e. proper use of MSDS Sheets).
7. The Contractor must certify that all employees and representatives are trained to recognize and understand the Universal Safety Symbols.
8. Employees and representatives of the Contract must be fluent in English. If fluency is in a language other than English, then the Contractor shall:
 - a. Provide all MSDS sheets in both languages.
 - b. All containers must be labeled in both languages.
 - c. Custodial instructions and schedules shall be posted in both languages.

- N.** Contractor's employees shall report any damaged or broken plumbing, glass or windows, light fixtures, furniture, lavatory fixtures, toilet stoppages, any security violations, vandalism, hazardous conditions, problems with heating and ventilating

equipment, or any other condition to be considered unsafe, that may require attention for repairs, adjustment, replacement or correction to the affected Yakima County Manager(s) or designee within 24 hours.

- O. The Contractor shall be responsible for all industrial and medical insurance taxes, if applicable, and if required, any and all permits, fees and licenses necessary for the protection of the Contractor's employees in the performance of the services.

III. TECHNICAL SPECIFICATIONS

A. Cleaning Hours:

- Public Services Maintenance Facility - Yakima
Work shall be conducted after 5:00 PM and before 6:00 AM
- Public Services Maintenance Facility - Sunnyside
Work shall be conducted after 5:00 PM and before 6:00 AM
- Aging and Long Term Care (ALTC-Ellensburg): Work shall be conducted starting at 3:45pm and no later than 5:00pm. Start time can be adjusted if more time is needed to complete tasks.
- Yakima County Health District: Work shall be conducted starting at 7:00pm and no later than 11:00pm.

- B. The Contractor shall provide a schedule of cleaning and maintain the monthly Janitorial Compliance Report (see attachment A, B, C, D & E below).

- C. The County shall supply all paper products such as toilet paper, paper towels, garbage liners, and hand soap for soap dispensers (bathroom and kitchen). The County will change out light bulbs when needed.

- D. The Contractor shall provide and store all equipment, labor and cleaning supplies to perform the above mentioned duties and included in the cost of the monthly rate. An additional charge for these items will not be allowed.

E. Holidays:

Yakima County Public Services Maintenance Facility, Aging and Long Term Care (ALTC Ellensburg) and the Yakima County Health District are closed and no cleaning will need to take place on the major holidays that are observed by Yakima County. A list of holidays observed by Yakima County follows:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day

- Day Following Thanksgiving
- Christmas Day

F. Cleaning Schedule: This service is to be all-inclusive. Frequencies are minimum requirements. INCLUDES, BUT NOT LIMITED TO: ADMINISTRATIVE OFFICE(S), MULTIPURPOSE ROOM(S), CORRIDORS; LOBBIES; ENTRYWAY(S), HANDICAP RAMPS, EMPLOYEE BREAK ROOM(S), LOUNGE(S), KITCHEN, RESTROOM(S), STORAGE ROOM(S):

**YAKIMA COUNTY
GENERAL PROVISIONS
(A PART OF ALL INVITATION TO BID DOCUMENTS)**

These General Provisions, the Specifications, the Invitation to Bid/Quote form and any attachments, constitutes the bid document, and will be considered as one document.

1. Laws and Regulations

The contractor shall comply with all applicable laws and regulations pertaining to this contract. In addition, the contractor shall ensure that any subcontractor performing this contract shall comply with all applicable laws and regulations pertaining to this contract.

2. Acceptance

The County reserves the right to reject any or all quotations, to waive any technicalities and informalities, and to accept or reject all or any part of this quotation at prices shown.

All bids/quotes must remain open for acceptance by the County for a period of at least 60 calendar days from the date of opening of the bids/quotes, unless otherwise stated.

3. Bid/Quote Submittals

Bids and quotes shall be submitted on the attached forms only. Extra pages and literature may be added to this package; however, the package shall be returned intact as received.

All prices and notations must be typewritten or written in ink, with no erasures permitted. Mistakes may be crossed out and corrections written adjacent thereto, and must be initialed in ink by person signing quotation. Verify your quotations before submission, as they cannot be withdrawn or corrected after being opened.

If applicable, unit prices for all items, all extensions, and the total amount of bid or quote must be shown. In the instance of a discrepancy between the unit price and the total price, the unit price shall govern. Any pricing, configuration, or other errors discovered after bid/quote opening or quotation due date must remain and cannot be adjusted.

4. Change Orders

Change Orders for material or services will be without effect unless issued and authorized in writing by the Purchasing Manager.

5. Quality Standards

The brand names listed indicate the standard of quality required. Brands of equal quality, performance and use will be considered, provided the offeror specifies the brand, model and other data for comparison with their bid/quote. Yakima County will be the sole judge for approving other brands offered as equals to the brand specified. Bidders shall indicate if they are offering alternate brands in the space below each item and must provide descriptive specifications explaining the merits of the substitute item.

6. Delivery

Time is of the essence and this order is subject to cancellation by Yakima County for Vendor's failure to deliver on time. For any exception to the delivery date specified in this order, Vendor shall give prior written notification and obtain written approval from the City/County Purchasing Manager. The acceptance by the County of later performance with or without objection or reservation shall neither waive the County's right to claim damages for such breach nor constitute a waiver of the requirements for the timely performance of any obligation remaining to be performed by

Vendor. All quotations shall include delivery F.O.B. destination, freight pre-paid, unless otherwise stated in this "Bid Call" or "Invitation to Quote" at the designated address set forth in the proposal given to each bidder. When shipping addresses specify room identification, Vendor shall make such delivery thereto without additional charge. If the County grants specific authorization to ship goods F.O.B. Shipping Point, Vendor agrees to prepay all shipping charges, route the goods by cheapest common carrier, and bill the County as a separate item on the invoice for said charges. It is also agreed the County reserves the right, at its sole option, to refuse COD Shipments.

7. Identification

The purchase order number shall appear on all invoices, packing lists, packages, shipping notices and other written documents relating to this order. Packing lists shall be enclosed in each and every box or package shipped pursuant to this order, indicating the content therein.

8. Payment

Vendor is to submit properly completed invoice(s) and mail to address specified at the time of order

To insure prompt payment, each invoice should cite purchase order number, bid/quote number, description of item purchased, unit and total price, discount terms and include the vendor's name and return remittance address. Payment will be mailed within thirty (30) days of (a) the receipt and acceptance of the product or service and (b) a properly completed invoice.

9. Risk of Loss

Regardless of the F.O.B. Point specified above, Vendor agrees to bear all risk of loss, injury, or destruction of goods ordered herein which occur prior to actual physical delivery to the County, and such loss, injury, or destruction shall not release Vendor from any obligation hereunder.

10. Force Majeure

Vendor will not be responsible for delays in delivery due to acts of God, fire, Strikes, epidemics, war, riot, delay in transportation or railcar transport shortages, provided vendor notifies the Purchasing Manager immediately in writing of such pending or actual delay. Normally, in the event or any such delays (acts or God, etc.) the date of delivery will be extended for a period equal to the time lost due to the reason for delay.

11. Rejection

All goods and any services purchased in this order are subject to approval by the County. Rejection of goods or services, resulting because of nonconformity to the terms, conditions, and specifications of this order, whether held by the County or returned, will be at Vendor's risk and expense.

12. Approximate Quantity

The quantities listed are the County's current approximate requirements. Yakima County will neither be obligated by, nor restricted to, these quantities and may increase or decrease any item(s) ordered under this contract and pay according to the unit prices quoted in the Bid/Quote. If it is agreeable to both parties and prices have not changed and the same unit/materials are still available, additional units/materials may be ordered within 12 months of the signing of the original agreement.

13. Cooperative Purchasing

The Washington State Interlocal Cooperative Act RCW 39.34 provides that other governmental agencies may purchase goods or services on this solicitation or contract in accordance with the terms and prices indicated therein if all parties agree. The County does not accept any responsibility or involvement in the purchase orders or contracts issued by other public agencies.

14. Samples

Samples of items, when required, must be furnished free of expense to the County, and if not destroyed by tests will, upon request, be returned at the bidder's expense.

15. Inspection

Cost of inspection on deliveries or offers for delivery, which do not meet specifications, will be for the account of the vendor.

16. Hazardous Materials

If this order covers goods, which include hazardous chemicals, Vendor shall, at the time of product delivery, provide the County with copies of Material Safety Data Sheets for such chemicals. These sheets shall be in the form then required by applicable law or regulation (See WAC 296-62-05413). This requirement shall be in addition to whatever other requirements are imposed by law or regulation.

17. Public Disclosure

Proposals shall become the property of Yakima County. All proposals shall be deemed a public record as defined in RCW 42.56 "Public Records." Any proposal containing language which copyrights the proposal, declares the entire proposal to be confidential, declares that the document is the exclusive property of the Vendor, or is any way contrary to state public disclosure laws or this RFP will be declared non responsive and removed from consideration. Any information in the proposal that the successful Vendor desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.56 must be clearly designated as described in Section Proprietary Information. The particular exception from disclosure upon which the Vendor is making the claim and the RFP page it is found on must be identified. RFP's will not be disclosed prior to release to potential respondents. With the exception of lists of prospective Vendors, Yakima County will not disclose RFP records until execution of the contract(s). At that time, all information about the competitive procurement will be available with the exception of: Proprietary/confidential portion(s) of the successful proposal(s), until the Vendor has an adequate opportunity to seek a court order preventing disclosure. Yakima County will consider a Vendor's request for exemption from disclosure; however, Yakima County will make a decision predicated upon RCW 42.56.

18. Warranties

Vendor warrants that all goods and services furnished under this order are new, conform strictly to the specifications herein, are merchantable, good workmanship, free from defect, are fit for the intended purpose of which such goods and services are ordinarily employed and if a particular purpose is stated in a Special Condition, the goods are then warranted as for that particular purpose. Vendor further warrants that no violation of any federal, state or local law, statute, rule, regulation, ordinance or order will result from the manufacturer, production, sale, shipment, installation or use of any other goods. Vendor's warranties (and any more favorable warranties, service policies, or similar undertaking of Vendor) shall survive delivery, inspection, and acceptance of the goods or services.

19. Re-Award

When the contract is terminated by the vendor upon 30 days notice as herein provided, the County may re-award the contract to the next most responsible bidder.

When a vendor is unable to supply goods and/or services to the County and is in breach of the contract, or when the contract is terminated by the County for cause as herein provided, the County reserves the right to re-award the contract to the next most responsible bidder.

20. Errors and Omissions

The County reserves the right to correct obvious ambiguities and errors in the Bidder's proposal and to waive non-material irregularities and/or omissions. In this regard, if the unit price does not compute to the extended total price, the unit price shall govern.

21. Late Receipt of Bid/Quote Documents

Bids and/or quotations and modifications received after the exact hour and date specified for receipt of bids and/or quotations will not be considered (i.e. if bid was due by 2:00 PM, any bids received after 2:00:00 PM will be rejected).

22. Licenses

If applicable, successful vendor shall have a valid and current business license per Chapter 5.02 Section 5.02.010 of the Yakima Municipal Code covering this type of business and shall satisfy all applicable City Code provisions. Said license shall be obtained prior to the award of any contract. Inquiries as to fees, etc., should be made to the Office of Code Administration, telephone (509) 575-6121.

In addition, Contractors are required to be registered by the State per Chapter 18.27 of the Revised Code of Washington and their registration number must be listed on the bid/quote.

23. Delivery of Unapproved Substitutions

Vendors are authorized to ship only those items ordered covered by the contract. If a review of orders placed by the County reveals that an item other than those covered by and specified in the contract have been ordered and delivered, the Purchasing Manager will take such steps as are necessary to have the item(s) returned to the contractor at no cost to the County regardless of the time lapsed between the date of delivery and discovery of the violation. Violation of this clause may result in the removal of the offending vendor's name from the County mailing list for a period of up to three (3) years.

24. "No Bids"

Vendors who are unable to or do not wish to submit a bid and are encouraged to respond by notating their bid "NO BID" on page one of the "BID CALL" and mailing it to the City of Yakima Clerk's Office, 129 North 2nd Street, Yakima, Washington, 98901, with the Bid/Quote due date and time written on the face of the envelope. It is the County's practice that if no response to a bid is received by a vendor after two consecutive mailings, the vendor will be deleted from our vendor's mailing list for that type of commodity item.

25. Non-Collusion

The Bidder represents, by the submission of their Proposal, that the prices in this bid/quote are neither directly nor indirectly the result of any formal or informal agreement with another bidder.

26. Evaluation of Bid/Quote

In the evaluation of otherwise responsible bids/quotes, the Bidder's experience, delivery time and responsibility in performing other contracts will be considered. In addition to price, the following may be considered:

- I. The ability, capacity and skill of the bidder to perform the contract and provide the services required.
- II. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
- III. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- IV. The quality of performance of previous contracts or service.
- V. The previous and existing compliance by the bidder with laws and ordinances relating to contracts or services.
- VI. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service.
- VII. The quality, availability, and adaptability of the supplies or contractual services to the particular use required.
- VIII. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.

27. Taxes

The County will pay sales and use taxes imposed on goods or services acquired hereunder as required by law. The County is exempt from Federal Excise Tax. Where applicable, the County shall furnish a Federal Excise Tax Exemption certificate.

28. Non-Discrimination

During the performance of this contract, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, religion, age, marital status, disability, sex, sexual orientation or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this non-discrimination clause.
- B. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor; state that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, age, marital status, disability, sex, or national origin.
- C. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, advising the labor union or workers' representative of the contractor's commitment to non-discrimination, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. The contractor will furnish all information and reports required by Yakima County and will provide on request evidence to substantiate compliance with non-discrimination clauses of this contract.
- E. In the event of the contractor's noncompliance with the non-discrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for any future Yakima County contracts.

29. Termination - Convenience

This contract may be terminated by either party by giving thirty (30) days written notice of such intent and will become effective thirty (30) days from the date such written notice is delivered to the applicable party to the contract.

30. Termination - Cause

The County reserves the right to terminate this contract at any time, upon written notice, in the event that the services of the Contractor are deemed by the County to be unsatisfactory, or upon failure to perform any of the terms and conditions contained in this agreement. In addition to the foregoing right of termination, the County may terminate this contract, with or without cause, upon thirty (30) days written notice to Contractor.

31. Delay of an Award

If, after bid/quote opening, administration problems threaten to delay award beyond the bidder's acceptance period, bidders shall be requested to extend the bid/quote acceptance period. This request must be made and confirmed in writing prior to the expiration date of their bids/quotes (with consent of sureties, if any) to avoid the need to re-advertise.

32. Venue

In the event that any litigation should arise concerning the construction or interpretation of any of the terms of the Agreement, the venue of such action of litigation shall be in the Courts of the State of Washington in and for Yakima County. This Agreement shall be governed by the laws of the State of Washington.

33. Defense and Indemnity Agreement

The vendor agrees to defend, indemnify and save harmless Yakima County, its appointed and elective officers and employees, from and against all loss or expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the County, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account to damage to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the Vendor, his/her subcontractors, its successor or assigns, or its or their agent, servants, or employees, the County, its appointed or elected officers, employees or their agents, except only such injury or damage as shall have been occasioned by the sole negligence of the County, its appointed or elected officials or employees. It is further provided that no liability shall attach to the County by reason of entering into this contract, except as expressly provided herein.

34. Permits

The vendor shall procure and pay for all permits and licenses necessary for the completion of the Contract, including those permits required by Yakima County. In the event a necessary permit is not obtained, the Vendor will not be permitted to work on items subject to said permit and any delays caused thereby will not be subject to extra compensation or extension.

35. Severability

If any term or condition of this contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this contract are declared severable.

36. Waiver

Waiver of any breach or condition of this contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this contract shall be held to be waived, modified or deleted except by an instrument, in writing, signed by the parties hereto.

37. Entire Agreement

This written contract represents the entire Agreement between the parties and supersedes any prior oral statements, discussions or understanding between the parties.

38. Protest Procedure

Any protest must be made in writing, signed by the protestor, and state that the vendor is submitting a formal protest. The protest shall be filed with the Yakima City/County Purchasing Manager at 129 No. 2nd St., Yakima, WA 98901, faxed to 509-576-6394 or emailed to sue.ownby@yakimawa.gov. The protest shall clearly state the specific factual and legal ground(s) for the protest, and a description of the relief or corrective action being requested. **Protests before award** shall be filed five (5) days before the solicitation due date, and **protests after the award** shall be filed five (5) days after Award Announcement (see below for details). The following steps shall be taken in an attempt to resolve the protest with the vendor:

Step I Purchasing Manager and Department Head of solicitation try resolving matter with protestor. All available facts will be considered and the City/County Purchasing Manager shall issue a decision. This decision shall be delivered in writing to the protesting vendor.

Step II If still unresolved, within three (3) business days after receipt, the protest may be appealed to the Board of Yakima County Commissioners. The Board of County Commissioners shall make a determination in writing to the vendor.

Grounds for Protest

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination, conflict of interest;
- Solicitation unduly constrains competition or contains inadequate or improper criteria;
- Errors in computing score;
- Non-compliance with procedures described in the solicitation or County Policy.

Protest Determination

Each review and determination of the protest shall issue a decision that either:

- Finds the protest lacking in merit and upholds the award; or
- Finds only technical or harmless errors in the acquisition process and determines the County to be in substantial compliance and therefore reject the protest; or
- Finds merit in the protest and provides options for correction, including, but not limited to, correcting the errors and re-evaluating the bids, reissuing the bid to begin a new process, or entering in to a contract that remedies the protest finding; or
- Makes other findings and determines other courses of action as appropriate.

Timeframe

Only protests and complaints received within the required timeframe for protest action are accepted for consideration.

Award Announcement

Purchasing shall announce the successful bidder via City/County Purchasing Website, e-mail, fax, regular mail, or by any other appropriate means. Once the announcement is released by Purchasing, the protest time frame begins. The timeframe is not based upon when the vendor received the information, but rather when the announcement is issued by Purchasing. Though every effort will be made by Purchasing to distribute the announcement to the interested vendors, Purchasing is not responsible to assure that vendors receive the announcement. It is the responsibility of the vendors to obtain the announcement from Purchasing.

Award Regardless of Protest

When a written protest against making an award is received, the award shall not be made until the matter is resolved, unless the County determines that one of the following applies:

- The supplies or services to be contracted for are urgently required;
- Delivery or performance will be unduly delayed by failure to make award promptly;
- A prompt award will otherwise be advantageous to the County.

If the award is made, the file must be documented to explain the basis for the award. Written notice of the decision to proceed shall be sent to the protestor and others who may be concerned.

The County retains the right to enter into any contract and nothing herein shall be construed to limit that authority in any manner.

39. Qualified Bids

The General Terms and Conditions and Supplemental Terms and Conditions included in this bid document will govern the performance of the work. No other terms and conditions will be accepted. Bids that are conditioned in any way, or Bids that take exception in any way to the City of Yakima's General and Supplemental Terms and Conditions, may result in the Bid being considered non-responsive.

40. Proprietary Material Submitted

Any information contained in the bid/RFP submitted that is proprietary must be clearly designated. Marking the entire bid as proprietary will be neither accepted nor honored. If a request is made to view a vendor's bid, the City of Yakima will comply according to the Open Public Records Act, Chapter 42.17 RCW. If any information is marked as proprietary in the proposal, such information will not be made available until the affected vendor has been given an opportunity to seek a court injunction against the requested disclosure.

SAMPLE CONTRACT

**C11409 Janitorial Services – Public Services Maintenance
Aging and Long Term Care – ALTC Ellensburg Office
Health District
(A separate contract will be filled out for each Contractor)**

THIS AGREEMENT/CONTRACT is entered into this ___ day of _____ by and between YAKIMA COUNTY hereinafter the "County", through the Purchasing Division, 129 North 2nd Street, Yakima, Washington 98901 and _____ whose address is _____ hereinafter the "Contractor".

WITNESSETH:

In consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Contractor shall do all work and furnish all materials necessary for performing the work in accordance with and as described in bid **C11409 Janitorial Services Public Services Maintenance, Aging and Long Term Care – ALTC Ellensburg Office and Health District**, upon which this contract is based, a copy of which is attached to this contract.
2. The County agrees to pricing per Contractor's Price Sheet as proposed and for the work as set forth in the manner and upon the conditions provided.
3. This Agreement contains all terms and conditions agreed upon by the parties. No change or addition to this Agreement shall be valid or binding upon either party unless such change or addition is in writing and executed by both parties. If approved, the change shall take effect thirty (30) days after notification was received by the City/County Purchasing Office.
4. The parties agree that the Contractor is an independent Contractor and not an agent or employee of the County. Agents, employees, servants, or representatives of the Contractor shall not be deemed to be employees, agents, servants, or representatives of the County for any purpose. Employees of the Contractor are not entitled to any benefits the County provides for County employees.
5. The Contractor agrees that it shall not discriminate against any person on the grounds of race, creed, color, religion, national origin, sex, age, marital status, pregnancy, veteran status, sexual orientation, political affiliation or belief, or the presence of any sensory, mental or physical handicap in violation of the Washington State Law Against Discrimination (RCW chapter 49.60) or the Americans with Disabilities Act (42 USC 12101 et seq.). In the event the Contractor violates this provision, the County may terminate this Agreement immediately and bar the Contractor from performing services for the County in the future.
6. The Contractor shall not assign or subcontract any portion of the contracted activities without obtaining prior written approval from the County.
7. The Contractor shall indemnify and hold harmless the County, its officers, agents, and employees, from all liability, loss or damage, including costs of defense they may suffer as a result of claims, demands, actions, damages, costs or judgments which result from the activities to be performed by the Contractor, its agents, employees, or subcontractors pursuant to this Agreement.
8. The Contractor shall provide to the County proof of insurance in the amounts required under the bid specifications C11409. Yakima County shall be named as an additional insured on said insurance policies and provide the attached additional insured endorsement.
9. The contractor will follow all prevailing wage laws according to RCW 39.12.10. The contractor will submit Intent to Pay Prevailing Wage statements for the contractor and all sub-contractors prior to

the first payment being made. The contractor will submit Affidavits of Wages Paid Statements for the contractor and all sub-contractors at the completion of the project.

10. This Agreement shall become effective on its execution by both the successful Contractor and the Board of County Commissioners and shall be up for renewal on the ___ day of _____. The County may, at its sole option, extend the contract on a year to year basis for up to four additional years provided, however, that either party may at any time during the life of this contract, or any extension thereof, terminate this contract by giving thirty (30) days notice in writing to the other party of its intention to cancel. Contract extensions shall be automatic, and shall go into effect without written confirmation, unless the County provides advance notice of the intention to not renew. Prices shall remain firm for the first twelve-month period of the contract unless an exception is stated in the bid. Pricing is _____ per month for monthly services which includes all labor, taxes, cleaning equipment, and supervision.

11. This agreement shall be governed by the laws of the State of Washington. Any action, suit, or judicial proceeding for the enforcement of this Agreement shall be brought in the Superior Court for the State of Washington in Yakima County, Washington.

IN WITNESS WHEREOF the parties have executed this Agreement the day and year first above written.

CONTRACTOR

**BOARD OF YAKIMA
COUNTY COMMISSIONERS**

Signature

Kevin J. Bouchey, Chairman

Signer's name printed or typed

J. Rand Elliot, County Commissioner

Date

Michael D. Leita, County Commissioner

*Constituting The Board of County
Commissioners for Yakima County,
Washington*

Date

Approved as to form:

Attest:

Deputy Prosecuting Attorney

Tiera L. Girard
Clerk of the Board



GENERAL

CERTIFICATE OF LIABILITY INSURANCE

DATE(MMDD/YYYY)
Current Date

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: Insurance Agent Information	
INSURANCE AGENT ISSUING CERTIFICATE ADDRESS		PHONE (A/C No, Ext)	FAX (A/C, No)
		E-MAIL ADDRESS: <input type="checkbox"/>	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: A-VII or better, admitted carrier	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MMDD/YYYY)	POLICY EXP (MMDD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-DJECT <input type="checkbox"/> LOC	X		POLICY NUMBER	start date	stop date	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	X		POLICY NUMBER	start date	stop date	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTIONS \$						EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	POLICY NUMBER Stop Gap/EL Only	start date	stop date	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
The City of Yakima and the County of Yakima, its agents, employees, authorized volunteers, elected and appointed officials are included as Primary/Non-Contributory additional insureds. See attached Additional Insured Endorsement.

CERTIFICATE HOLDER	CANCELLATION
City of Yakima/County of Yakima Purchasing Department 129 N. 2nd Street Yakima, WA 98901	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE SIGNATURE

© 1988-2010 ACORD CORPORATION. All rights reserved.

ACORD25(2010/05)

The ACORD name and logo are registered marks of ACORD

COMMERCIAL GENERAL LIABILITY

ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS
- SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

The City of Yakima and the County of Yakima, its agents, employees, authorized volunteers, elected and appointed officials are included as Primary/Non-Contributory additional insured's.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

- A. Section II - Who Is An Insured is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.
- B. With respect to the insurance afforded to these additional insureds, the following exclusion is added:
2. Exclusions
- This insurance does not apply to "bodily injury" or "property damage" occurring after:
- (1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the site of the covered operations has been completed; or
 - (2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

CG2010 1001

Copyright, Insurance Services Office Properties, Inc., 2000

MINIMUM WAGE AFFIDAVIT
(To be completed after award)

STATE OF WASHINGTON: }
 } SS
COUNTY OF YAKIMA }

I, the undersigned, having been duly sworn, depose, say and certify that in connection with the performance of the work, payment for which this voucher is submitted, I have paid the following rate per hour to each classification of laborers, workmen, or mechanics, as indicated upon the attached list, now referred to and by such reference incorporated in and made an integral part hereof, for all such employed in the performance of such work; and no laborer, workman or mechanic so employed upon such work has been paid less than the prevailing rate of wage or less than the minimum rate of wages as specified in the principal contract; that I have read the above and foregoing statement and certificate, know the contents thereof and the substance as set forth therein is true to my knowledge and belief.

CONTRACTOR _____

Subscribed and sworn to before me on this _____ day of _____, 2014.

Notary Public in and for the State of Washington, residing
at _____.

Notary Expiration _____

Attachment A

Janitorial Compliance Report: *(Please initial appropriate box upon completion of task)*

Facility: Road Maintenance, Equipment Services, & Construction Buildings Month: _____, 2014

Days of the Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Contract Items:																																		
3/Times Per Week: (Monday, Wednesday, Friday)																																		
Empty wastebaskets.																																		
Clean/sanitize drinking Fountains.																																		
Dust mop floors.																																		
Clean, sanitize, polish all vitreous fixtures including toilet bowls, urinals & hand basins.																																		
Clean all mirrors & tile surfaces.																																		
Empty all containers & disposals, insert liners as required, spot clean & sanitize container.																																		
Empty & sanitize interior of sanitary container.																																		
Spot clean all walls, doors & partitions.																																		
Refill all dispensers to normal limits including: soap, tissue, towels.																																		
Spot clean resilient floors.																																		
Weekly: (Friday)																																		
Damp mop resilient floors.																																		
Clean shower stalls.																																		
Monthly: (Complete at mid-month)																																		
Dust horizontal surfaces from floor level up to 70" including sills, ledges, moldings, shelves, frames, ducts, heating outlets, etc.																																		
Clean all partition glass -both sides.																																		
Dust blinds.																																		
Remove dust cobwebs from ceiling areas.																																		
6 Times Per Year: (February, April, June, August, October, December)																																		
Floor: Scrub to remove scuff and heel marks, refinish to maintain protective coating & gloss. High speed buff.																																		
2 Times Per Year: (May & October)																																		
Clean exterior outside windows of offices.																																		
Clean exterior inside windows of offices.																																		
1 Times Per Year:	Strip/Wax all VCT Floors and Scrub Ceramic Tiles																*As per bid specifications and scheduled with Equipment Services Manager																	

Attachment B

Janitorial Compliance Report: *(Please initial appropriate box upon completion of task)*

Facility: **Sign Shop Office & Bathroom** Month: _____, 2014

Days of the Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Contract Items:																																	
1/Time per Week: (Friday)																																	
Empty wastebaskets.																																	
Dust horizontal surfaces from floor level up to 70" including sills, ledges, moldings, shelves, frames, ducts, heating outlets, etc																																	
Dust mop Floors.																																	
Clean, sanitize, polish all vitreous fixtures including toilet bowls, urinals & hand basins.																																	
Clean all mirrors & tile surfaces.																																	
Empty all containers & disposals, insert liners as required spot clean & sanitize container.																																	
Empty & sanitize interior of sanitary container.																																	
Spot clean all walls, doors & partitions.																																	
Damp mop resilient floors.																																	
Clean, sanitize all counter tops, sinks, and tables.																																	

Attachment C

Janitorial Compliance Report: *(Please initial appropriate box upon completion of task)*

Facility: **SUNNYSIDE SHOP BUILDING** Month: _____, 2014

Days of the Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
Contract Items:																																								
1 Time Per Week:																																								
Empty wastebaskets																																								
Clean/sanitize drinking Fountain.																																								
Dust mop Floors																																								
Clean, sanitize, polish all vitreous fixtures including toilet bowls, & hand basins.																																								
Clean all glass, mirrors & tile surfaces.																																								
Empty all containers & disposals, insert liners as required.																																								
Spot clean all walls, doors & partitions.																																								
Refill all dispensers including: soap, toilet paper and paper towels..																																								
Spot clean resilient floors																																								
Clean, sanitize all counter tops, sinks.																																								
Dust all horizontal surfaces including sills, ledges, moldings, shelves, picture frames, ducts, heating outlets.etc.																																								
Clean interior and exterior glass surfaces at all building entrances.																																								
Monthly:(Complete by mid-month)																																								
Dust blinds																																								
Remove dust cobwebs from ceiling areas.																																								
Empty and clean exterior cigarette butt containers.																																								
Buff VCT floors with mechanical buffer																																								
6 Times Per Year: (Feb/Apr/June/Aug/Oct/Dec)																																								
Floor: Scrub to remove scuff and heel marks, refinish to maintain protective coating & gloss. High speed buff.																																								
2 Times Per Year: (May/Oct)																																								
Clean exterior windows of offices inside/outside.																																								
1 Time Per Year:	Strip / Wax all VCT Floors and Scrub Ceramic Tile* *As per bid specifications and scheduled with Equipment Services Manager																																							
DCV:SS Janitorial Compliance Checklist 2014																																								

Attachment D

Janitorial Compliance Report: *(Please initial appropriate box upon completion of task)*

Facility: Aging and Long Term Care (ALTC) Ellensburg Month: _____, 2014

Days of the Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31												
Contract Items:																																											
1/Time Per Week:																																											
Empty wastebaskets and Insert liners.																																											
Clean/sanitize drinking Fountains.																																											
Dust mop floors.																																											
Damp mop resilient floors																																											
Spot clean resilient floors																																											
Clean, sanitize, polish all vitreous fixtures including toilet bowls, urinals & hand basins.																																											
Clean all mirrors & tile surfaces.																																											
Empty all sanitary containers & disposals, insert liners as required, spot clean & sanitize container.																																											
Spot clean all walls, doors & partitions.																																											
Refill all dispensers to normal limits including: soap, tissue, seat liners and towels.																																											
Clean and sanitize telephones																																											
Low dust all horizontal surfaces to head height (70") including sills, ledges, moldings, shelves, picture frames, ducts, etc.																																											
Low dust all horizontal surfaces below 36" including sills, moldings, ledges, shelves, frames, ducts, heating outlets																																											
Clean shower stalls.																																											
Monthly: (Complete at mid-month)																																											
High dust above head and low dust all horizontal surfaces, including shelves, moldings, and ledges.																																											
Dust blinds.																																											
Remove dust cobwebs from ceiling areas.																																											
Clean all partition glass – Both sides																																											
6 Times Per Year: (February, April, June, August, October, December)																																											
Floor: Scrub to remove scuff and heel marks, refinish to maintain protective coating & gloss. High speed buff.																																											
2 Times Per Year: (May & October)																																											
Clean exterior outside windows of offices.																																											
Clean exterior inside windows of offices.																																											

Spot clean vertical surfaces 6' & below																									
1/Time Per Month:																									
<u>Offices & Lobby Areas</u>																									
Detail dusting 6' and below																									
<u>Break Room & Coffee Stations</u>																									
High Dust 6' & above to Include vents																									
Clean inside of refrigerator																									
Clean inside of microwave																									
<u>Floors, Windows & Carpets</u>																									
Spot clean carpets																									
4/Times Per Year: (Jan/April/July/Oct)																									
<u>Offices & Lobby Areas</u>																									
Dust/wipe chairs to Include rungs & arms																									
High dusting 6' & above to include vents																									
Spot clean partition glass																									
Spot clean doors, frames, wall & vertical surfaces																									
Clean baseboards																									
<u>Floors, Windows & Carpets</u>																									
Machine polish floors																									
Wax & machine polish floors																									
Strip & machine polish floors																									
3/Times Per Year: (Feb/Jun/Oct)																									
Wash exterior windows In/out																									
2/Times Per Year: (April/Aug)																									
<u>Offices & Lobby Areas</u>																									
Clean drinking fountains																									
Vacuum upholstery furniture																									
<u>Restrooms</u>																									
Spot clean walls next to toilets																									
Additional Tasks (Extras – For an additional cost – PER REQUEST)																									
Clean all carpets – truck mount extraction																									
Upholstery clean chairs																									
High pressure clean ceramic tile																									
Pressure wash exterior of building																									