



OLYMPIA, WASHINGTON

**REQUEST FOR PROPOSALS - 1704
JANITORIAL SERVICES AND SUPPLIES**

REQUEST FOR PROPOSALS (RFP) RELEASE DATE:

May 23, 2017

PRE-PROPOSAL MEETING/SITE VISIT:

Date: June 1, 2017

Time: 9:00 a.m. Pacific Time (PT)

Location: 526 Pattison Street SE, Olympia, WA 98501

QUESTION/CLARIFICATION/APPROVED EQUALS DEADLINE:

Date: June 5, 2017

Time: 5:00 p.m. (PT)

PROPOSAL DUE DATE AND TIME:

Date: June 14, 2017

Time: 10:00 a.m. (PT)

CONTACT PERSON:

Katie Cunningham

Procurement Coordinator

(360) 705- 5837

kcunningham@intercitytransit.com

LEGAL ADVERTISEMENT

INTERCITY TRANSIT

**REQUEST FOR PROPOSALS #1704
JANITORIAL SERVICES AND SUPPLIES**

Intercity Transit, the public transportation provider in Thurston County, Washington, is seeking Proposals for Janitorial Services and Supplies.

Solicitation documents for this opportunity are available online through Washington's Electronic Business Solution (WEBS) located at <https://fortress.wa.gov/ga/webs/>. Proposers are responsible to register in WEBS and download the RFP 1704 solicitation documents in order to receive automatic e-mail notification of any future Addenda.

An optional Pre-Proposal Meeting/Site Visit will be held on June 1, 2017 at 9:00 a.m. (PT) at Intercity Transit, 526 Pattison Street SE, Olympia, WA 98501.

Proposals are due no later than June 14, 2017 at 10:00 a.m. (PT).

Please contact Katie Cunningham, Procurement Coordinator, by phone at (360) 705-5837 or email at kcunningham@intercitytransit.com with any questions regarding this solicitation.

Intercity Transit is committed to maximum utilization of minority, women and disadvantaged businesses, and small businesses. All businesses are encouraged to apply.

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 Daily Journal of Commerce
 Washington's Electronic Business Solution (WEBS)
 Office of Minority and Women's Business Enterprises (OMWBE)

TABLE OF CONTENTS

SECTION 1 - INTRODUCTION..... 4

1.1 PURPOSE AND BACKGROUND.....4

1.2 SCOPE OF WORK AND SPECIFICATIONS4

1.3 PROPOSER QUALIFICATIONS.....4

1.4 CONTRACT TERM.....5

SECTION 2 - GENERAL INFORMATION..... 5

2.1 PROCUREMENT COORDINATOR5

2.2 ANTICIPATED PROCUREMENT SCHEDULE.....5

2.3 PRE-PROPOSAL MEETING/SITE VISIT.....6

2.4 SOLICITATION DOCUMENT AVAILABILITY.....6

2.5 EXAMINATION OF DOCUMENTS6

2.6 QUESTIONS AND CLARIFICATION REQUESTS.....7

2.7 APPROVED EQUALS REQUESTS.....7

2.8 WAGES AND LABOR PROVISIONS.....7

2.9 SOLICITATION STANDARDS8

2.10 CONTRACT TERMS8

2.11 INCORPORATION OF DOCUMENTS INTO CONTRACT8

SECTION 3 - PROPOSAL SUBMITTALS 8

3.1 PROPOSAL SUBMITTAL REQUIREMENTS8

3.2 SUBMITTAL INSTRUCTIONS.....10

SECTION 4 - EVALUATION AND AWARD..... 11

4.1 OVERVIEW.....11

4.2 EVALUATION CRITERIA11

4.3 EVALUATION PROCESS11

4.4 OVERVIEW OF THE AWARD PROCESS13

4.5 EXECUTION OF CONTRACT.....13

4.6 POST AWARD MEETING13

APPENDIX A - SCOPE OF WORK AND SPECIFICATIONS 14

APPENDIX B - PROPOSAL DOCUMENTS..... 21

SECTION 1 - INTRODUCTION

1.1 PURPOSE AND BACKGROUND

Intercity Transit (Transit), the public transportation provider in Thurston County, Washington, is conducting this Request for Proposals (RFP) in order to establish a Contract for Janitorial Services and Supplies.

Transit is the leader, major advocate, and primary source of public transportation in Thurston County. Transit currently manages the following six (6) fully operational facilities requiring Janitorial Services and Supplies:

1. **Administration Building:** 526 Pattison Street SE, Olympia, WA 98501
2. **Maintenance Facility:** 526 Pattison Street SE, Olympia, WA 98501
3. **Olympia Transit Center:** 222 State Avenue NE, Olympia, WA 98501
4. **Lacey Transit Center:** 610 Golf Club Place, Lacey, WA 98503
5. **Amtrak Depot:** 6600 Yelm Highway SE, Lacey, WA 98503
6. **Pacific Avenue Office:** 3009 Pacific Avenue SE, Suite 100, Olympia, WA 98501

The required Janitorial Services will include, but are not limited to, all necessary labor, supervision, materials, equipment and supplies to successfully perform Janitorial Services.

In addition to Janitorial Services, the Awarded Contractor will obtain and manage the consumable products supply needed by each facility listed above, and deliver the required supplies to each facility on a just-in-time basis. Such products include, but are not limited to, toilet paper, paper towels, trash bags, hand soap, and hygiene products. The Required Janitorial Supplies document included in [Appendix B](#) provides a list of required janitorial products and their corresponding estimated usage data.

Transit does not represent or guarantee any minimum purchase. This Solicitation does not obligate Transit to contract for the goods and/or services specified herein. Any quantities listed herein are for proposal purposes only and represent estimated requirements. Transit reserves the right to add, remove, or otherwise modify any requirements, products, and/or facilities to meet the operational and strategic objectives of the agency.

In the event that Transit constructs any new facilities during the term of the Contract awarded as a result of this solicitation, Transit reserves the right to incorporate Janitorial Services and Supplies at any new facility through mutual agreement with the Awarded Contractor.

1.2 SCOPE OF WORK AND SPECIFICATIONS

The Awarded Contractor will provide Janitorial Services and Supplies in accordance with the Scope of Work and Specifications provided in [Appendix A](#).

1.3 PROPOSER QUALIFICATIONS

The successful Proposer must have the following prior to Contract award:

1. A current Washington State business License.
2. A current City of Olympia business license per [Chapter 5.02](#) of the Olympia Municipal Code.
3. A minimum of three (3) years of experience in the Janitorial Services field.
4. The ability to provide Janitorial Services and Supplies in accordance with industry standards and best practices.

1.4 CONTRACT TERM

The initial term of the Contract resulting from this RFP will be from September 1, 2017 through August 31, 2019. The Contract may be extended for additional one (1) year terms or portions thereof. The total Contract term will not exceed five (5) years, unless special circumstances dictate otherwise. Extension for each additional term may be offered at the sole discretion of Transit and will be subject to written mutual agreement.

SECTION 2 – GENERAL INFORMATION

2.1 PROCUREMENT COORDINATOR

All questions and communication concerning Solicitation must be directed to the Procurement Coordinator listed below. All oral communication will be considered unofficial and non-binding. Proposers are to rely only on written statements issued by the Procurement Coordinator.

Procurement Coordinator: Katie Cunningham
Email Address: kcunningham@intercitytransit.com
Phone Number: (360) 705-5837
Address: Intercity Transit
526 Pattison Street SE
Olympia, WA 98501

2.2 ANTICIPATED PROCUREMENT SCHEDULE

The activities and dates listed below represent the anticipated procurement schedule. Transit reserves the right to change the schedule. Transit will post any changes to the Pre-Proposal Meeting/Site Visit schedule or Proposal Due Date and Time on Washington’s Electronic Business Solution (WEBS) at <https://fortress.wa.gov/ga/webs/>.

Procurement Activity	Date and Time (Pacific Time)
RFP Release	May 23, 2017
Attendance Confirmation Due to Procurement Coordinator for Pre-Proposal Meeting/Site Visit	May 30, 2017 – 5:00 p.m.
Pre-Proposal Meeting/Site Visit	June 1, 2017 – 9:00 a.m.
Questions and Requests for Clarifications and/or Equals Due	June 5, 2017 – 5:00 p.m.
Proposal Due Date and Time	June 14, 2017 – 10:00 a.m.
Evaluations Begin	June 14, 2017
Anticipated Interviews	June 29, 2017
Anticipated Contract Award Date	July 20, 2017
Anticipated Contract Start Date	September 1, 2017

2.3 PRE-PROPOSAL MEETING/SITE VISIT

Transit will host an optional Pre-Proposal Meeting/Site Visit which will begin at the time, date and location identified below. While attendance is not mandatory, Proposers are encouraged to attend. This meeting will provide prospective Proposers an opportunity to seek clarification and raise concerns related to the Solicitation. Each prospective Proposer is obligated to raise pertinent issues during this meeting. If interpretations, specifications, or other Solicitation concerns warrant a change or clarification as a result of the meeting, the Procurement Coordinator will do so by issuing an Addendum posted on [WEBS](#).

Pre-Proposal Meeting Date: June 1, 2017
Pre-Proposal Meeting Time: 9:00 a.m. (PT)
Pre-Proposal Meeting Location: Intercity Transit Administration Facility
526 Pattison Street SE
Olympia, WA 98501

The Pre-Proposal Meeting/Site Visit will include a Transit-escorted visit to the six (6) Transit facilities which require Janitorial Services and Supplies. Transit will provide meeting attendees with Transportation to the facilities.

Proposers who plan to attend the Pre-Proposal Meeting/Site Visit should contact the Procurement Coordinator, via phone or email, to confirm the number of individuals from your firm planning to attend, no later than the date and time specified in the Anticipated Procurement Schedule in Section 2.2 above. This will assist Transit in providing adequate transportation for all meeting attendees.

2.4 SOLICITATION DOCUMENT AVAILABILITY

Solicitation Documents are available on-line through [WEBS](#). Proposers are responsible to register in WEBS and download the Solicitation Documents. Contact WEBS customer service at (360) 902-7400 or WEBSCustomerService@des.wa.gov if you require assistance with the WEBS registration process or need help accessing the Solicitation Documents.

Transit will post Addenda or pertinent schedule changes on WEBS. Proposers are responsible to check for updates and obtain any Addenda related to this Solicitation. Failure to do so may result in submission of a Proposal inconsistent with the most current information and may result in disqualification.

2.5 EXAMINATION OF DOCUMENTS

Proposer must thoroughly examine all Solicitation Documents, including but not limited to, the RFP, Solicitation Standards, Sample Contract, Proposal Submittal Document, Service Schedule, Required Janitorial Supplies, Request for Approved Equals Form, Facility Floor Plans, any other material referenced or incorporated herein, and any Addenda. Submission of a Proposal constitutes acknowledgment that the Proposer has thoroughly examined all Solicitation Documents.

Proposer's failure or neglect to receive or examine any of the Solicitation Documents, statutes, ordinances, regulations and permits will in no way relieve the Proposer from any obligations with respect to the Proposal or any resulting Contract.

Transit will reject claims for additional compensation based upon a lack of knowledge or misunderstanding of any of the Solicitation Documents, statutes, ordinances, regulations, permit requirements, or other materials referenced or incorporated in this RFP.

2.6 QUESTIONS AND CLARIFICATION REQUESTS

Proposer questions and/or requests for clarification regarding this RFP will be allowed consistent with the respective dates specified in the Anticipated Procurement Schedule. All Proposer questions and/or requests for clarification must be submitted in writing via email to the Procurement Coordinator. It is at Transit's sole discretion to accept or reject any request for changes.

Transit will provide an official written response to Proposer questions received by the respective deadlines. Proposers must not rely on any oral statements or conversations, whether at the Pre-Proposal Meeting/Site Visit or otherwise, with Transit representatives for questions or clarifications regarding this RFP. Verbal responses to questions and/or clarifications will be considered unofficial and non-binding. Only written responses posted to WEBS in the form of an Addendum will be considered official and binding. All such Addenda will become part of the Solicitation and any awarded Contract.

If no requests for clarification are received, Transit will conclude that the Proposer intends to comply with the Solicitation Documents as written in their entirety.

2.7 APPROVED EQUALS REQUESTS

Proposer requests for approved equals are due no later than the date and time identified in the Anticipated Procurement Schedule. All such requests must be submitted in writing via email to the Procurement Coordinator. It is at Transit's sole discretion to accept or reject these requests.

Proposers offering a product other than those specified in the Required Janitorial Supplies document are to complete the Request for Approved Equals Form provided in [Appendix B](#). If requesting an approved equal, Proposer must provide the brand name, manufacturer, and manufacturer's item number for each proposed product. A product sample must also be provided for evaluation by Transit. Samples must include enough of the product for Transit to effectively review and test the item to determine whether or not it is of equal quality to the originally specified product. Samples will not be returned. Requests for Approved Equals Forms and Samples must be received consistent with the deadline stated in the Anticipated Procurement Schedule.

Each request must provide adequate technical information to allow Transit to make an informed decision. Transit reserves the right to deny requests which lack sufficient information. Transit will review all timely requests for approved equals or deviations and issue solicitation Addenda as necessary to document approval or denial. If no requests for approved equals are received, Transit will conclude that the Proposer intends to fully comply with all requirements as written.

2.8 WAGES AND LABOR PROVISIONS

The Contract resulting from this Solicitation is subject to Chapter 39.12 RCW, and amendments and regulations, relating to Washington State prevailing wages, benefits, and other requirements.

The Awarded Contractor, each Subcontractor, and any other person doing any work under the Contract resulting from this Solicitation must pay laborers not less than the prevailing rate of wage for an hours work in the same trade or occupation in the Washington State locality where such labor is performed. Washington prevailing wage rates are available at <https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx>. Bidders may also obtain a copy of the current Prevailing Wage Rate Publication by written request to the Procurement Coordinator, or may review the Publication located at the Intercity Transit Procurement Office.

The Awarded Contractor must comply with State and Federal determinations. In the event of a discrepancy between Federal and State rates and requirements, the Awarded Contractor will comply with the higher rates and more stringent requirements. The cost of such compliance shall be deemed included in the Contract Price. No claim for additional compensation due to lack of knowledge, misinterpretation of requirements, or failure to include adequate wage increases in Bid pricing will be allowed. Federal wage rate information is available at <http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm>.

The Awarded Contractor is responsible to ensure proper wages are paid and the appropriate documentation is submitted to Transit. Wages and benefits higher than the minimums required by law may be paid. In the event wage rates and benefits change during the first year of the Contract term, the Awarded Contractor will bear the cost of changes and will not have any claim against Transit on account of such changes.

2.9 SOLICITATION STANDARDS

The Solicitation Standards document is provided in [Appendix B](#). The Solicitation Standards document contains important information for Proposers applicable to this Solicitation.

The terms and conditions provided in the Solicitation Standards document apply directly to, and are incorporated by reference, into this Solicitation and the Contract resulting from this Solicitation. As such, Proposers do not need to attach this document with their Proposal. It is the Proposer's responsibility to read and fully understand the details of all items contained herein prior to Proposal submittal.

2.10 CONTRACT TERMS

A Sample Contract is provided in [Appendix B](#). Transit expects the final Contract signed by the successful Proposer to be substantially the same as the Sample Contract. Proposer's submission of a Response to this Solicitation constitutes general acceptance of these Contract requirements.

The foregoing should not be interpreted to prohibit either party from proposing additional Contract terms and conditions during negotiation of the final Contract.

2.11 INCORPORATION OF DOCUMENTS INTO CONTRACT

A Proposal submitted in response to this Solicitation is an offer to contract with Transit. This Solicitation document, all incorporated documents, any subsequent Addenda, and the successful Proposer's Response will be incorporated by reference into the resulting Contract.

SECTION 3 – PROPOSAL SUBMITTALS

Respond to the following requirements in this section.

3.1 PROPOSAL SUBMITTAL REQUIREMENTS

Proposer must complete and provide the following information (1-8) using in the Proposal Submittal Document of [Appendix B](#). Incomplete or vague responses may be considered non-responsive and may be rejected. Failure to complete and submit all items listed in this section may disqualify the Proposer from further participation in this RFP.

1. **Proposer Acknowledgements**

The Proposer Acknowledgements must be signed by the Proposer's Authorized Representative. Proposer must complete the acknowledgement of Addenda receipt box(es) by filling the "addenda numbers" fields for each Solicitation Addenda issued, and complete the signature box information on the Proposer Acknowledgements page.

2. **Proposer Information**

Proposer must complete the Proposer Profile, Proposer Authorized Representative, Proprietary or Confidential Information, Certified DBE and SBE Status, and Statement of Prior Contract Termination sections. Proposer may attach additional sheets if necessary.

3. **Subcontractor Information**

Proposer is instructed to complete the Subcontractor Information section if the Proposer intends on utilizing Subcontractors. If Proposer does not intend to use Subcontractors, the Proposer is not required to complete this section of the Proposal Submittal Document. If no information is entered, Transit will assume that Subcontractors will not be used.

Transit will accept Proposals that include third party involvement only if the Proposer submitting the Proposal agrees to take complete responsibility for all actions of such Subcontractors. Proposer must disclose the use of any Subcontractor(s) in their Proposal.

In accordance with RCW 39.06, a Public Works Contractor must verify responsibility criteria for each first tier Subcontractor, and a Subcontractor of any tier that hires other Subcontractors must verify responsibility criteria for each of its Subcontractors. Verification shall include that each Subcontractor, at the time of subcontract execution, meets the responsibility criteria outlined above and possesses an electrical Contractor license, if required by RCW 19.28, or an elevator Contractor license, if required by RCW 70.87. This verification requirement, as well as the responsibility criteria, must be included in all Public Works Contract and subcontract of every tier. This shall in no way release the Contractor from its obligations under the Contract and Solicitation Documents. The Contractor shall be fully responsible to Transit for the acts and omissions of its Subcontractors. Nothing contained herein shall create any contractual relationship between Transit and any Subcontractor.

4. **References**

Proposer must submit a **minimum of three (3)** references for which the Proposer has provided services similar to those described herein.

Through this submission, Proposer grants permission to Transit to independently contact the references. Transit reserves the right to obtain and consider information from other sources concerning a Proposer, such as Proposer's capability and performance under other contracts, Proposer's financial stability, past or pending litigation, and other publicly available information.

5. **Janitorial Supply Checklist**

Proposer must complete and submit the Janitorial Supply Checklist. Proposer may attach additional sheets if necessary.

6. **Chemicals and Cleaners List**

Proposer must complete and submit the Chemicals and Cleaners List by providing the requested information about all chemicals and cleaners that Proposer will utilize at Transit's facilities to complete the Janitorial Services as described herein.

7. **Non-Cost Proposal**

Proposer must complete and submit the Non-Cost Proposal Section. Proposer may attach additional sheets if necessary.

8. **Cost Proposal**

Proposer must complete and submit the Cost Proposal Section. Proposer may attach additional sheets if necessary.

Prices will be in U.S. dollars. Proposers will extend unit pricing as required. In the event of an error in the extension of prices, the unit price will prevail. All Proposal prices will remain firm for a minimum of sixty (60) Calendar Days from the Proposal due date.

Proposal prices will include everything necessary for the procurement of the Contract, execution and completion of the work, and fulfillment of the Contract. This includes but is not limited to, furnishing of all materials, delivery costs, equipment, tools, labor and services, Proposal preparation costs, Contract management costs and administrative costs, except as may be provided otherwise in the solicitation documents

All applicable taxes which the Awarded Contractor is required to pay, including retail sales or use taxes, must be included in the Proposer's proposed price(s) for the work under the Awarded Contract. No adjustments will be made in the amount to be paid by Transit under the Awarded Contract due to any misunderstanding by or lack of knowledge of the Proposer as to liability for, or the amount of, any taxes for which the Proposer is liable or responsible by law or under the Awarded Contract or because of any increases in tax rates imposed by any Federal, State or local government.

No payments in advance or in anticipation of goods or services to be provided under any resulting Contract will be made. Consultant will only be compensated for performance delivered and accepted by Transit.

3.2 **SUBMITTAL INSTRUCTIONS**

Proposer will submit their complete Proposal in the following manner:

A. Proposal: Proposer must complete and submit all sections of the Proposal Submittal Document, located in [Appendix B](#), as their Proposal. One (1) hard copy and one (1) electronic copy of the Proposer's complete Proposal must be received by Transit on or before the **Proposal Due Date and Time** set forth in Section 2.2, Anticipated Procurement Schedule.

1. *Hard Copy:* The hard copy Proposal is to be typed and submitted on 8.5" x 11" white paper in a bound format that allows the pages to lie fully flat when open.
2. *Electronic Copy:* The electronic copy Proposal is to be submitted on a USB flash drive or CD-RW/CD-ROM, labeled with the RFP number and Proposer's name. The preferred electronic formats are Microsoft Word 2000 (or more recent version) and PDF.

B. Delivery of Proposal: Enclose the hard copy and electronic copy of the Proposal together in a single envelope or container and label as follows:

**Intercity Transit
RFP 1704 - Janitorial Services and Supplies
Attn: Katie Cunningham
526 Pattison Street SE
Olympia, WA 98501**

C. Time of Receipt: Ensure delivery to Transit at the address provided in item B above on or before the Proposal due date and time. Time of receipt will be determined by the date and time the Response is received by Transit’s Administrative Office Receptionist. Late submittals will not be accepted or considered. Proposer accepts all risks of late delivery regardless of fault or chosen delivery method. The telephone number for shipping purposes is (360) 786-1881.

Proposals are to be submitted in the format described in this Solicitation. No oral, faxed, e-mailed or telephone Proposals or modifications will be accepted or considered. All Proposals and any accompanying documentation become the property of Transit and will not be returned. **In the event of any discrepancies between the hard copy and electronic copy Proposal, the electronic copy will prevail.**

SECTION 4 – EVALUATION AND AWARD

4.1 OVERVIEW

The responsive responsible Proposer whose Proposal is determined to best meet all RFP requirements and is the most advantageous to Transit, based on the evaluation factors described herein, will be declared the successful Proposer. All Proposals are subject to Transit’s final approval as to whether they meet all RFP requirements.

4.2 EVALUATION CRITERIA

The scores for each Proposal will be assigned a relative importance for each scored section as follows:

PHASE 1 EVALUATION

Phase 1 Requirements	Max Points
Non-Cost Proposal:	180 points
Cost Proposal:	120 points
Total Possible Phase 1 Points:	300 points

PHASE 2 EVALUATION (OPTIONAL)

Phase 2 Requirements	Max Points
Interview:	100 points
Total Possible Phase 2 Points	100 points

4.3 EVALUATION PROCESS

1. Initial Determination of Responsiveness (pass/fail)

Responses will be reviewed initially by the Procurement Coordinator to determine on a pass/fail basis compliance with administrative requirements as specified in this RFP. Only responses that meet this requirement will move to the next evaluation step.

Transit reserves the right to determine at its sole discretion whether Proposer’s Response meets the Responsiveness criteria as set forth within this document. If all responding Proposers are determined to be Non-Responsive, Transit will cancel the Solicitation and reject all Proposals.

Only Responses that pass the Initial Determination of Responsiveness review will be further evaluated based on the requirements in this Solicitation.

2. Phase 1 Evaluation – Non-Cost and Cost Elements (scored)

a. Non-Cost Proposal Evaluation:

Evaluators will score each element of the Proposer's Non-Cost Proposal. The Procurement Coordinator will tabulate evaluators' scoring. Transit will calculate a single score for each Non-Cost Proposal. There are a maximum of **180 points** available for the Non-Cost Proposal.

b. Cost Proposal Evaluation:

The Procurement Coordinator will calculate the Cost score using Proposer's Cost Proposal submittal. The total available points for the Cost Proposal section are **120 points**. Cost scores will be calculated by combining elements of the Cost Proposal to determine the overall cost to Transit. The Proposer's Cost Proposal will be scored in relation to the other Cost Proposals received, with the lowest Cost Proposal receiving the maximum available points.

c. Proposer Total Phase 1 Score:

Proposer's Total Phase 1 Score will be calculated by summing Non-Cost and Cost Proposal points (maximum of **300 points**).

3. Phase 2 Evaluation - Interview (scored) (Optional)

Transit reserves the right to schedule Interviews if determined to be in the best interest of Transit. In the event Interviews are required, Transit will contact the top-scoring Proposer(s) from Phase 1 to schedule an Interview date, time, and location. Phase 1 scoring will only be used to determine which Proposer(s) move to Phase 2. Phase 2 scoring will be used during the remainder of the RFP evaluation process to determine the Successful Proposer. There are a maximum of **100 points** available for the Interview. Commitments made by the Proposer during the Interview, if any, will be considered binding.

4. References (pass/fail)

Transit reserves the right to check references after Proposal submittal, to assist in determining the overall responsibility of the Proposer. Transit reserves the right to reject any Proposal submittal if the Proposer receives unfavorable references and may use results as a factor in award. Transit reserves the right to seek and substitute other references to determine the sufficiency of the Proposer's level of responsibility.

5. Evidence of Qualification (pass/fail)

After Proposal submittal, Transit reserves the right to make reasonable inquiry and/or requests for additional information, to assist in determining the overall responsibility of any Proposer. Requests may include, but are not limited to, educational degrees, business licenses, financial statements, credit ratings, references, record of past performance, experience, available equipment, criminal background check, clarification of Proposer's offer, and on-site inspection of Proposer's or Proposer's Subcontractor's facilities. Failure to respond to said request(s) may result in the Proposer being deemed non-responsive and thus disqualified. Transit reserves the right to reject any Proposal where, upon investigation of the available evidence or information, Transit is not satisfied that the Proposer is qualified to fulfill Contract requirements.

4.4 OVERVIEW OF THE AWARD PROCESS

The successful Proposer, if any, will be the responsive, responsible, qualified Proposer who's Proposal, in the sole opinion of Transit, best meets the requirements set forth in this RFP and is in the best interest of Transit. Transit may enter into Contract negotiations with the successful Proposer.

All responsive Proposers responding to this solicitation will be notified when Transit has determined the successful Proposer.

If Transit and the successful Proposer are unable to negotiate an acceptable Contract within a reasonable amount of time, Transit will terminate negotiations and will proceed to negotiations with the next highest ranked Proposer.

Transit will be required to make a recommendation of the successful Proposer to the Intercity Transit Authority (Authority). If the Authority concurs, a Contract will be awarded to the successful Proposer.

4.5 EXECUTION OF CONTRACT

The successful Proposer will execute the final Contract in duplicate and return to Transit, together with the evidences of insurance, within ten (10) Business Days of its receipt. After execution by Transit, one (1) original signed Contract will be returned to the Awarded Contractor.

4.6 POST AWARD MEETING

The Awarded Contractor may be required to attend a post award meeting scheduled by the Procurement Coordinator to discuss Contract performance requirements. The time and place of this meeting will be scheduled following Contract award.

APPENDIX A – SCOPE OF WORK AND SPECIFICATIONS

1. SCOPE OF WORK

The Awarded Contractor will provide Janitorial Services and Supplies in accordance with, but not limited to, the requirements as stated herein at the following fully operational Transit facilities:

#	Transit Facility	Address	Distance from Admin. Building
1	Administration Building	526 Pattison Street SE Olympia, WA 98501	NA
2	Maintenance Facility	526 Pattison Street SE Olympia, WA 98501	NA
3	Olympia Transit Center (OTC)	222 State Avenue NE Olympia, WA 98501	2.1 miles or approx. 6 min. drive
4	Lacey Transit Center (LTC)	610 Golf Club Place Lacey, WA 98503	1.9 miles or approx. 6 min. drive
5	Amtrak Depot	6600 Yelm Highway SE Lacey, WA 98503	6.0 miles or approx. 15 min. drive
6	Pacific Avenue Office	3009 Pacific Ave SE, Suite 100 Olympia, WA 98501	0.1 miles or approx. 1 min. drive

Services: Janitorial Services include, but are not limited to, all necessary labor, supervision, materials, equipment and supplies to successfully perform Janitorial Services in accordance with best practices and industry standards.

Supplies: The Awarded Contractor will also obtain, provide and manage the consumable products supply required at Transit’s facilities, and ensure product delivery to each facility on a just-in-time basis. The Awarded Contractor will provide the listed products, or equal products pre-approved by Transit, described in the Required Janitorial Supplies document located in [Appendix B](#).

2. GENERAL REQUIREMENTS

In the performance of Janitorial Services, the Awarded Contractor will:

- A. Insofar as practical, employ work methods or means that will avoid interruption and interference with Transit operations. Transit’s Facilities Manager will have final approval of the service schedule.
- B. Perform specific tasks during the timeframes designated in the Service Schedule, in a manner that is most effective within the specified timeframes.
- C. Perform as-needed janitorial services, other than those specifically identified herein, as mutually agreed upon in writing between the parties.
- D. Perform services in a detail-oriented, professional, courteous, and safe manner at all times.
- E. Respond promptly to emergent on-call needs or janitorial issues at Transit facilities during regular janitorial service hours. Ensure that Transit’s Facilities Manager has appropriate contact information to reach the janitorial supervisor at all times during regular service hours to ensure prompt response to immediate issues.
- F. Obtain, provide and manage the consumable products supply required at Transit facilities, listed in the Required Janitorial Supplies document provided in [Appendix B](#), or equal product pre-approved by Transit, and ensuring their delivery to each facility on a just-in-time basis.
- G. Provide all equipment, training, and materials necessary to meet Contract requirements.

- H. Perform all services in accordance with industry standards and best practices.
- I. Use a method other than public transportation to transport required supplies and janitorial equipment to each Transit facility.
- J. Ensure that all employees performing work at Transit facilities have a valid Washington State Driver's license or a designated driver who does.

3. SERVICE SCHEDULE

The Awarded Contractor will provide services in accordance with the Service Schedule included in [Appendix B](#).

Tasks: The specific tasks and frequencies detailed in the Service Schedule are minimum requirements. Transit reserves the right to modify the schedule to meet the operational and strategic objectives of the agency.

Service Shifts: The Service Shifts provided in the Service Schedule indicate the times of day during which tasks are required. Service Shift designations may vary by facility. The Service Shift designations may be modified through mutual agreement between Transit and the Awarded Contractor.

Holiday Schedule: The Awarded Contractor will provide regularly scheduled tasks on holidays, unless otherwise noted in the Holiday Schedule. The holiday schedule may vary by facility.

Fixture Counts: The current fixture count in each Transit Facility is provided in the table below. Transit reserves the right to modify the fixture count to meet the operational objectives of the agency.

Fixture & Count	Admin. Building	IS Trailer	Maint. Facility	OTC	LTC	Amtrak Depot	Pac. Ave. Office
Porcelain Sink (countertop)	8	-	-	4	4	2	-
Porcelain Sink (wall-hung)	-	-	4	2	-	-	-
Porcelain Breakroom Sink	-	-	-	1	-	-	-
Stainless Steel Sinks (wall-hung)	-	-	2	-	2	-	-
Stainless Steel Small Sinks	1	-	1	-	-	-	-
Stainless Steel Double Kitchen Sink	1	-	-	-	-	-	-
Stainless Steel Shop Style Sink	-	-	8	-	-	-	-
Stainless Steel Toilets (wall-hung)	-	-	-	-	2	-	-
Toilets (wall-hung)	6	-	8	3	3	3	-
Toilets (floor-mounted)	-	-	-	2	-	-	-
Urinals	3	-	2	3	1	1	-
Showers (pre-fab)	2	-	3	-	-	-	-
Showers (tiled)	-	-	-	2	-	-	-
Hand Dryers	2	-	2	4	4	2	-
Changing Table	-	-	-	1	-	1	-
Mop Sink	2	-	1	1	1	1	-
Drinking Fountains	2	-	2	2	2	2	-
Gojo Dispensers	1	-	11	3	2	-	-
Microwaves	4	1	3	2	0	1	1

4. FLOORING MATERIAL AND AREA SUMMARY

The current flooring materials and their approximate surface areas in each Transit facility which require cleaning are as follows (shown in square feet):

APPROXIMATE FLOORING MATERIAL SURFACE AREA IN SQUARE FEET (ft²)

Flooring Material	Administration Building			Maint. Facility	OTC	LTC	Amtrak Depot	Pac. Ave. Office
	West	East	IS Trailer					
Carpet	5,463	1,807	535	679	740	-	271	1,391
Vinyl Tile	80	447	-	146	996	-	125	-
Ceramic Tile	793	-	-	-	372	467	1,578	-
Rubber Button Tile	479	2,068	-	1,609	164	-	-	-
Concrete	-	-	-	3,070	-	56	230	-
Concrete Epoxy	-	-	-	-	510	-	-	-

The Facility Floor Plan document provided in [Appendix B](#) includes drawings of Transit’s facilities, with the corresponding flooring material in each area annotated for Proposers’ convenience.

5. CONTRACTOR EMPLOYEE IDENTIFICATION AND CHECK-IN

While on any Transit property, each employee of the Awarded Contractor will:

- A. Wear a uniform (shirt, smock, apron, or jacket) including the Awarded Contractor’s company logo which easily identifies the individual as a janitorial service employee. This identification will be in the form of a tag, badge, or embroidery including the employee and company name, and must be worn and visible at all times.
- B. Wear a Transit-issued identification badge which will identify the employee as a “Janitorial Contractor.” This Transit-issued badge must be visible at all times while on Transit property.
- C. Be appropriately dressed and display a professional appearance. Follow dress and safety standards including, but not limited to, wearing closed-toe shoes, long pants, and displaying proper personal hygiene.
- D. Carry any Transit issued keys, fobs, or access cards, needed to obtain access to all necessary locations.
- E. At the start of each janitorial shift, the employee will check in with Transit staff at each facility upon arrival. Any items that need attention will be discussed during the check-in. The employee will follow up with Transit staff when the item(s) are corrected.
- F. If substituting for a regularly scheduled employee, the Contractor’s employee will check in with the Maintenance Supervisor, Dispatch, Facilities Manager, Security Guard, or Front Desk personnel before starting work at the specific facility.

6. BACKGROUND CHECKS

The Awarded Contractor will:

- A. Provide Transit with a copy of a Washington State Patrol background check for each employee performing work under the Awarded Contract, prior to beginning work at any Transit facility.
- B. Complete and provide updated background checks to Transit every twelve (12) months. Updated background checks may be required before any Contract extensions are considered.
- C. Ensure that its employees for whom Transit has not received a background check will not be allowed to conduct work on Transit property. Awarded Contractor assumes all responsibility for work not performed as a result of a background check not being provided to Transit.

7. PRODUCT/SUPPLY REQUIREMENTS

The Awarded Contractor will:

- A. Obtain, provide and manage all Janitorial products and supplies, including but not limited to, paper towels, toilet paper, trash bags, sanitary bags, seat covers, hand soap, and other items listed in accordance with the product specifications and Required Janitorial Supplies list of acceptable items included in [Appendix B](#), or approved equal. Transit reserves the right to modify this list based on its operational and strategic objectives.
- B. Ensure delivery of the Required Janitorial Supplies to each facility on a just-in-time basis.
- C. Provide all cleaning materials, chemicals, supplies and related equipment necessary to perform the required cleaning tasks. To the greatest extent possible, chemicals, cleaners and floor finishes must comply with Sustainable Product Design Standard Commercial Cleaning Products SEGC 114 April 2008 or Green Seal Standards GS-37. All chemicals must be pre-approved by Transit's Facilities Manager. Transit reserves the right to request product changes to ensure products are acceptable in Transit's environment.
- D. Obtain Transit approval prior to making substitutions for any products for any reason. Products that have not been pre-approved by Transit will not be accepted and will be returned to the Awarded Contractor at its expense.
- E. If a required product becomes unavailable from the manufacturer, provide thirty (30) Calendar Days advance written notice of the pending product unavailability to Transit's Facilities Manager. Include a recommended substitution item with a description and/or sample, price and any other pertinent information. Transit reserves the right to accept or reject the product substitution recommendation.
- F. Distribute and manage the Janitorial Product and Supply inventory at each Transit location according to specified minimums and maximums. Transit's Facilities Manager will determine acceptable inventory levels with input from the Awarded Contractor. As there is minimal storage space available at each Transit facility, Transit utilizes a just-in-time inventory system. In most cases, no more than a one (1) week supply of product can be stored at any Transit facility. The Awarded Contractor must manage the Janitorial Product and Supply inventory accordingly.

8. SAFETY REQUIREMENTS

The Awarded Contractor will:

- A. Be familiar with and adhere to all applicable Federal, State, County, City and Local Laws, Regulations or Codes.
- B. Be aware of and follow the following safety standards:
 - i. Occupational Safety and Health Administration (OSHA) - Hazardous Communication - 29 CFR 1910.1200;
 - ii. OSHA - Personal Protective Equipment (PPE) - Subpart I, 29 CFR 1910.132-38;
 - iii. OSHA - Bloodborne Pathogens - 29 CFR 1910.1030;
 - iv. OSHA - Walking-Working Surfaces - 29 CFR 1910.22; and
 - v. American National Standards Institute (ANSI) - Slip Resistance on Walking/Working Surfaces - A1264.2-2012.
- C. Provide Safety Data Sheets (SDS) to the Transit Facilities Manager for all chemicals and cleaning products used.
- D. Ensure that all bottles and containers containing chemicals are properly labeled in accordance with OSHA 29 CFR Appendix C to 1900.1200.

- E. Develop and implement procedures to ensure its employees use chemicals in accordance with the chemical manufacturer's instructions.
- F. Train employees on accident prevention to protect persons and property against injury or damage as necessary.
- G. Ensure employees are trained and medically cleared for work with potentially hazardous materials.
- H. Assess the need for, and provide its employees with, personal protective equipment (PPE) as required.
- I. Develop and implement procedures to ensure employees are fully trained and familiar with the proper clean-up, bagging, and disposal of bio-hazardous materials, blood-borne pathogens and sharps. A five (5) gallon Biohazard bucket and sharps container will be provided at OTC, LTC and Centennial Station for proper disposal of biohazards. Transit personnel will transport containers back to 526 Pattison for disposal in medical waste containers. Any Biohazard clean-up at Pattison Street Facilities will be disposed of in the medical waste containers located in outdoor covered storage area to the North of the Maintenance Facility.
- J. Ensure that all its owned equipment used to carry out the duties described in this Contract is in safe operating condition at all times. Examples include, but are not limited to, ensuring that no equipment has frayed cords, damaged switches, or broken or missing parts.
- K. Keep a training record which includes all training for each employee. At a minimum, the training record must include each employee's name, date of employment, and date and type of training received. Awarded Contractor will provide training record(s) to Transit upon request.
- L. Ensure that all employees wear a reflective vest any time they may be exposed to bus traffic (i.e. when taking out trash and recyclables) at Transit's facilities. Reflective vest(s) will be provided by the Awarded Contractor.
- M. Develop an exposure control plan to include the necessary steps should any employee be stuck with a needle or be exposed to possible Hepatitis B or Hepatitis C.
- N. Ensure that employees refrain from propping doors open while performing services at the OTC and LTC in to maintain the integrity of building security.

9. PERFORMANCE STANDARDS AND EVALUATION

Specific tasks and their performance frequency are detailed in the Service Schedule attached in [Appendix B](#). These are minimum requirements. Transit will monitor the Awarded Contractor's performance under the Awarded Contract. Compliance with performance standards may be considered during determination of whether to extend the Contract for an additional term.

All questions concerning the quality or acceptability of materials used, work performed, manner of performance, and progress in meeting Contract requirements should be addressed to Transit's Facilities Manager, or designee.

The following minimum performance standards will be used to evaluate the Awarded Contractor's performance:

- A. Absence of dust, lint, spider webs, litter and/or trash etc. in facilities, on surfaces, floors, walls, ledges, upholstered furniture, systems furniture, equipment, fixtures and other items located less than fourteen (14) feet from the ground.
- B. Absence of finger marks, spots and/or soil build-up on walls, partitions, doors, windows, dividers, and other items located less than fourteen (14) feet from the ground.

- C. Absence of stains, streaks, soil or other residue or latent odors in bathrooms, including, but not limited to: urinals, toilets, sinks, showers, stall partitions, walls, dispensers, floors, and floor drains located less than fourteen (14) feet from the ground.
- D. Absence of all water spots, bacterial growth, and spore formations on sink surfaces and water fountains.
- E. Absence of graffiti, marks, streaks, spots, and stains from all mirrors, stainless steel, chrome, brass and other bright metal surfaces where appropriate. All work will be polished to a dry sheen.
- F. Absence of chewing gum on floors, carpet, sidewalks or any other surface.
- G. The reflectance and protective finish on smooth, hard surfaced tile and resilient floors will be a uniform gloss without streaks, swirls or visible scratches.
- H. Absence of incrustation, soil and wax build-up on floors, particularly in corners, along edges and baseboards, around door jams, and around furniture and equipment legs and bases.
- I. Absence of soil, litter, dust and spots on carpets, mats and hard floors.
- J. Janitorial equipment and supply storage areas are in a neat condition.
- K. Absence of soil, litter, dust, and incrustation on ashtrays, urns, wastebaskets, and trash containers.
- L. Absence of marks, spots, stains and streaks on interior and exterior entrance doors and glass, all partition glass, and interior windows.
- M. Absence of soil and dust on window blinds, shades, sills, frames and ledges located less than fourteen (14) feet from the ground.
- N. Absence of trash in buildings. Trash will be collected and removed to a designated area which will be maintained in a neat and tidy condition.
- O. Awarded Contractor has provided adequate protection against slippery floors by ensuring finishes and treatments are properly applied and maintained, areas are free of standing water, and appropriate precautionary signs are present.
- P. Awarded Contractor's staff arrives for work on Transit property on time and in appropriate attire/uniform.
- Q. Invoices are provided on time and display accurate charges and information.
- R. Awarded Contractor's Supervisor(s) conduct on-site performance and quality inspections as required, in accordance with Section 10, Quality Control.
- S. Checklists and logs are completed and submitted as needed.

10. QUALITY CONTROL

The Awarded Contractor's site supervisor will:

- A. Conduct check-in's with each shift worker a minimum of one (1) time per week.
- B. Conduct random inspections of janitorial service employee work performance. The inspections should alternate among Transit's locations so that each location is inspected at least one (1) time per month. All discrepancies will be reported back to the Transit Facilities Manager with a solution to resolve the issue and a schedule as to when it will be completed.
- C. Meet with Transit's Facilities Manager on a quarterly basis to perform an inspection of the facilities. All discrepancies will be noted and a solution and schedule to resolve any issues will be mutually agreed upon in writing, with a copy provided to each party.

11. COMPLIANCE WITH POLICIES

The Awarded Contractor will ensure that all employees assigned to work on Transit property are aware of and comply with the following:

- A. Alcohol, drugs, and weapons are not permitted on Transit property.
- B. The use of tobacco products is allowed in designated areas only.
- C. Any behavior that undermines the safety and security of the work environment is prohibited including, but not limited to, violence, harassment, and discrimination.
- D. Unsafe conduct is prohibited. Examples include, but are not limited to:
 - i. Horseplay and practical joking,
 - ii. The use of head phones or devices which impair hearing in or around the maintenance facility, bus yard, and other traffic areas,
 - iii. Knowingly using unsafe tools or equipment,
 - iv. Propping open locked exterior doors or fire doors, and
 - v. Failure to wear safety equipment when appropriate.

12. REMEDIES FOR SUB-STANDARD OR NON-PERFORMANCE

In the event Transit finds the Awarded Contractor's performance to be sub-standard or in non-performance, Transit reserves the right to:

- A. Notify the Awarded Contractor of sub-standard or non-performance, and allow the Awarded Contractor to correct such item(s) within a reasonable amount of time after notification, as determined by Transit's Facilities Manager.
- B. Repeated sub-standard or non-performance may result in the cancellation of the Contract in accordance with Section 31 of the Contract.

13. REPORTING REQUIREMENTS

The Awarded Contractor will:

- A. Provide a monthly usage history report, in a mutually agreed upon format, of all Janitorial supplies managed on Transit's behalf, as listed in the Required Janitorial Supplies document provided in [Appendix B](#).
- B. Maintain and provide to the Facilities Manager at least monthly, copies of the prepared Contractor's Quality Control Inspection Reports described in Section 10, Quality Control.
- C. Establish a checklist of activities, by day and shift, for all required work. The Awarded Contractor will complete and submit checklists to Transit's Facilities Manager on a mutually agreed upon basis, to ensure the Facilities Manager is aware in advance of when cleaning services will occur.
- D. Provide a list of all personnel who will perform work at Transit facilities, and provide written notification to Transit when changes occur prior to new personnel beginning work onsite.

APPENDIX B – PROPOSAL DOCUMENTS

<p>Proposal Submittal Document: Proposers must <u>complete and submit</u> the Proposal Submittal Document as their Proposal.</p>	 1704 Submittal Document
<p>Solicitation Standards: This document contains the Standard Definitions, Instructions to Proposers and Terms and Conditions. This document <u>does not</u> need to be submitted, however Proposers are instructed to be familiar with it as it governs this Solicitation and will be incorporated into the resulting Contract.</p>	 1704 Solicitation Standards
<p>Sample Contract Document: Transit expects the final Contract signed by the successful Proposer to be substantially the same as this Contract. This document <u>does not</u> need to be submitted, however Proposers are instructed to be familiar with it.</p>	 1704 Sample Contract
<p>Service Schedule: This document details the specific cleaning services and tasks that the Awarded Contractor will perform. This document <u>does not</u> need to be submitted, however, Proposers are instructed to be familiar with it as it will be incorporated into the resulting Contract.</p>	 1704 Service Schedule
<p>Required Janitorial Supplies: This document lists the janitorial supplies that the Awarded Contractor will be required to obtain, provide, and manage at Transit’s facilities. This document <u>does not</u> need to be submitted, however, Proposers are instructed to be familiar with it as it will be incorporated into the resulting Contract.</p>	 1704 Required Janitorial Supplies
<p>Request for Approved Equals Form: If Proposer is requesting an approved equal to an item(s) listed in the Required Janitorial Supplies document, Proposer is instructed to complete and submit this form with associated product sample(s) no later than the date and time specified in Section 2.2, Anticipated Procurement Schedule.</p>	 1704 Request for Approved Equals
<p>Facility Floor Plans: This document provides drawings of Transit’s facilities, with the corresponding flooring material in each area annotated for Proposers’ convenience. This document <u>does not</u> need to be submitted, however, Proposers are instructed to be familiar with it.</p>	 1704 Facility Floor Plans