


**REQUEST FOR BIDS**

**2024 Janitorial Services**  
**Lake Boren Park & Annex Facility**

***Prepared by:***

Connor Simonson  
City of Newcastle  
12835 Newcastle Way, Suite 200  
Newcastle, WA 98056-1316  
425-649-4444

***Approved by:***

  
\_\_\_\_\_  
Jeff Brauns, P.E.  
Public Works Director

11/7/2023  
\_\_\_\_\_  
Date

## INFORMATION FOR BIDDERS

The City of Newcastle is soliciting bids for the project herein after referred to as:

# 2024 Janitorial Services Lake Boren Park & Annex Facility

Notice is hereby given that bids will be received by Connor Simonson, Infrastructure Maintenance Manager, at Newcastle City Hall, 12835 Newcastle Way, Suite 200, Newcastle, WA 98056-1316, until **2:00 PM**, Pacific local time, on **November 28, 2024**.

### 1. DESCRIPTION OF WORK

The City of Newcastle (the City) is seeking bids from qualified vendors to provide janitorial services at Lake Boren Park and at the City Hall Annex facility.

### 2. SITE REVIEW

Bidders are strongly encouraged to make a physical inspection of the geographical area. The Lake Boren Park restrooms are open daily from 6 AM to 10 PM. An interior tour of the City Hall Annex facility can be arranged by contacting Connor Simonson. See Section 7 for contact information.

### 3. QUALIFICATIONS OF BIDDERS

(a) This Invitation to Bid is being issued in accordance with RCW 35.22.620 and RCW 39.04.155, which permit the use of a Small Works Roster to solicit bids. Only qualified contractors who are registered with the Municipal Research and Services Center (MRSC) may submit bids.

### 4. BID BOND

A Bid Bond is not required.

### 5. PAYMENT AND PERFORMANCE BOND

A Payment and Performance Bond is not required.

## **6. PREVAILING WAGE**

The contractor agrees to comply with all state and federal laws relating to the employment of labor and wage rates to be paid. The hourly wages to be paid laborers, workers, or mechanics shall be not less than the prevailing rate of wage for an hour's work in the same trade or occupation in King County.

No payment will be made on this contract until the contractor and each and every subcontractor has submitted a "Statement of Intent to Pay Prevailing Wages" (LI 700-29) that has been approved by the industrial statistician of the Department of Labor and Industries. No final payment or release of any retainage will be made until the contractor and each and every subcontractor has submitted an "Affidavit of Wages Paid" (LI 700-7) that has been certified by the industrial statistician of the Department of Labor and Industries.

The contractor shall post the prevailing rate of wage statement in a location readily visible to workers at the job site, or as allowed by RCW 39.12.020. The "Statement of Intent to Pay Prevailing Wages" shall include:

- (a) The contractor's registration certificate number; and
- (b) The prevailing rate of wage for each classification of workers entitle to prevailing wages under RCW 39.12.020 and the estimated number of workers in each classification.

Statements of intent to pay prevailing wages and affidavits of wages paid shall be on forms approved by the Department of Labor and Industries.

The State of Washington prevailing wage rates applicable for this public works project, which is located in King County, may be found at the following website address of the Department of Labor and Industries:

<https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx>.

Based on the bid submittal deadline for this project, the applicable effective date for prevailing wages for this project is **November 28, 2023**. A copy of the applicable prevailing wage rates is also available for viewing at Newcastle City Hall, 12835 Newcastle Way, Suite 200, Newcastle, WA 98056-1316. Upon request, a hard copy of the applicable prevailing wages for this project will be mailed to the requesting bidder.

## **7. QUESTIONS**

Questions regarding TECHNICAL QUESTIONS may be directed to:

Connor Simonson  
Infrastructure Maintenance Manager  
connors@newcastlewa.gov  
425-386-4112

Questions regarding BIDDING PROCEDURES may be directed to:

Jeff Brauns, P.E.  
Public Works Director

## **8. CONTRACT TERM/COST ADJUSTMENT**

The service period for this contract shall be from February 1, 2024, through December 31, 2024. The contract may be renewed for up to three (3) additional one-year terms if both parties agree in writing. If both parties cannot agree to any terms or conditions, the contract will be re-bid. By submitting a proposal, the vendor agrees that at renewal dates, cost of service will not be adjusted beyond the Seattle Consumer Price Index-Urban (CPI-U) rate (June to June) for the preceding year. This provision does not guarantee renewal to the contractor, nor does it prevent the contractor from agreeing to renew at a lower adjustment.

## **9. INSURANCE**

The Contractor shall obtain and keep in force the policies of insurance specified in the City of Newcastle Public Works Maintenance Contract (Sample attached as Exhibit C)

## **10. AWARD OF CONTRACT**

It is the intent of the City to award a contract to the lowest responsive and responsible bidder. The City will also consider equipment inventory, proximately, and references. Before award, the bidder must meet the bidder responsibility criteria included in the bid proposal to be considered a responsible bidder. The bidder may be required by the City to submit documentation demonstrating compliance with the criteria. The bidder must:

1. At the time of Bid submittal, have a certificate of registration in compliance with chapter 18.27 RCW
2. Have a current Washington state unified business identifier (UBI) number
3. If applicable, have industrial insurance coverage for the Bidder's employees working Washington as required in Title 51 RCW
4. If applicable, have an employment security department number as required in Title 50 RCW
5. If applicable, have a state excise tax registration number as required in Title 82 RCW
6. Not be disqualified from Bidding on any Public Works Contract under RCW 39.06.010 or 39.12.065(3)

### *Supplemental Bidder Responsibility:*

The following elements may be given consideration by the City in determining whether a bidder is a responsible bidder: (a) the ability, capacity and skill of the bidder to perform the contract or provide the service required; (b) whether the bidder can perform the contract and do so within the time specified; and, (c) the quality of performance by the bidder on previous and similar contracts.

### **1. CITY BUSINESS LICENSE**

All contractors doing business within the City of Newcastle are required to have (or obtain) a City of Newcastle business license. Information on obtaining a City business license is available at: [bit.ly/NewcastleBusinessLicense](http://bit.ly/NewcastleBusinessLicense)

### **2. ADDITIONAL INFORMATION**

The City encourages disadvantaged, minority and women-owned contractors to respond.

The City, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all respondents that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit a proposal in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Bid Proposals must be submitted on the forms provided in this packet.

The City reserves the right to reject any or all bids or waive any irregularities and informalities in the bids submitted and accepted by the City.

### **3. LIST OF ATTACHMENTS**

- EXHIBIT A Bid Proposal
- EXHIBIT B Scope of Work & General/Technical Specifications
- EXHIBIT C Sample Public Works Maintenance Contract

## EXHIBIT A BID PROPOSAL

Contractor Name: \_\_\_\_\_

**BASE BID:**

***Facilities:***

Please provide a lump sum price for janitorial services at each facility as specified below. Prices listed shall be for all services at the specified frequency as described in EXHIBIT B (Scope of Work).

1. Monthly price for performing services for the period January 1 to December 31, 2024.

Facility Name	Cost Basis	2024 Cost
Lake Boren Park Restrooms <i>Cleaning daily</i>	Monthly	\$
Annex Facility <i>Cleaning 1x/week</i>	Monthly	\$
Annex Carpet Cleaning <i>As requested (estimated 2x/year)</i>	Per each	\$
A: Subtotal for Facilities	\$	
WSST @ 10.1%	\$	
<b>Total Contract Amount (BASE BID)</b>	<b>\$</b>	

## **EXHIBIT B**

### **SCOPE OF WORK**

Lake Boren Park / City Hall Annex Facility Janitorial Services

**These services shall be performed daily at the Lake Boren Park Restrooms daily before 8:00 AM**

- Clean all dispensers and fixtures
- Clean and disinfect washbasins, toilet bowls and urinals
- Wash and disinfect all restroom floors
- Spot clean tile walls and toilet partitions
- Polish all metal mirrors
- Replenish paper and liquid supplies
- Empty trash receptacles inside restrooms
- Sweep and pick up litter outside restroom.

**These services shall be performed the same day each week (with exception of federal holidays) between the hours of 7:00PM-6:00AM at the Maintenance Annex Building (7415 129<sup>th</sup> Ave SE)**

- Clean and stock bathrooms
- Vacuum floors
- Change garbage cans

#### **Supplies provided by the City of Newcastle**

The City of Newcastle shall provide the following supplies. If supplies start to run low, contractor shall inform the infrastructure maintenance manager. Failure to provide notice of low supplies may result in a deduction of \$125 per occurrence.

- Toilet Tissue
- Toilet seat covers
- Paper Towels
- Trash Bags
- Hand Soap
- Hand Towels

**Contractor shall report any issues to the Infrastructure Maintenance Manager.**