

REQUEST FOR PROPOSAL

1. INTRODUCTION

The City of Lakewood is seeking Request for Proposal (RFP) from qualified Contractors to provide custodial services for 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 numerous Parks that require varying levels of custodial services:

1. **Harry Todd Park**
2. **American Lake Park**
3. **Wards Lake Park**
4. **Kiwanis Park**
5. **Fort Steilacoom Park**

Custodial services are needed for our Parks, specifically for restroom maintenance, garbage collection, and grounds cleanup.

3. TIME SCHEDULE

Issuance of RFP: April 15, 2025

Deadline for Proposals: April 29, 2025

Contract Award Date: May 5, 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 April 29th.
3. Proposals should be prepared simply and economically, providing a straightforward, concise description of the 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 providing custodial services for a similar scope of work.
- 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 for Parks Restrooms, Garbage pickup and Grounds Pickup – See Scope of Work

Parks Property– Summer Contract - (May 6th through September 30th)

Schedule: 7 Days a Week

Restroom Cleaning

Locations:

1. **Harry Todd Park**
 - a. **Number of Restroom Buildings: 1**
2. **American Lake Park (Tentative Opening June/July 2025)**
 - a. **Number of Restroom Buildings: 1**
3. **Wards Lake Park (Tentative Opening August/September 2025)**
 - a. **Number of Restroom buildings: 1**
4. **Kiwanis Park**
 - a. **Number of Restroom Building: 1**
5. **Fort Steilacoom Park**
 - a. **Number of Restroom Buildings: 3**

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.

Garbage Pickup

1. Harry Todd Park
2. American Lake Park

Scope of Work

- Garbage pickup in parking lot areas and boat launch parking lot.
- Garbage pickup in Main Parks (grass areas and beaches).
- Empty all garbage cans and pick up all ground garbage in Parks.
- Dispose of collected garbage in onsite dumpsters.

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

Schedule: 7 Days a Week

Restroom Cleaning

Locations:

1. **Harry Todd Park**
 - **Number of Restroom Building: 1**
2. **American Lake Park (Tentative Opening June/July 2025)**
 - **Number of Restroom Buildings: 1**
3. **Wards Lake Park (Tentative Opening October 2025)**
 - **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.

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.

8. At times, City Parks have construction projects in them that could result in the suspension of services required by the contractor.

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.

Custodial Service BID FORM (Due April 15th, Due at 2:00 p.m.)

TO: City of Lakewood, City Clerk's Office
ADDRESS: 6000 Main Street SW, Lakewood, WA 98499-5027
PROPOSAL TO LAKEWOOD CITY COUNCIL, LAKEWOOD,

WASHINGTON

**PROJECT: Custodial Services for Parks Restrooms, Garbage and
Grounds Pickup**

Firm Name: _____

Bidder: _____

Address: _____

Phone: _____ **Email:** _____

Contractor's State License # _____

BIDDER'S DECLARATION OF UNDERSTANDING:

The Bidder, in compliance with the City's Advertisement for Bids and Instructions for Bidders for Custodial Services, having examined the specifications, related documents and the locations of the proposed work, and being familiar with all of the conditions surrounding the work including the availability of labor and equipment, hereby proposes to furnish all labor, materials, tools, equipment, and documentation for the rates and lump sum prices listed below. These prices shall cover all expenses incurred in performing the work required under the contract documents, for which this bid is a part. Sales tax shall not be included in the lump sum prices within this bid.

The undersigned hereby certifies that he/she is authorized to sign on behalf of the firm and has read the requirements, project scope, and specifications and thoroughly understands the same and proposes to meet or exceed custodial services expectations.

NON-COLLUSION DECLARATION:

I, by signing the proposal, 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 proposal is submitted.
2. That by signing the signature page of this proposal, I am deemed to have signed and to have agreed to the provisions of this declaration.

Print Name of Authorized Official

Signature of Authorized Official

Title

**City Wide Custodial Service
Base Bid Sheet – Parks Property**

Summer Contract (May 6th thru September 30th)

Name of Park	Amount in \$	Amount Written
Harry Todd Park		
American Lake Park		
Wards Lake Park		
Kiwanis Park		
Fort Steilacoom Park		

Winter Contract (October 1st thru April 30th)

Name of Park	Amount in \$	Amount Written
Harry Todd Park		
American Lake Park		
Wards Lake Park		
Kiwanis Park		
Fort Steilacoom Park		

Addenda Acknowledgement

By signing below, firm acknowledges receipt and understanding of the following addenda to the contract provisions.

Addendum No.	Date of Receipt	Signature
1		
2		
3		

Note: Failure to acknowledge receipt of Addenda may be considered as an irregularity in the Bid Proposal and the City reserves the right to determine whether the bid will be disqualified.

The party by whom this bid is submitted and by whom the contract will be entered into, in the event the award is made to this party, is:

Contractor (Firm Name)

Signature

Address

Name (Print) & Title

Phone Number

Date of Signing

Contractor's Washington State License
Number

(Indicate whether contractor is partnership,
joint venture, corporation, or sole
proprietorship) *

*If Bidder is a corporation, write State of Incorporation under signature. If partnership, give full names of all partners.