

Request for Proposal for Janitorial Services

Release Date: May 11, 2022

Number: 22-05-02

Service Needed: Janitorial services at four (4) Neighborhood House facilities sites.

About Neighborhood House:

Neighborhood House (NH) serves Seattle and King County's immigrants, refugees and low-income residents. Our mission is to help diverse communities of people with limited resources to attain their goals for self-sufficiency, financial independence, health and community building.

Scope of Work

- Neighborhood House is seeking a contractor for janitorial services at four (4) of our sites. Bids can be for a single building, for a combination, or for all.

Sites and addresses

- New Holly (NH) at 7054 32nd Ave. S, Suite 107, Seattle, WA 98118. [8,125 SF]
- Rainer Vista (RV) at 4410 29th Ave S, Seattle, WA 98101 [10,000 SF]
- Lee House (LH) at 7315 39th Ave. S. Seattle, WA 98118. [635 SF]
- St Elizabeth Episcopal Church, at 1005 SW 152nd St, Burien, WA 98166. [4,810 SF.]

Site work

- All sites to be cleaned 5 days a week
- Clean the restrooms and kitchen:
 - Sweep and mop all floors
 - Dust, high and low
 - Clean all glass, including windows and mirrors
 - Replenish all used supplies, including but not limited to soap, napkins, and paper
 - Remove all garbage, recycling, and compost to appropriate outdoor containers
- Clean the classrooms and classroom toilet areas:
 - Sweep and mop all floors
 - Vacuum carpets
 - Dust, high and low
 - Clean all glass, including windows and mirrors
 - Replenish all used supplies, including but not limited to soap, napkins, and paper
 - Remove all garbage, recycling, and compost to appropriate outdoor containers

Not included in Scope of Work

- Public restrooms and main hallways at New Holly, Lee House and St Elizabeth's are cleaned by building owners.

Time period

- Sites to be viewed by **May 20th 2022**
- Contracts should be submitted by **May 27th, 2022**
- The contract start date will be **June 6th 2022**
- The cleaning contract will be a month-to-month contract that is reviewable by both parties, and can be terminated by both parties with 30 days' notice

Please include a brief description, standard, or rubric as applicable, for each of your company's routine cleaning services. Make sure to note the frequency of each service. Services to include:

- Wiping of all cabinets and countertops
- High and low dusting
- Sanitizing of floors, door handles, high-touch surfaces, etc.
- Floor cleaning, sweeping, and mopping
- Vacuuming of all carpet surfaces in classrooms
- Monthly window cleaning in classroom, kitchen, and restroom spaces
- Minimum monthly carpet cleaning of carpets by vacuum with roller brush
- Trash sorting and removal

Requested annual services are below. These can be submitted as separate proposals.

- Whole-building window cleaning at all four (4) sites
- Carpet cleaning at all four (4) sites
- Floor waxing at all four (4) sites

Evaluation criteria and qualifications

- Methods used to retain employees
- Method of inspecting work
- Must be licensed, bonded and insured
- Experience within the scope of services
- Three references, preferably from current or former employers describing similar services
- Experience providing culturally appropriate and competent services to clients of diverse ethnic, cultural and linguistic backgrounds
- Cost of services

What to include in submissions

- Proposed rates
- Description of experience and employee retention plans
- Current resume
- Proof of current employee background checks, description of background checks standards/process
- Proof of current professional liability insurance
- Others materials: bidder's discretion

Coronavirus safety

- Upon acceptance of contract, Vendor must sign an affidavit stating they've obtained a copy of or visually observed proof of full vaccination against COVID-19 for every current employee who will be servicing a Neighborhood House location.
- All employees must adhere to all Neighborhood House coronavirus safety protocols while onsite.

Submission instructions

Interested vendors should submit the requested materials via email to Daniel Casey (Facilities Manager) at danielc@nhwa.org by **May 27, 2022**, and call (206) 753-8424 to set up an appointment to view the sites by **May 20, 2022**.