

San Juan Island Library

2022

Request for Proposal

For Janitorial Services

Please submit proposals by 5:00 pm on Friday, March 25, 2022 for consideration

Email submission preferred

Laurie Orton

Library Director

San Juan Island Library

1010 Guard St.

Friday Harbor, WA 98250

lorton@sjlib.org

360-378-2798

**BACKGROUND**

The San Juan Island Library is seeking quotes from qualified vendors for a Public Works project to provide janitorial maintenance for the Library, located at 1010 Guard St. in Friday Harbor, WA. Main work is to be scheduled during closed library hours. Current cleaning schedule is Monday through Saturday, during evenings (after 6:00 pm, or after programs if scheduled) or early mornings (before 8:00 am).

**ANTICIPATED TIMELINE**

 March 14, 2022—Contact minimum of three businesses for proposals

 March 25, 2022—Proposals due by 5:00 pm

 April 12, 2022—Contract approval

**INSTRUCTIONS**

 **RFP Contact Person**

 Laurie Orton

Library Director

San Juan Island Library

1010 Guard St.

Friday Harbor, WA 98250

lorton@sjlib.org

360-378-2798

**Questions and Notifications**

Respondents who wish to submit a quote are invited to forward any questions about the Scope of Work to the Contact Person.

**Proposal Submission**

Please submit proposals by 5:00 p.m. PDT on March 25, 2022. Proposals must be submitted electronically in PDF or Microsoft Word format.

It is the respondent’s responsibility to ensure proposals are received by the closing date and time. Late proposals may not receive consideration.

Proposals must include the following sections in this order:

 A. Contact information: name, address, phone number, and email address of the respondent.

B. Statement of qualifications.

C. State your experience with similar projects.

D. References. Three (3) commercial references for comparable work/projects, including contact name, company, phone number, and email address.

E. Pricing and outline of materials and staff:

a. Hourly rates for Cleaning Services specified in Appendix A.

c. An estimate of how many personnel will be in the building, for how long daily.

d. A list of tools or equipment that might need to be stored on Library premises.

**CONDITIONS OF THE CONTRACT**

**Contract Period and Payment Terms**

The contract term will cover a period of one year; estimated dates are 4/15/2022 – 4/14/2023; the contract may be renewed annually. Once an agreement has been executed, either party may cancel this agreement with 30 days’ written notice.

Billing for this contract is to be done monthly. Invoices will be delivered to:

 San Juan Island Library

 Attn: Bookkeeper

 1010 Guard St.

 Friday Harbor, WA 98250

 Email: TBD

Terms of payment will be Net 30 days after receipt of invoice and L&I approved Affidavit of Wages Paid (if applicable).

**Certifications and Requirements**

 All contractors, subcontractors, and vendors must be licensed and bonded.

**Proposal Disclosures**

All proposals are considered confidential in nature. However, upon submission of a Public Records Request, in accordance with our policy, they will be made available. At the time of response opening, only the names of those who submitted proposals may be made public information. No price information will be released. Results will not be given to individuals over the telephone. Results may be obtained after the contract is awarded.

**Supplies and Equipment**

Cleaning supplies are provided by the Library.

Cleaning equipment is negotiable.

**Prevailing Wage Requirement (if applicable)**

Prevailing Wage Laws are applicable to the maintenance services outlined in this RFP. As such the requirements listed below apply:

Contractor Responsibilities:

a. Pay the prevailing rates of pay to laborers, workers, and mechanics as published on the Labor and Industries website as of the bid due date of this RFP. Your quote must include the applicable categories and prevailing wage rates for the work to be performed per your quote. Prevailing Wage Rates for San Juan County apply.

b. Annual updates to prevailing rates of pay are required for building service maintenance contracts and will be adjusted annually per the prevailing wage rates available at the following URL: http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp

c. Provide approved Intent to Pay Prevailing Wages before commencing work and provide an Affidavit of Wages Paid at the completion of the service period. Upon prior approval of projects under $2,500, provided that there will be a single billing for all services performed, vendor may submit a Combined Intent and Affidavit Form. Payment shall not be released until the L&I approved form, current W-9, copy of business license, and contractor registration # (when applicable) has been provided to the San Juan Island Library.

d. Ensure all subcontractors file their Intent and Affidavit forms, if applicable.

e. Keep accurate work and pay records and submit a certified copy upon request.

f. Notify SJI Library when a subcontractor is going to be starting work and provide an Intent form before they commence work on the project.

**EVALUATION**

Although no weighted value is assigned, consideration will be given to the following issues, among others:

• Proposed cost

• Adequacy and completeness of proposal

• Respondent's understanding of the project

• Compliance with the format, terms and conditions of the RFP

• Experience in providing like services

• Methodology to accomplish tasks

• Respondent’s ability to provide the services required, including financial stability

• Respondent’s qualifications and references

The Library reserves the right to reject any or all proposals, or any part thereof, make counter proposals and/or engage in negotiation with any or all Contractors making a proposal in order to obtain the required and appropriate services at a cost acceptable to the Library and in its sole judgment will best serve the interests of the Library. The Contractor's qualifications, cost, and proposal as to the work will be considered in awarding the work. The Library reserves the right to expand the response period, including but not limited, to supply further information, to make revisions in the scope of work or to solicit additional proposals from other Contractors. The Library reserves the right to cancel or amend this RFP at any time, without liability for any loss, damage, cost or expense incurred or suffered by any Contractor as a result of that change or cancellation.

In considering any responses delivered in response to the RFP, the Library among other things, reserves the absolute and unfettered discretion to:

• accept or reject any proposal that fails to comply with the requirements set out in the RFP for the content of proposals;

• assess proposals as it sees fit, without in any way being obligated to select any proposal or Contractor;

• assess and select proposals as it sees fit without being obliged in any way to select the proposal that offers the lowest price or cost;

• determine whether any proposal or proposals satisfactorily meet the selection criteria set out in this RFP;

• the right to require clarification after the dates and times set out above from any one or more of the Contractors in respect of proposals submitted;

• the right to communicate with, meet with or negotiate with any one or more of the Contractors respecting their proposals or any aspects of the project;

• reject any or all proposals with or without cause, whether according to the selection criteria set out above or otherwise.

Proposals will be evaluated by representatives of the Library with such other assistance as it might require. Final award of the contract must be approved by the Library’s Board of Trustees.

If San Juan Island Library fails to negotiate a contract with the apparent successful vendor, the Library reserves the right to negotiate a contract with the next most qualified vendor. The award of a contract pursuant to this RFP is expressly conditional upon the execution of a contract document deemed acceptable by San Juan Island Library.

**APPENDIX A—Scope of Work: Cleaning Services**

**Daily Requirements**

* Restrooms—clean and disinfect restrooms downstairs and upstairs; mop floors; empty trash bins; refill dispensers
* Wetwipe—wipe all highly touched surfaces in public areas, and general staff areas (children’s desk, front desk, backroom counter, central worktable)
* Trash & recycling—empty trash cans, recycling bins, and shredder; remove trash to outside trash enclosures; change liners only as needed
* Kitchen areas (in back staff area & meeting room)—wipe countertops and sinks; refill soap and towel dispensers; clean meeting room white board if used
* Vacuuming/sweeping—walk thru, pick up debris on carpet and tile, and spot vacuum, sweep, or mop only as needed

**Weekly Tasks**

* Flooring
* Full vacuum of carpets and mats; behind bottom shelves in lobby
* Mop tile
* Dusting—computer screens (in public and staff areas), stools, benches, chairs, lamps, tops of wooden shelves, fireplace area
* Book Stacks—progressive dusting (completed at least once per quarter)
* Outside trash can—empty as needed (at least twice a week)
* Wetwipe—staff’s personal work areas
* Wood—progressive cleaning (polishing) of wood

**Monthly Tasks**

* Glass—desk barriers, doors, inner windows, meeting room windows, staff area windows; clean front doors of tape residue
* Dust—staff work areas, including shelves and cabinet tops
* Carpets—spot clean carpet as needed
* Chairs—spot clean upholstery as needed

**Quarterly Tasks**

* Wax—wax and polish floors
* Dust—blinds, baseboards, and fixtures
* Trash—clean trash receptacles as needed

**As Needed**

* Check that sinks, toilets, and drains are running clear and free of clogs
* Check cleaning and bathroom supplies and inform appropriate staff when to restock
* Urgent needs response, if available—e.g., clogged toilet, bodily fluids or bio-waste clean up and disinfection, and spills