



NOTICE TO BIDDERS

Deadline: Thursday, November 12 at 10:00 a.m.

DISTRICT ADMINISTRATIVE BUILDING AND MAINTENANCE FACILITY JANITORIAL SERVICES

Section 1. Organizational Overview

North City Water District is a Group A public water system (15 or more services) that operates under the authority of RCW Title 57 – Sewer and Water Districts. The District serves an urban area in north King County and operates within the cities of Lake Forest Park and Shoreline. It serves an estimated population of 25,500 and purchases its entire water supply from the Seattle Public Utilities regional water supply system. The area is primarily urban residential with neighborhood businesses and schools located along several major thoroughfares.

Section 2. General Information

This notice to bidders (NTB) is for the procurement of public works services, namely janitorial services, for two employee hours per facility of weekly cleaning at two district facilities including;

- Administrative building located at 1519 NE 177th St. in Shoreline, WA.
- Maintenance facility building located at 15555 15th Avenue NE also in Shoreline, WA.

After a trial period of a minimum of 3 months and when COVID-19/COVID-19-19 restrictions are lifted, the District may consider adding a second day of cleaning.

The **Administrative building** is approximately 6,850 SF including four offices, a Board room, two conference rooms, a lobby, four restrooms, and general office desk space. The office staff performs work at the administrative office between Monday and Friday 8:00 A.M. – 5:00 P.M. However, employees are often in the building from 7:00 A.M. until 7:00 P.M. The facility has one garbage dumpster and one recycling dumpster.

The **Maintenance facility** is approximately 2544 SF. That space includes (2) Private Offices, (8) employee work stations, Kitchen, Utility Room, (2) Bathrooms, (2) Locker Rooms, (2) Shower Rooms, (2) Drying Rooms along with the hallways. The crew performs work Monday through Friday between the hours of 6:00 AM and 5:30 PM although staff often enters the building during non-work hours for on-call and emergency work purposes.

The Administrative building and Maintenance facility are both protected by a monitored burglar/fire system.

Section 3. Contractor Responsibilities and Description of Services

Contractor shall perform the regular services one (1) day a week (preferably Fridays) either before 11:00 am or after office hours. Contractor shall also be available for ad hoc cleaning services on an on call agreed upon fee for after hour work. Contractor may perform window washing during public office hours with prior approval from the District Manager. Weather related incidents that cause the contractor to miss a regularly scheduled cleaning service shall cause the monthly fee to be reduced by 1/8th for each service day missed if the cleaning service is not rescheduled. Contractor will consider and plan for appropriate labor resources for illness, vacation, and other loss time events so that service to North City Water District is uninterrupted.

Contractor will be responsible for unlocking and unarming the security system and later locking and arming the alarm using unique security code assigned by the District in cleaning after office hours. Communications with Contractor will be through *email*. The District Board room has historically been used by non-profit groups after hours but no outside room use is allowed during this COVID-19 event. After restrictions are lifted, we expect to return to lending out our room after hours. Contractor is responsible for checking email for instructions about alarm setting during these situations.

The list below details the work to be completed on a weekly basis unless marked as monthly.

	Task	Admin. Building	Maint. Facility
1	Empty all trash cans. Deposit into garbage dumpster	See also (1)	See also (2)
2	Empty all recycling cans & deposit into recycling dumpster		
3	Replace trash can liners		
4	Vacuum carpeted floors.		
5	Sweep and mop concrete floors, including restroom		
6	Brush clean & disinfect restroom toilets & toilet seats to COVID-19 standards/protocal		
7	Clean and disinfect all restroom sinks, mirrors and counters to COVID-19 standards/protocal		
8	Clean & disinfect kitchen sink, counters and table to COVID-19 standards/protocal		
9	Dust & clean all fixtures & office furniture. Includes refrigerator, computer monitors, file cabinets, desks, credenzas, counter tops, display units & window ledges to COVID-19 standards/protocal		
10	Clean glass front doors and door handles to COVID-19 standards/protocal		
11	Restock paper products as necessary (towels, tissue, etc.)		
12	Clean interior office glass windows		
13	Dust wall mounted pictures		
14	Vacuum cloth furniture, wipe leather/vinyl furniture		
15	Dust blinds – MONTHLY		

Administration building (1519 NE 177th Street, Shoreline, WA):

(1) including 1 outside in the front of the building.

Maintenance Facility (15555 15th Ave NE, Shoreline, WA):

(2) including rolling cans in inventory “bay

Section 4. Bid Requirements

A. Bid Details

- Bid is to include as many tasks as possible for two hours at each facility each visit.
- Bid should be inclusive of all the required labor, cleaning equipment, tools, and materials as outlined in the more detailed Scope of Work section.
- Bid to identify what precautions contractor will take to ensure District staff safety during COVID-19 emergency.
- Bid is for a one-year agreement with two one-year extensions. It is the bidder's responsibility to assess the necessary labor required based on the Scope of Work.
- The bid shall be quoted based on an all-inclusive lump sum, per month, cost for the agreed scope of work (assuming an average of 4 cleanings per month) including an additional hourly rate for any ad-hoc work requested that is outside the regular scope of work.
- Once the COVID-19 restrictions are lifted and the building is opened to the public, the District may consider adding an additional day of cleaning. Bid should include the option for 2 days per week as an alternative.

B. Site Visit

A site visit to review the properties is required for bid submittal. Due to COVID-19-19 restrictions, the site visit needs to be scheduled in advance with Operations Manager Denny Clouse (dennyc@northcitywater.org) prior to bid submittal. Masks must be worn during site visits and social distancing maintained.

C. Letter of transmittal.

Please include a transmittal letter.

D. Qualifications.

Please submit a company resume and/or five references.

E. Proposal:

One (1) copy of your proposal, whether mailed or hand-delivered, must arrive at the address listed below no later than **10:00 AM on Thursday, November 12, 2020**. Proposals received later than the submittal deadline will not be accepted. North City Water District will not be liable for delays in delivery of proposals due to handling by the US Postal Service or any other type of delivery service. Faxed or emailed submittals will not be accepted. Please submit proposals to:

Theresa Harrington, Executive Assistant
North City Water District
1519 NE 177th Street
Shoreline, WA 98155

F. Insurance.

While providing services, Contractor shall maintain in effect a policy of commercial general liability insurance with limits of at least \$1,000,000 per occurrence insurance with limits of at least \$1,000,000 per occurrence. Contractor will provide District with proof of the insurance coverage. Upon contract award, and prior to commencement of any work Contractor will add District as an additional insured under Contractor's commercial general liability insurance policy and provide District with an amendatory endorsement evidencing District's status as an additional insured under the policy. In the event the contract term is extended, Contractor will provide the same evidence of insurance and amendatory endorsement prior to commencement of each one-year extension.

F. Prevailing Wage.

Contractor shall pay the prevailing rate of wages to all workers, laborers, or mechanics employed in the performance of any part of the Work in accordance with RCW 39.12 and the rules and regulations of the Department of Labor and Industries. The schedule of prevailing wage rates for the localities of the Work is determined by the Industrial Statistician of the Department of Labor and Industries. It is Contractor's responsibility to verify the applicable prevailing wage rate.

Current prevailing wage data can be obtained by the Contractor from the Industrial Statistician of the Department of Labor and Industries, Prevailing Wage Office, P.O. Box 44540, Olympia, Washington 98504-4540, (360) 902-5335, or on their website at

<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/Printable/default.asp>

Before commencing the Work, Contractor shall file a statement under oath with District and with the Director of Labor and Industries certifying the rate of hourly wage paid and to be paid each classification of laborers or workers, employed upon the Work by Contractor. Such rates of hourly wage shall not be less than the prevailing wage rate. Verification of prevailing wage rate will be monitored Department of Labor and Industries website throughout the term of this contract.

G. Communications-Requests for Information and Questions:

Any questions regarding the submittal process and/or the specific service aspects of the Bid should be directed to the staff listed below.

Denny Clouse, Operations Manager
Phone: (206) 618-9616
Email: dennyc@northcitywater.org

Section 5. Schedule

- **October 22 and 28** Notice to Bidders advertised in DJC, Seattle Times and on District Website.
- **Thursday, November 5** Site Visits **required** (must be scheduled individually)
- **Thursday, November 12 10:00AM** Bids Due to North City Water District.
- **Friday, November 13** Review and selection.
- **Tuesday, November 17** Approval from Board of Commissioners at Regular Meeting.
- **Tuesday, December 1st** Anticipated Start Date.