

REQUEST FOR PROPOSAL

1. INTRODUCTION

The City of Lakewood is seeking Request for Proposal (RFP) from qualified vendors to provide custodial services for facilities, Parks restrooms, garbage collection and grounds cleanup.

Any questions or clarification regarding this RFP shall be directed to:

Name: Parks Department/Attn: Scott Williams

6000 Main Street SW
Lakewood, WA 98499
(253) 267-1628

Email: swilliams@cityoflakewood.us

2. BACKGROUND INFORMATION

The City of Lakewood is a vibrant community with a population of 60,000 residents, located in Pierce County near Joint Base Lewis McChord. The city manages five key facilities that require varying levels of custodial services:

1. **Lakewood City Hall**
2. **Police Station**
3. **Parks Maintenance Shop**
4. **City Operations and Maintenance Shop**
5. **Sound Transit Parking Garage**
6. **Pavilion at Fort Steilacoom Park**

In addition to these buildings, custodial services are also needed for our Parks, specifically for restroom maintenance, garbage collection, and grounds cleanup.

3. TIME SCHEDULE

Issuance of RFP: 01/17/2025

Deadline for Proposals: 01/31/2025

Contract Award Date: 02/20/2025

4. INSTRUCTIONS TO PROPOSERS

1. All proposals must be -submitted to City Clerk Briana Schumacher via email at: bschumacher@cityoflakewood.us clearly marked in the subject line as: **RFP- City Custodial Services**
2. All proposals must be received **by 2:00 p.m. on 01/31/2025**
3. Proposals should be prepared simply and economically, providing a straightforward, concise description of proposer's experience and capabilities to satisfy the requirements of the

request. The City will not be responsible for any costs incurred by the proposer in preparing, submitting or presenting the RFP.

4. The Operations Superintendent or designee will notify the firm selected.
5. All proposals must contain the following information:
 - The name, address, phone number, fax number and e-mail address of the firm and/or individual submitting a proposal.
 - The name of individual(s) that will be performing work on the project, their areas of responsibility, experience and qualifications.
 - A brief narrative describing the firm's experience and ability in providing lead-based paint consultation services.
 - A minimum of three references indicating recent experience you've worked with other cities, municipalities, organization or businesses including a name and telephone number for whom you have performed similar work.
 - Estimated response time for service request.
 - A detailed breakdown of costs associated with the following items:
 1. Custodial Services – See Scope of Work
 2. Alternate Bids A, B and C – See Scope of Work.

5. SCOPE OF WORK

City Hall Cleaning Tasks

Location: 6000 Main St. SW

Size: 76,000 Square Feet

Schedule: 5 Days a Week (Monday - Friday)

Work Window Hours: 4:00 p.m. - 11:00 p.m.

Daily Cleaning Responsibilities

1. **General Cleaning:**
 - Clean, sanitize and disinfect all touchable surfaces
 - Dust all touchable surfaces such as countertops, window ledges and grab bars.
2. **Floor Care:**
 - Sweep and mop floors 1-3.
 - Non-carpeted areas
 - Stairwells (Public and Internal Areas)
 - Workroom
 - Kitchens
 - Restrooms

- Elevators
 - Vacuum all carpeted areas
- 3. **Restroom Cleaning:**
 - Clean all bathrooms across three floors plus the basement, including showers on the 2nd floor.
 - Clean, sanitize and disinfect all:
 - Toilets (inside and outside), sinks and fixtures.
 - Flat surfaces, walls, floors, knobs/handles, baseboards, and any other areas needing sanitizing.
 - Replenish all paper products and soap dispensers.
 - Wet mop all floor surfaces and keep floor drains clear of debris.
 - Dust exhaust fans cover
- 4. **Trash Management:**
 - Empty all trash cans in public spaces and restrooms; replace liners.
- 5. **Waste Disposal:**
 - Dispose of garbage in onsite city dumpsters.
 - Empty all Recycle bins in onsite recycle dumpster.
- 6. **Building Security:**
 - Ensure the building is secured at all times.
- 7. **Reporting:**
 - Report any problems or potential issues to the city designee.
 - Fill out daily cleaning log for each activity/location.
- 8. **Spot Cleaning:**
 - Spot clean carpeted areas as needed or requested.
- 9. **Window Cleaning:**
 - Clean both sides of glass windows in Reception Areas (1st Floor Counters Main Area and Municipal Court).

Police Station Cleaning Tasks

Location: 9401 Lakewood Dr. SW

Size: 43,000 Square Feet

Schedule: 5 Days a Week (Sunday, Monday, Tuesday, Wednesday and Thursday)

Work Window Hours: 8:30 a.m. – 5:00 p.m.

Daily Cleaning Responsibilities

1. **General Cleaning:**
 - Clean, sanitize and disinfect all touchable surfaces
 - Dust all touchable surfaces such as countertops, window ledges and grab bars.
2. **Floor Care:**
 - Sweep and mop floors 1-2
 - Non-carpeted areas
 - Stairwells (Public and Internal Areas)
 - Workroom
 - Kitchens,
 - Restrooms
 - Elevators

- Vacuum all carpeted areas
3. **Restroom Cleaning:**
 - Clean all bathrooms across two floors, including showers on the main floor.
 - Clean, sanitize and disinfect all:
 - Toilets (inside and outside), sinks and fixtures.
 - Flat surfaces, walls, floors, knobs/handles, baseboards, and any other areas needing sanitizing.
 - Replenish all paper products and soap dispensers.
 - Wet mop all floor surfaces and keep floor drains clear of debris.
 - Dust exhaust fans cover
 4. **Trash Management:**
 - Empty all trash cans in public spaces and restrooms; replace liners.
 5. **Waste Disposal:**
 - Dispose of garbage in onsite city dumpsters.
 - Empty all Recycle bins in onsite recycle dumpster.
 6. **Building Security:**
 - Ensure the building is secured at all times.
 7. **Reporting:**
 - Report any problems or potential issues to the city designee.
 - Fill out daily cleaning log for each activity/location.
 8. **Spot Cleaning:**
 - Spot clean carpeted areas as needed or requested.
 9. **Window Cleaning:**
 - Clean both sides of interior windows in Reception Area.

Operations and Maintenance Facility Cleaning Tasks

Location: 9420 Front St S

Size: 2,200 Square Feet

Schedule: Once a Week (Monday, or Tuesday if a Holiday)

Work Window Hours: 7:00 a.m. – 2:30 p.m. (Except 12:00 p.m. to 1:00 p.m.)

Weekly Cleaning Responsibilities

1. **General Cleaning:**
 - Clean, sanitize and disinfect all touchable surfaces
 - Dust all touchable surfaces such as countertops, window ledges and grab bars.
2. **Floor Care:**
 - Sweep and mop floors
 - Non-carpeted areas
 - Vacuum all carpet and runners (top and bottom sides)
 - Entrance (between front door and inside door)
 - Kitchen
 - Restrooms

3. **Restroom Cleaning:**
 - Clean all bathrooms (2 in Building A and 1 in Warehouse/Shop).
 - Clean, sanitize and disinfect all:
 - Toilets (inside and outside), sinks and fixtures.
 - Flat surfaces, walls, floors, knobs/handles, baseboards, and any other areas needing sanitizing.
 - Replenish all paper products and soap dispensers.
 - Wet mop all floor surfaces and keep floor drains clear of debris.
 - Dust exhaust fans cover
 4. **Trash Management:**
 - Empty all trash cans in Building A and Warehouse/Shop and restrooms; replace liners.
 5. **Waste Disposal:**
 - Dispose of garbage in onsite city dumpsters.
 - Empty all Recycle bins in onsite recycle dumpsters.
 6. **Building Security:**
 - Ensure the building is secured at all times.
 7. **Reporting:**
 - Report any problems or potential issues to the city designee.
 - Fill out daily cleaning log for each activity/location.
 8. **Spot Cleaning:**
 - Spot clean carpeted areas as needed.
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Parks Shop Cleaning Tasks

Location: Fort Steilacoom Park, 9115 Angle Lane SW

Size: 1,000 Square Feet

Schedule: Once a Week (Monday, or Tuesday if a Holiday)

Work Window Hours: 8:00 a.m. – 2:30 p.m. (Except 12:00 p.m. to 1:00 p.m.)

Weekly Cleaning Responsibilities

1. **General Cleaning:**
 - Clean, sanitize and disinfect all touchable surfaces
 - Dust all touchable surfaces such as countertops, window ledges and grab bars.
2. **Floor Care:**
 - Sweep and wet mop all floors
 - Non-carpeted areas
 - Kitchen
 - Restrooms
 - Open Space
3. **Restroom Cleaning:**
 - Clean, sanitize and disinfect all:
 - Toilets (inside and outside), sinks and fixtures.
 - Flat surfaces, walls, floors, knobs/handles, baseboards, and any other areas needing sanitizing.
 - Replenish all paper products and soap dispensers.
 - Wet mop all floor surfaces and keep floor drains clear of debris.
 - Dust exhaust fans cover

4. **Trash Management:**
 - Empty all trash cans and replace liners.
 5. **Waste Disposal:**
 - Dispose of garbage in onsite city dumpsters.
 - Empty all Recycle bins in onsite recycle dumpsters.
 6. **Building Security:**
 - Ensure the building is secured at all times.
 7. **Reporting:**
 - Report any problems or potential issues to the city designee.
 - Fill out daily cleaning log for each activity/location.
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Pavilion

Location: 9107 Angle Lane SW, Lakewood 98498

Size: 2,000 Square Feet

Schedule: Monday through Friday

Work Window Hours of Work: 7:00 a.m. to 8:00 a.m.

Weekly Cleaning Responsibilities

1. **General Cleaning**
 - Dust all corners, cobwebs, high dust all areas. Clean, wipe and disinfect all touchable surfaces such as countertops, sink fixtures, refrigerator surface outside, warmer/oven surface outside, and grab bars.
2. **Floor Care:**
 - Dust mop and sweep then damp mop with microfiber mop. Lift and clean under any rugs.
 - Non-carpeted areas
 - Vacuum all rugs top and bottom side
 - Kitchen
 - Restrooms
3. **Restroom Cleaning:**
 - Clean, sanitize and disinfect all:
 - Toilets (inside and outside), sinks and fixtures.
 - Flat surfaces, walls, floors, knobs/handles, baseboards, and any other areas needing disinfectant.
 - Replenish all paper products and soap dispensers.
 - Wet mop all floor surfaces and keep floor drains clear of debris.
 - Dust exhaust fans cover, light fixtures and mirrors.
4. **Trash Management:**
 - Empty all trash cans; replace liners.
5. **Waste Disposal:**
 - Dispose of garbage in city dumpster outside of building.
6. **Building Security:**
 - Ensure the building is secured at all times.
7. **Reporting:**
 - Report any problems or potential issues to the city designee.
 - Fill out daily cleaning log for each activity/location.

Lakewood Sounder Station Cleaning Tasks

Location: Sound Transit Station, 11424 Pacific Highway SW

Size: 2 single use restrooms and Parking Garage ground garbage (4 parking levels)

Schedule: 5 Days a Week (Monday, Tuesday, Wednesday, Thursday and Friday)

Hours of Work: 8:00 a.m. to 11:00 p.m.

Cleaning Responsibilities

1. Restroom Cleaning:

- Clean, sanitize and disinfect all:
 - Toilets (inside and outside), sinks and fixtures
 - Sanitize and wipe clean all:
 - Flat surfaces, fixtures, walls, floors, knobs/handles, baseboards, and any other areas.
- Replenish all paper products.
- Wet mop all floor surfaces and keep floor drains clear of debris.

2. Floor Care:

- Sweep and wet mop all floor surfaces and keep floor drains clear of debris.
- Elevators

3. Trash Management:

- Empty all trash cans and replace liners.
- Pick up trash on all 4 levels of parking garage.

4. Waste Disposal:

- Dispose of garbage in off-site city dumpsters.

5. Reporting:

- Report any problems or potential issues to the city designee.
- Fill out daily cleaning log for each activity/location.

6. Policing – Parking garage for ground garbage on all 4 levels.

ALTERNATE BID A (Reduced Frequency for 4 Buildings)

1. City Hall

Location: 6000 Main St. SW

Size: 76,000 Square Feet

Schedule: 4 Days a Week (Mon, Wed, Thu & Fri)

Hours: 4:00 p.m. - 11:00 p.m.

2. Police Station

Location: 9401 Lakewood Dr. SW

Size: 43,000 Square Feet

Schedule: 4 Days a Week (Mon, Wed, Thu & Fri)

Hours: 8:30 a.m. - 5:00 p.m.

3. Lakewood Sounder Station

Location: 11424 Pacific Highway SW

Size: 2,000 square feet (2 Restrooms, Parking Garage All Levels to check for garbage)
Schedule: 4 Days a Week (Monday, Tuesday, Thursday and Friday)
Hours: 8:00 a.m. to 10:00 p.m.

4. Pavilion

Location: 9107 Angle Lane SW

Size: 2,000 square feet

Schedule: 3 Days a Week (Monday, Wednesday and Friday)

Hours: 7:00 a.m. to 8:00 a.m.

ALTERNATE BID B (One-Time Annual Cleaning)

1. City Hall

- Shampoo carpet
- Clean, strip & wax resilient floors
- Clean interior/exterior windows

2. Police Station

- Shampoo carpet
- Clean, strip & wax resilient floors
- Clean interior/exterior windows

3. Operations and Maintenance Facility

- Shampoo carpet
- Clean, strip & wax resilient floors
- Clean interior/exterior windows

5. Lakewood Sounder Station

- Clean, strip & wax resilient floors in Restrooms

ALTERNATE BID C

Parks Property– (May 1st through September 30th)

Schedule: 7 Days a Week

Locations:

1. **Harry Todd Park**
2. **American Lake Park**
3. **Wards Lake Park (Tentative Opening Fall 2025)**

Garbage Pickup

- Garbage pickup in parking lot areas and boat launch parking lot.
- Empty all garbage cans and pick up all ground garbage.
- Dispose of collected garbage in onsite dumpsters.

Restroom Cleaning

Locations:

1. **Fort Steilacoom Park**
 - **Number of Restroom Buildings: 3**
2. **American Lake Park**
 - **Number of Restroom Buildings: 1**
3. **Harry Todd Park**
 - **Number of Restroom Buildings: 1**
4. **Kiwanis Park**
 - **Number of Restroom Buildings: 1**

Scope of Work

Cleaning Tasks:

- Clean, sanitize, and disinfect all:
 - Restrooms.
 - Sinks, toilets, and all touchable surfaces.
- Sweep floors and foam restrooms.
- Empty all garbage cans and insert new liners.
- Restock paper products and soap dispensers
- Lock up and secure restrooms.

Parks Property – Winter Contract - (October 1st through April 30th)

Schedule: 7 Days a Week

Restroom Cleaning

Locations:

1. **American Lake Park**
 - **Number of Restroom Buildings: 1**
2. **Harry Todd Park**
 - **Number of Restroom Buildings: 1**
3. **Kiwanis Park**
 - **Number of Restroom Buildings: 1**
4. **Wards Lake Park (Tentative Opening in Fall 2025)**
 - **Number of Restroom Building: 1**

Scope of Work

Cleaning Tasks:

- Clean, sanitize, and disinfect all:

- Restrooms
- Sinks, toilets and all touchable surfaces
- Sweep floors and foam restrooms.
- Empty all garbage cans and insert new liners.
- Restock paper products and soap dispensers
- Lock up and secure restrooms.

6. SPECIFIC REQUIREMENTS

1. The awarded Contractor/Firm shall be responsible for maintaining, at its sole cost and expense, comprehensive general liability insurance, including automobile and property damage, insuring the City of Lakewood, against loss or liability for damages for personal injury, death, or property damage arising out of or in connection with the performance by the Contractor of its obligation hereunder, with minimum liability limits of \$1,000,000.00 combined single limit for personal injury, death or property damage in any one occurrence. Professional liability insurance shall also be maintained with a minimum liability limit of \$2,000,000.00. The awarded Contractor/Firm shall furnish evidence, satisfactory to the City, of all such policies.
2. The awarded Contractor/Firm shall maintain a current City of Lakewood business license.
3. The awarded Contractor/Firm and any subcontractors shall comply with E-Verify as set forth in Lakewood Municipal Code Chapter 1.42.

7. SELECTION CRITERIA

Proposals shall be ranked based upon the following criteria:

1) Price; 2) Experience, References, Performance; 3) Quality of Risk Assessment and Clearance reports provided; and 4) Response time.

8. TERMS AND CONDITIONS

1. The City reserves the right to reject all proposals, and to determine and waive minor regularities in any proposal.
2. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
3. The City reserves the right to determine the most qualified contractor based on the City's evaluation of the above selection criteria and any factors relevant thereto.
4. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.
5. The City reserves the right to award contracts for all or some of the tasks in the Scope of Work to one or more contractor/firm(s).

6. Any proposal may be withdrawn up until the date and time set above for opening of the RFP's. Any RFP not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City the services described in the specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
7. The contract resulting from acceptance of a RFP by the City shall be in a form supplied or approved by the City and shall reflect the specifications in the RFP. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City of Lakewood Legal Department.

9. COMPENSATION

1. Please present detailed information on the proposer's draft fee schedule for the work specifications and for any variation for non-routine services, inclusive of Washington State sales tax and any other applicable government charges. Please provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
2. If awarded a contract, payment for services will only be made after the services have been contracted and have been performed. An itemized billing statement shall be submitted in a form specified by the City and approved by the appropriate representatives, which shall specifically set forth the services performed. Payment will be made in accordance with the payable payment cycles based upon a signed contract agreement with the City.