



City of Woodburn, Oregon

Request for Proposals

CUSTODIAL MAINTENANCE SERVICE CONTRACT FOR PUBLIC BUILDINGS AND PARKS RESTROOMS

PROJECT No: 43500.0011

Proposals due by 2:00 PM on May 9, 2013

SUBMIT PROPOSAL TO:

City of Woodburn
Woodburn Public Works Department
190 Garfield Street
Woodburn, OR 97071
503/982-5240

**CITY OF WOODBURN
PUBLIC WORKS DEPARTMENT
CUSTODIAL MAINTENANCE SERVICE CONTRACT FOR –
PUBLIC BUILDINGS AND PARKS RESTROOMS
Proposals due 2:00 pm, May 9, 2013**

REQUEST FOR PROPOSAL

The City of Woodburn is requesting proposals from qualified firms for a grounds maintenance service contract for specified parks and public building areas under a multi-year contract.

A successful firm will be selected based upon the following criteria: 1) Qualifications to perform the scope of services; 2) Prior work experience performing the scope of services; 3) Demonstrated understanding of the scope of services required; 4) References from other communities receiving services; 5) Total cost based on the Fee Schedule for providing specified scope of services; and 6) Overall best value to the City.

The City of Woodburn invites firms to submit five (5) copies of their proposal, including their experience and qualifications in performing work as described in the Scope of Services. The City will receive sealed proposals until **2:00 PM on May 9, 2013**. These should be delivered to the City of Woodburn, Public Works Department, 190 Garfield Street, Woodburn, Oregon 97071.

PRE-PROPOSAL CONFERENCE: There will be a required Pre-Proposal Conference at 9:00AM May 2, 2013 in the Public Works Conference Room at 190 Garfield St. Woodburn, OR followed by a tour of the sites.

The City of Woodburn reserves the right to reject any or all proposals not in compliance with public bidding procedures; to postpone award of the contract for a period not to exceed sixty (60) days from date of proposal opening; to waive informalities in the proposals; and to select the proposal that is in the best interest of the City.

Request for Proposal Documents may be examined at the following locations:

Woodburn: City of Woodburn's web site: <http://www.woodburn-or.gov/publicworks/bidsrfps.aspx>
Portland: Daily Journal of Commerce Plan Center

Questions pertaining to this RFP should be directed to Duane Barrick at 503-980-2429 or duane.barrick@ci.woodburn.or.us.

Published: Daily Journal of Commerce

Date(s): **April 17, 2013**

The Owner reserves the right to waive any irregularities in the bids, to reject any or all bids, and to accept only such bids as may be in the Owner's best interest.

Heather Pierson, City Recorder
City of Woodburn, OR 97071

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PART 1

OVERVIEW

The City of Woodburn is requesting proposals from qualified firms for a custodial maintenance service contract for specified public building and parks restrooms areas under a multi-year contract. Contract proposal areas are defined on the Custodial Maintenance Service Contract – Public Buildings and Parks Restrooms plan set included with this proposal package as Attachment B. The services required include cleaning floors, bathrooms, windows and doors, vacuuming, spot cleaning rugs, washing walls and hand railing to keep the buildings neat, clean and safe. Also included is the collection and disposal of trash in the listed areas. Prospective Proposers are encouraged to visit the sites and prepare questions for the pre-proposal conference to be held at 9:00am Thursday May 2, 2013 at the Woodburn Public Works Annex Building located at 190 Garfield Street, Woodburn, Oregon.

PART 2

TIMELINE

Schedule

April 17, 2013	Publication of Request for Proposals
May 2, 2013	Pre-Proposal Conference
May 9, 2013	Deadline for Submission of Proposals
May 16, 2013	Complete Proposals Review
May 23, 2013	Pre-Award Conference
June 3, 2013	Notice of Selection
June 10, 2013	Contract Award
July 1, 2013	Commencement of Services

THE CITY RESERVES THE RIGHT TO MODIFY THIS SCHEDULE AT THE CITY'S DISCRETION. PROPER NOTIFICATION OF CHANGES WILL BE MADE TO ALL INTERESTED PARTIES.

PART 3

SCOPE OF WORK

STATEMENT OF WORK

**City of Woodburn
Public Works Department**

**Custodial Maintenance Service Contract For –
Public Buildings and Parks Restrooms**

This document is the statement of work and is included as part of the proposal package. This is a 3 (three) year contract with 2 (two) one-year options.

1.0 CONTRACT AREA

1.1 Contract areas are defined on the Custodial Maintenance Service Contract – Public Buildings and Parks Restrooms plan set included with Attachment “B” of this proposal package. A general description of the proposal areas is provided below:

Public Buildings and Parks Restrooms

Serviced Five (5) times per week

<i>CITY HALL 270 Montgomery St.</i>	Total Area SF	20,884
	Service Cost per Year	

<i>LIBRARY 280 Garfield St.</i>	Total Area SF	20,154
	Service Cost per Year	

<i>POLICE STATION 1060 Mt. Hood Ave.</i>	Total Area SF	27,140
	Service Cost per Year	

**Serviced Five (5) times per week November 1 to April 30
and
Serviced (7) times per week May 1 to October 31**

<i>CENTENNIAL PARK RESTROOMS Parr Rd.</i>	Total Area SF	1,250
	Service Cost per Year	

SETTLEMIER PARK RESTROOMS <i>S. Settlemier Ave.</i>	Total Area SF	450
	Service Cost per Year	

LEGION PARK RESTROOMS <i>Park Ave.</i>	Total Area SF	600
	Service Cost per Year	

Serviced Every (3rd) work day

CITY HALL ANNEX <i>190 Garfield St.</i>	Total Area SF	4,914
	Service Cost per Year	

WASTEWATER PLANT <i>2815 OR Hwy 211</i>	Total Area SF	7,230
	Service Cost per Year	

WATER/FACILITIES/TRANSIT <i>202 Young St.</i>	Total Area SF	8,446
	Service Cost per Year	

- 1.2 The services required include cleaning floors, bathrooms, glass and doors, vacuuming, spot cleaning carpets, washing walls and hand railing to keep the buildings neat, clean and safe. Also included is the collection and disposal of trash in the listed areas. Prospective proposers are required to visit the sites and prepare questions for the pre-proposal conference to be held at 9:00 Thursday May 2, 2013, at the Woodburn Public Works Annex Building located at 190 Garfield Street, Woodburn, Oregon.

2.0 SCOPE OF WORK FOR CUSTODIAL MAINTENANCE SERVICE CONTRACT

- 2.1 The custodial maintenance services provided will include both a recurring and non-recurring level of service described below:

- **RECURRING CUSTODIAL SERVICE**

Recurring custodial services are broken down into three different schedules that include; a five (5) day per week schedule, a split five (5) and seven (7) day per week schedule, and an Every Third (3rd) work day schedule.

- Five (5) day per week Public Buildings
 - City Hall
 - Library
 - Police Station
- Five (5) and Seven (7) day per week partial year Parks Restrooms
 - Centennial Park
 - Settlemier Park
 - Legion Park
- Every Third (3rd) work day Public Buildings
 - City Hall Annex
 - Wastewater Treatment Plant Administration Building
 - Water Supply Administration Building
 - Facilities and Transit Building

Service for all Recurring Janitorial Service areas will include cleaning entrance areas, reception/lobby, administrative and other office areas, cubical office areas, conference / meeting areas, open space/hallway, restrooms, locker rooms, lunch rooms, and recycling as needed. Areas are to be kept clean and look well maintained.

2.2 The following task area definitions will be required to ensure that the levels of service standards are sustained:

- **Entrance Area:** Sanitize handles, clean entrance glass and floors, empty trash receptacle, empty ash or cigarette receptacle as needed
- **Reception/Lobby Area:** Wipe and sanitize handles, vacuum or dust mop daily, empty trash
- **Administration & Other Office Areas:** Vacuum & dust, empty trash, wipe receptacle and install fresh liner as needed
- **Cubical Office Areas:** Vacuum, dust all horizontal surfaces, and empty trash, wipe receptacle and install fresh liner as needed
- **Conference / Meeting Areas:** Vacuum & dust, empty trash, wipe receptacle and install fresh liner as needed
- **Open Spaces/Hallways:** Vacuum or dust-mop
- **Restrooms:** Stock towels, tissue, seat covers and hand soap, empty sanitary napkin receptacles and disinfect all surfaces. Empty trash receptacles and wipe clean. Clean and polish mirrors, wipe towel cabinet covers, stools and urinals to be cleaned and sanitized inside and out, toilet seats to be cleaned top and bottom and sanitized, clean and sanitize stall walls, sweep, mop, and rinse floors with disinfectant each cleaning, shine fixtures and remove water spots from mirrors, knobs, and handles, and sanitize cleaning.

- **Lunch Rooms:** Clean and sanitize tables removing any coffee rings or spills, damp mop floors removing any spots or spills, resupply disposable goods. **(Not required to wash dirty dishes left in sink)**
- **Recycling:** Each building shall be provided designated area for recyclable materials, recycled materials will be collected each service visit and area cleaned and sanitized.

2.3 SCOPE OF WORK FOR UNSCHEDULED CUSTODIAL SERVICES

- A. **Tile floors:** Clean, strip, refinish, and "top-coat"
- B. **Tile floors:** "top-coat" Clean and provide coat of wax (no stripping)
- C. **Carpet cleaning with water extraction:** Vacuum thoroughly, perform cleaning with water extraction
- D. **Window Cleaning Service:** remove debris or cobwebs, apply cleaning solution and squeegee to a streak free finish

Price for 100 square Feet, for tasks A, B, C, and D listed above

One unit is equal to 100 sq ft. Please fill in price for one unit 100 sqft	A Strip/Wax & Top coat (Per Unit) 100 Sq Ft	B Top Coat Wax (Per Unit) 100 Sq Ft	C Carpet Cleaning and Extraction with water (Per Unit) 100 Sq Ft	D Window Cleaning In & Out (per Unit) 100 Sq Ft
One Unit Cost	\$	\$	\$	\$

The Tasks listed above are not part of the scheduled custodial services and will be only performed upon the issuance of a change order by the City Contract Administrator.

- 2.4 **Acceptable Products,** Woodburn Public Works encourages environmentally friendly practices. Woodburn Public Works will provide an accepted products list. The successful proposer will use comparable if not identical products. All chemicals applied must be EPA/DEQ approved and applied in accordance with the manufacturer's recommendations. Material Safety Data Sheets (MSDS) will be provided to Woodburn Public Works for any chemicals used.
- 2.5 **Pest Notification,** if in the service of any of the specified buildings a pest problem specifically insect or rodent is identified, notification is to be given to the contract administer. Base pest control program, on site historical information will be provided by Woodburn Public Works.

3.0 NON-PERFORMANCE PENALTIES

- 3.1 The Contractor shall provide a delivery schedule of services that is consistent with the level of service specified for a given public building or park restroom. Non-performance of the service delivery schedule provided will result in a proportional deduction in fee amount approved for payment.
- 3.2 The City will provide the Contractor notice of work not conforming to standards consistent to the level of service specified and the Contractor will be provided an opportunity to correct deficient work. If deficient work is corrected to acceptable standards within 4 hours of notification, no payment deduction will be made. If deficient work is not corrected within 4 hours of notification, monthly payment will be reduced accordingly.
- 3.3 Upon 3 occurrences of Contractor failure to provide services at the specified level of service resulting in monthly payment deduction, the City may elect to terminate the contract for cause.

4.0 CONTRACTOR RESPONSIBILITIES

- 4.1 Contractor shall provide all labor, materials (including consumables associated with custodial work), tools, equipment, and transportation needed to perform this statement of work. The Contractor will dispose of all waste and debris generated from this work in a manner that complies with all regulatory requirements. All chemicals, cleaners, and disinfectants used in this Contract will be in compliance with environmental regulatory requirements and approved by Woodburn Public Works prior to use.
- 4.2 Contractor and all custodial services personnel must clear a criminal background check conducted by the Woodburn Police Department that will perform work inside City of Woodburn public buildings and parks restrooms. The background check includes a full set of finger prints and documentation check that includes; name, any other previously used names, date of birth, current valid driver's license, and signature

5.0 CONTRACTOR IDENTIFICATION

- 5.1 Contractor personnel shall maintain personal and Contractor identification at all time while working on City facilities. Contractor personnel will present identification when requested by a City of Woodburn employee or City of Woodburn Police Officer.
- 5.2 Contractor personnel shall wear a uniform that clearly identifies the individual as an employee of the Contractor. Contractor shall submit uniform style and configuration information to the City for approval. Changes to uniform style and configuration may only be made upon City approval.

6.0 LICENSE

- 6.1 Contractor shall have a current City of Woodburn business license.

7.0 PROFESSIONAL AND GENERAL LIABILITY INSURANCE

7.1 Contractor shall provide Woodburn Public Works evidence of professional and general liability insurance certifying coverage contained. Self-insurance is not an acceptable alternative to an insurance policy. The Certificate of Insurance shall identify the insurer and the Contractor by name, the type and amount of insurance, the location and type of operations to which the insurance applies, and the effective and expiration date of the policies of insurance. The Contractor shall provide Woodburn Public Works notice of any changes of insurance provider, coverage, limits of liability or cancellation of insurance. Limits of liability shall be not less than one million dollars (\$1,000,000) per occurrence or alleged to have been suffered by reason of or in the course of operations of the Contractor, or any subcontractor, or both. Required insurance shall be maintained throughout the term of the Contract and may not be cancelled without providing a minimum of thirty (30) days in advance notice of cancellation to Woodburn Public Works.

8.0 INDEMNIFICATION

8.1 Contractor agrees to hold harmless and indemnify the City of Woodburn, and its officials, against any and all claims, suits, damages, costs, or legal expense as a result of bodily injury or property damage resulting from the negligence of the Contractor. All policies of insurance carried by the Contractor shall be write as primary policies, not contributing with and not in excess of insurance coverage which the City of Woodburn may carry.

9.0 PRICING

9.1 Proposers will be asked to provide an itemized fee schedule broken down by facility. The facilities will be summed to create a total custodial cost for services.

9.2 The City reserves to the right to elect all or only a portion of the facilities identified for award under the final negotiated custodial services contract.

9.3 Upon request, compensation may be allowed for escalation in the rate of contract costs on a unit basis, at the beginning of (July 1) of the second and third (and optional extension years) of the Agreement, based upon the change in the Portland Consumer Price Index (CPI), as determined by the Public Works Director.

10.0 PAYMENT

10.1 Contractor shall submit invoices monthly as one twelfth of annual cost for recurring services plus non-recurring work performed as a change order to the base contract. Woodburn Public Works will remit payment within 30 days of receipt of a correct invoice. Incorrect invoices will be returned to the Contractor for correction prior to payment processing by the City of Woodburn.

11.0 CANCELLATION

11.1 Woodburn Public Works reserves the right to cancel the contract by giving a 30-day written notice should services received be unsatisfactory.

11.2 The intent of the City of Woodburn is to award a multi-year service contract per this Statement of Work. However, the City cannot obligate future budget decisions and the continuance of this Contract is subject to an annual approval by the Woodburn City Council to provide sufficient funds for this maintenance contract. Should sufficient funds not be approved by the Woodburn City Council, 30-day written notice shall be provided to the Contractor.

12.0 TERM OF CONTRACT

12.1 The term of the contract shall be from July 1, 2013 – June 30, 2016 with two optional one-year periods upon agreement of both parties.

13.0 PRE-AWARD CONFERENCE

13.1 Woodburn Public Works will conduct a pre-award conference with the apparent successful proposer to evaluate capabilities and resources and review of references of clients having similar requirements as set forth in this Statement of Work. Reference checks will be an integral part of the final assessment of the apparent low bidder and award of the Contract. NOTE: Negative reference response may be cause for the apparent successful proposer to be assessed as non-responsible and justify rejection of the proposal

14.0 AWARD

14.1 The City of Woodburn reserves the right to award this Contract in whole or in parts.

PART 4

PROPOSAL CONTENT

Proposals must contain all information and documentation listed below:

- A. List firm size and years in business.
- B. Documentation of independent contractor status, (i.e., tax ID number, evidence of incorporation, legal status of entity providing service).
- C. Completed Non-Discrimination Form; The successful Proposer agrees that, in performing the work called for by this proposal, and in securing and supplying materials, contractor will not discriminate against any person on the basis of race, color, religious creed, political ideas, sex, age, marital status, physical or mental handicap. Proposer must certify on the appropriate form that they have not and will not discriminate against a subcontractor or the awarding of a subcontract because the subcontractor is a minority, women, or SBE certified under ORS 200.055. (Required form included as "Attachment D.")
- D. Demonstrated Understanding. The demonstrated understanding of the project and its requirements as they relate to the objectives
- E. Qualifications of Firm. Qualifications of the firm relating specifically to their ability to complete the items outlined in the Scope of Work and their ability to work with City staff.
- F. Organization and Staffing of Firm. Clear description of the relationship of project firm members, lines of authority, areas of responsibility, and availability of all key members
- G. Demonstrated Accomplishments. Provide up to five (5) project examples of demonstrated accomplishments of the firm in the areas that are identified in the Scope of Work.
- H. References. List three references, preferably within the State of Oregon that can attest to the quality and variety of services provided by your firm. Include a contact name and telephone number with each reference.
- I. When outlining the competence and experience of individuals proposed for assignment to this project, include a description of responsibilities in similar projects, education, certifications and licenses held, training, experience, and membership in professional organizations. Also identify the project manager who will direct the work.
- J. If any sub-consultants are proposed, provide a list of tasks assigned to each, and the names, responsibilities and qualifications of those sub-consultants.

PART 5

EVALUATION OF PROPOSALS

The selection will be made on a competitive basis, using scoring based on the evaluation criteria listed below, in combination with interview scores, if conducted.

The City will establish a committee (the "Evaluation Committee") of at least two individuals to review, score and rank proposals according to the criteria set forth below.

No prequalification will occur. The successful Proposal shall be selected in a single-tier competitive process.

Evaluation Criteria

Demonstrated Understanding – 10 points maximum

Qualifications of Firm – 10 points maximum

Organization and Staffing of Firm – 10 points maximum

Demonstrated Accomplishments – 10 points maximum

References – 10 points maximum

Fee (Based on bid schedule) – 50 points

Ranking of each firm will be based on the sum of points awarded, based on the Evaluation Criteria. A maximum total score of 100 points is possible. Following evaluation of proposals and ranking of consultants, a short list of no more than three candidates will be devised by the Evaluation Committee.

PART 6
SELECTION PROCESS

The City shall use the following selection process:

- A. Following the ranking of proposal information submitted, at least one member of the Evaluation Committee will be joined by the Director of Public Works, or his designee, becoming the "Selection Committee."
- B. The Selection Committee, at its sole discretion, may choose to interview short-listed firms prior to making their final recommendation. The Director of Public Works will make the final decision regarding the ranking of the Proposers.
- C. The highest-ranking Proposer will be invited to attend a Pre-Award Conference to evaluate capabilities and resources and review of references of clients having similar requirements as set forth in this Statement of Work. Reference checks will be an integral part of the final assessment of the apparent low bidder and award of the Contract. NOTE: Negative reference response may be cause for the apparent low-bidder to be assessed as non-responsible and justify rejection of the bid.

(If highest-ranking Proposer fails to meet the City's requirements at the pre-award conference, the Selection Committee will formally terminate negotiations with that Contractor and will begin negotiations with the next highest Contractor.)

- D. The Notice of Intent to Award will be given.
- E. The Notice of Award will be given.
- F. The City and the selected Contractor will enter into a service agreement for the work per the price amounts indicated in the Bid Proposal Form.

PART 7

SUBMITTAL REQUIREMENTS

The City must receive proposals no later than **2:00 PM on May 9, 2013**. Proposals received after this deadline will not be opened and will be returned to the Proposer. No faxed or e-mailed proposals will be accepted.

A. Proposal

An unbound original and five complete copies of the Proposal shall be delivered to the address shown below.

B. Cover Letter

A Cover Letter shall accompany the Proposal and it shall state that all terms and conditions contained in the Request for Proposals and the sample Service Agreement (attached) are accepted by the Proposer. The Cover Letter and the Proposal must be signed by a legal representative of the Proposer firm, authorized to bind the firm in contractual matters. If the Proposer has suggestions regarding the terms and conditions of the Contract, these can be included in the Cover Letter as well.

All correspondence pertaining to this RFP should be directed to:

Dan Brown, P.E.
Public Works Director
190 Garfield Street
Woodburn, OR 97071
503/982-5240

PART 8

OTHER REQUIREMENTS

A. Proposal Acceptance

The Proposal shall be legally binding as an offer for a period of 90 days after the closing date. Each Proposer may withdraw its Proposal if it has not been accepted within sixty (60) days from the RFP closing date. The contents of the Proposal will become a contractual obligation upon acceptance by the City.

B. Public Records

All Proposals shall become the property of the City and are public records unless otherwise specified. A proposal that contains any information that is considered a trade secret under ORS 192.501(2) shall be segregated and clearly identified as such. This information shall not be disclosed except in accordance with the Oregon Public Records Law, ORS 192.

C. Clarification of Proposals

The City reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information necessary to properly evaluate or particular proposal. Failure of a Proposer to respond to such a request for additional information or clarification could result in a rejection of the firm's proposal.

D. Form of Agreement

A copy of the Service Agreement, which the City expects the successful firm or individual to execute, is included as "Attachment A." The agreement will incorporate the terms and conditions from this RFP document and the submitted proposal.

E. Proposal Rejection

The City reserves the right:

1. To reject any or all proposals not in compliance with all public procedures and requirements;
2. To reject any proposal not meeting the specifications set forth herein;
3. To waive any or all irregularities in proposals submitted;
4. To reject all proposals;
5. To award any or all parts of any proposal; and
6. To request references and other data to determine responsiveness.

F. Notice of Selection

The City shall give written Notice of Selection to all Proposers at least 7 (seven) days prior to the contract award.

G. Protest Process

Protests to this RFP must be in writing and must be submitted in the form and manner prescribed by the Oregon Attorney General's Public Contracting Rules and the City of Woodburn Public Contracting Rules.

BID PROPOSAL

Honorable Mayor and City Council
City Hall
Woodburn, Oregon 97071

The undersigned, hereinafter called the Proposer, declares that the only persons or parties interested in this Proposal are those named herein, that the Proposal is in all respects fair and without fraud, which it is made without any connection or collusion with any person making another Proposal on this Contract.

The Proposer further declares that he has carefully examined the Contract Documents for the maintenance of the proposed Custodial Services; that he has personally inspected the site; that he has satisfied himself as to the quantities of materials, items of equipment, and conditions or work involved, including the fact that the description of work and materials as included herein, is brief and is intended only to indicate the general nature of such items and to identify the said quantities with the detailed requirements of the Contract Documents; and that this Proposal is made according to the provisions and the terms of the Contract Documents, which Documents are herein attached and are hereby made a part of this Proposal.

The Proposer further agrees to complete all maintenance work in all respects in accordance with the Provisions incorporated herein.

In the event the Proposer is awarded the Contract and shall fail to complete any portion of the maintenance work as defined in Part 3 of the Request for Proposals, fee restrictions in section 2.1 and penalties defined in Section 3.1 of Part 3 will apply.

The Proposer further proposes to accept as full payment for the work proposed herein the amount computed under the provisions of the Contract Documents and based on the following unit price amounts, it being expressly understood that the unit prices are independent of the exact quantities involved, that they represent a true measure of the labor and material required to perform the work, including all allowance for overhead and profit for each type and unit of work called for in these Contract Documents.

The amounts shall be shown in both words and figures. In case of discrepancy, the amount shown in words shall govern.

It is agreed that if the Proposer is awarded the Contract for the work herein proposed and shall fail or refuse to execute the Contract and furnish the specified Performance Bond within ten (10) calendar days after receipt of notification of acceptance of his Proposal, then, in that event, the proposal security in the sum of:

(In Words): _____

(In Numbers): \$ _____

deposited herewith according to the conditions of the Advertisement for Proposals and Information to Proposers, shall be retained by the City of Woodburn, Oregon and it is agreed that the said sum is a fair measure of the amount of damage the City of Woodburn will sustain in case the Proposer shall fail or refuse to enter into the contract for the said work and

to furnish the Performance Bond as specified in the Contract Documents. Proposal security in the form of a certified check shall be subject to the same requirements as a bid bond.

If the Proposer is awarded a personal services contract on this proposal, the surety who will provide the Performance Bond will be:

_____ who's address is:

_____, _____, _____
Street City State Zip

Agents Name: _____ Phone No. _____

The address for all communications concerned with this Proposal and where the Contract shall be sent is:

Contractor: _____ doing business at:

_____, _____, _____
Street City State Zip

CUSTODIAL MAINTENANCE FEE SCHEDULE

The fee proposal must utilize the City of Woodburn tables provided below. Each proposer shall populate the Service Cost per Year field in the tables provided below.

The fee schedule will account for 50 percent of the proposal evaluation and care must be taken in preparation of the Custodial Maintenance Fee Schedule. Upon determination of the proposal that provides the best overall value to the City based upon the evaluation criteria identified in this RFP, a final level of service and fee schedule will be negotiated. The final negotiated level of service and fee schedule may not be the same as that used for comparing proposals for evaluation purposes.

Serviced Five (5) times per week

CITY HALL <i>270 Montgomery St.</i>	Total Area SF	20,884
	Service Cost per Year	

LIBRARY <i>280 Garfield St.</i>	Total Area SF	20,154
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and
Serviced (7) times per week May 1 to October 31**

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SETTLEMIER PARK RESTROOMS <i>S. Settlemier Ave.</i>	Total Area SF	450
	Service Cost per Year	

LEGION PARK RESTROOMS <i>Park Ave.</i>	Total Area SF	600
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CITY HALL ANNEX <i>190 Garfield St.</i>	Total Area SF	4,914
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WASTEWATER PLANT <i>2815 OR Hwy 211</i>	Total Area SF	7,230
	Service Cost per Year	

WATER/FACILITIES/TRANSIT <i>202 Young St.</i>	Total Area SF	8,446
	Service Cost per Year	

CHANGE ORDERS FOR UNSCHEDULED WORK

The City of Woodburn may identify additional custodial services that are not scheduled work per the base contract. The Contractor is required to provide a unit costs for identified unscheduled tasks shown below:

- A. **Tile floors:** Clean, strip, refinish, and "top-coat"
- B. **Tile floors:** "top-coat" Clean and provide coat of wax (no stripping)
- C. **Carpet cleaning with water extraction:** Vacuum thoroughly, perform cleaning with water extraction
- D. **Window Cleaning Service:** remove debris or cobwebs, apply cleaning solution and squeegee to a streak free finish

Price for 100 square Feet, for tasks A, B, C, and D listed above

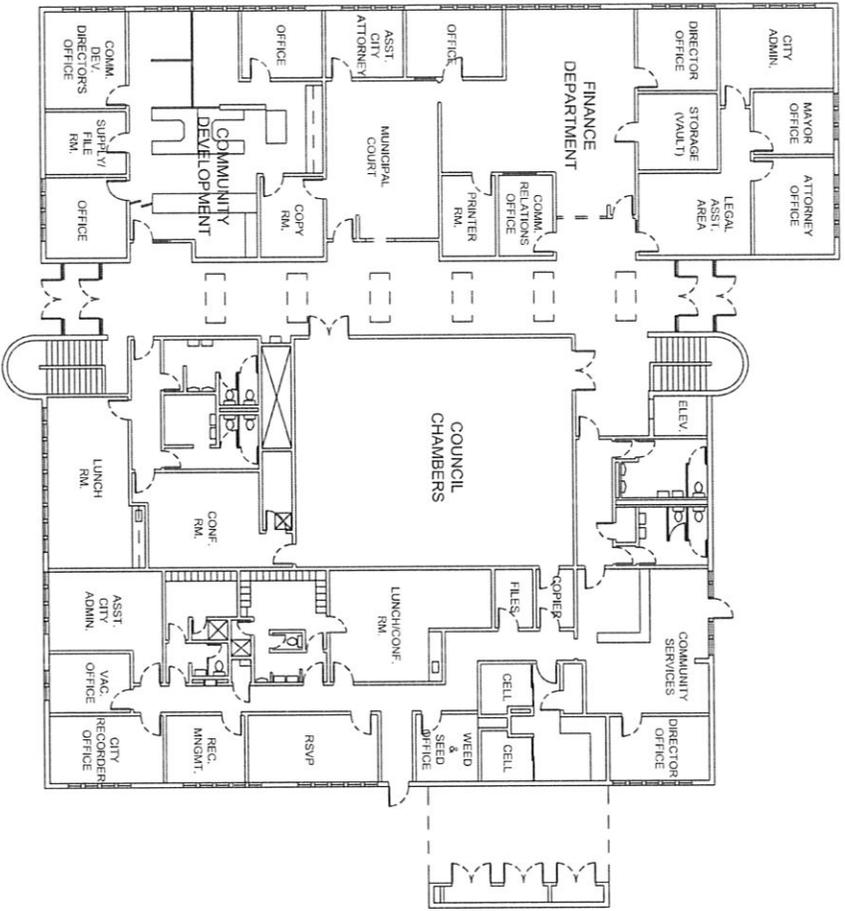
One unit is equal to 100 sq ft. Please fill in price for one unit 100 sqft	Strip/Wax & Top coat (Per Unit) 100 Sq Ft	Top Coat Wax (Per Unit) 100 Sq Ft	Carpet Extraction with water (Per Unit) 100 Sq Ft	Window Cleaning In & Out (per Unit) 100 Sq Ft
One Unit Cost	\$	\$	\$	\$

The Tasks listed above are not part of the scheduled custodial services and may Be scheduled upon the issuance of a change order by the City Contract Administrator.

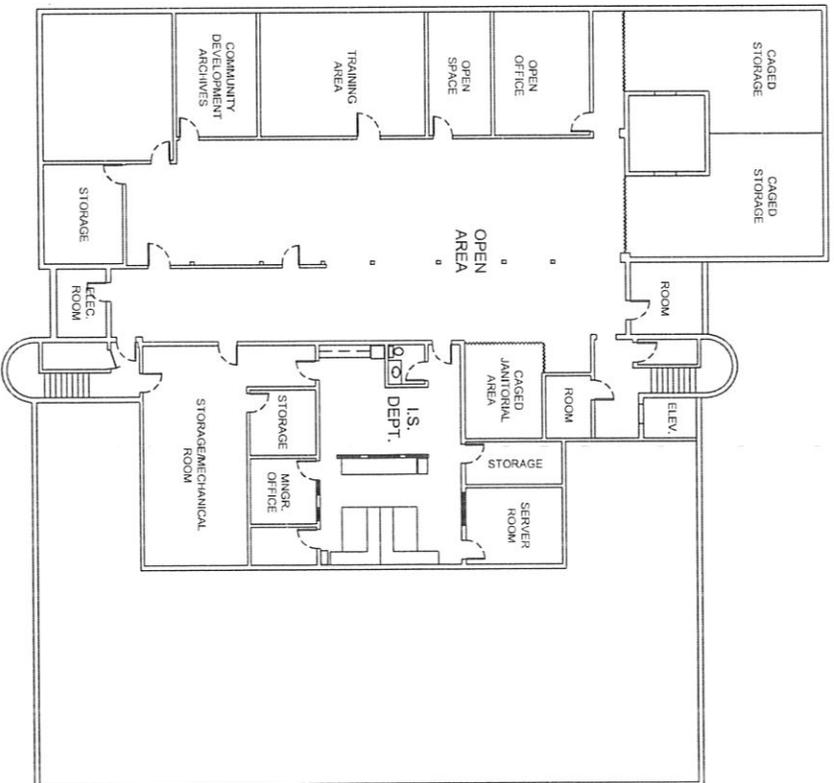
The actual award of unscheduled work is unknown and subject to available City funding and need. The City will apply a uniform quantity for calculation of the cost for unscheduled work to be added to the base contract to determine an overall potential contract amount for proposal comparison purposes.

ATTACHMENT “B”

Custodial Maintenance Service Contract Public Buildings and Parks Restrooms



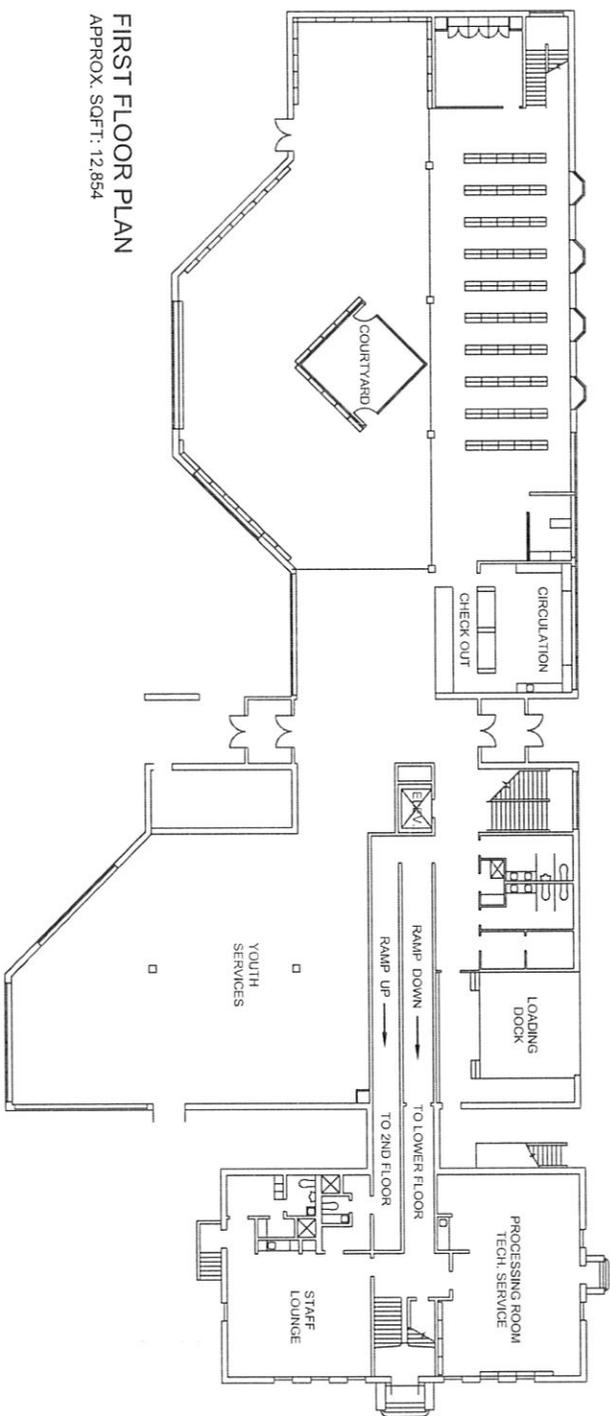
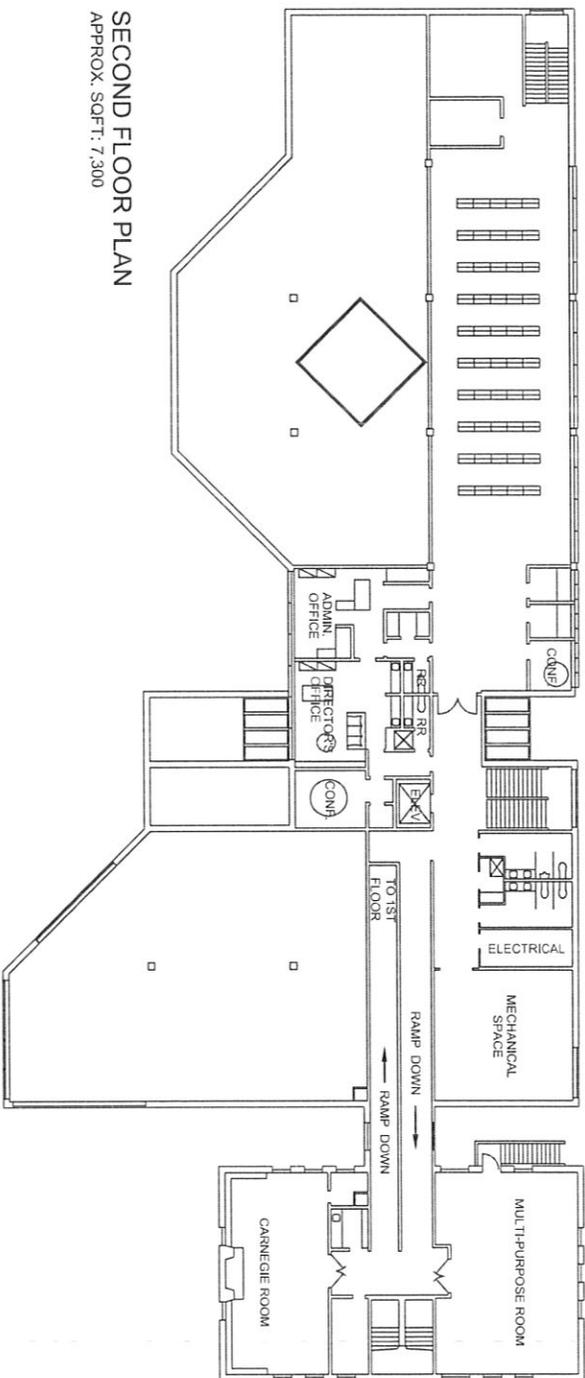
MAIN FLOOR
APPROX. SQFT: 12,588



BASEMENT
APPROX. SQFT: 8,296

GROSS SQFT: 20,884

<p>WOODBURN Incorporated 1889 PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION</p>	DRAWING NAME:	CITY HALL	
	DATE:	4-2013	DRAWN BY:
SCALE:	NTS	NOTES:	
SQFT: 20,884			



GROSS SQFT: 20,154

	DRAWING NAME:	LIBRARY		
	DATE:	4-2013	DRAWN BY:	OK
	SCALE:	NTS	NOTES:	
		SQFT: 20,154		



GROSS SQFT: 1,250

WOODBURN
 Incorporated 1889
 PUBLIC WORKS DEPARTMENT
 ENGINEERING DIVISION

DRAWING NAME:
CENTENNIAL PARK FACILITIES

DATE: 4-2013 DRAWN BY: CK
 SCALE: N/S NOTES:



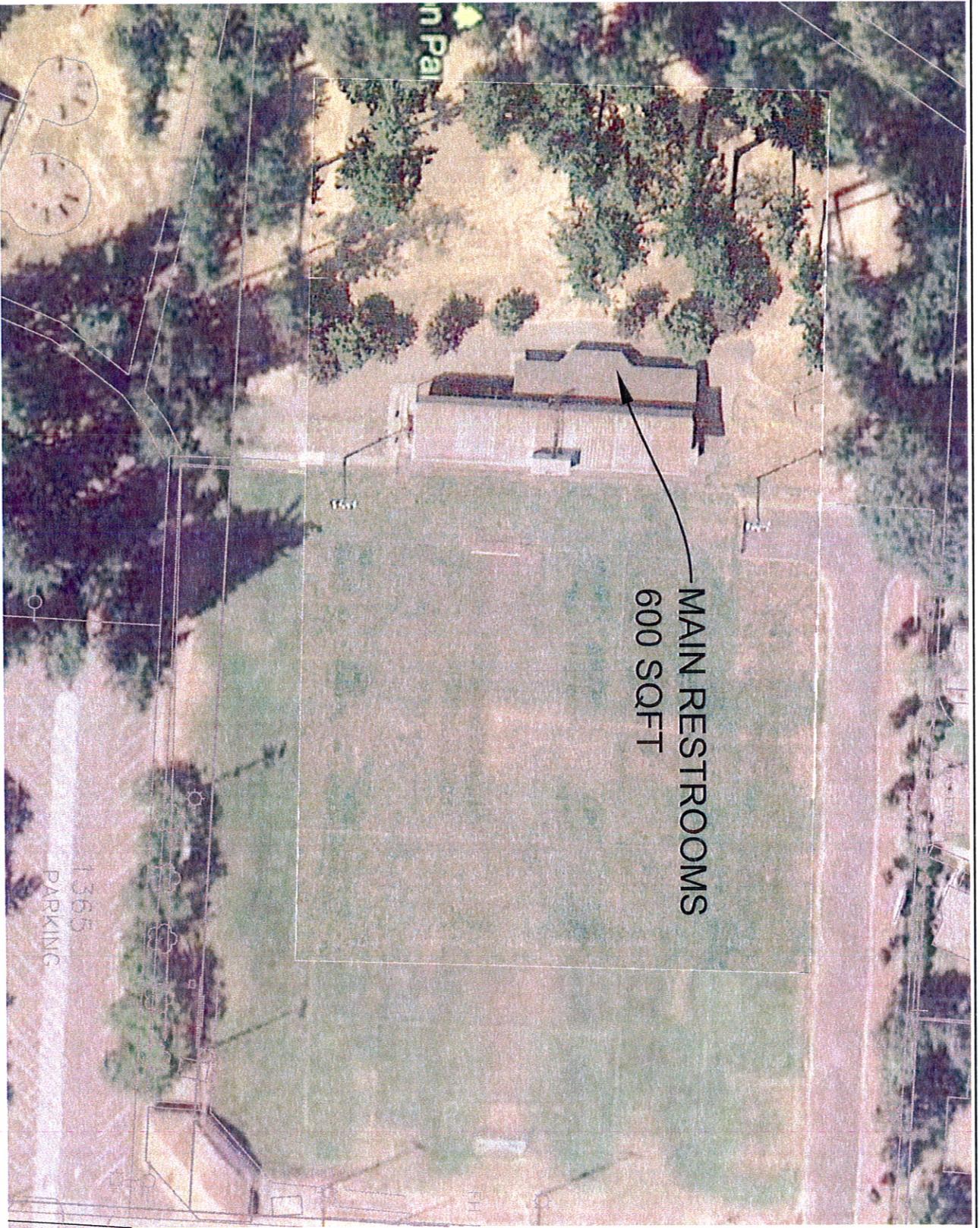
MAIN RESTROOMS
450 SQFT

GROSS SQFT: 450


WOODBURN
Incorporated 1889
PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION

DRAWING NAME:
**SETTLEMIER PARK
FACILITIES**

DATE:	4-2013	DRAWN BY:	CK
SCALE:	NIS	NOTES:	



MAIN RESTROOMS
600 SQFT

1365
PARKING

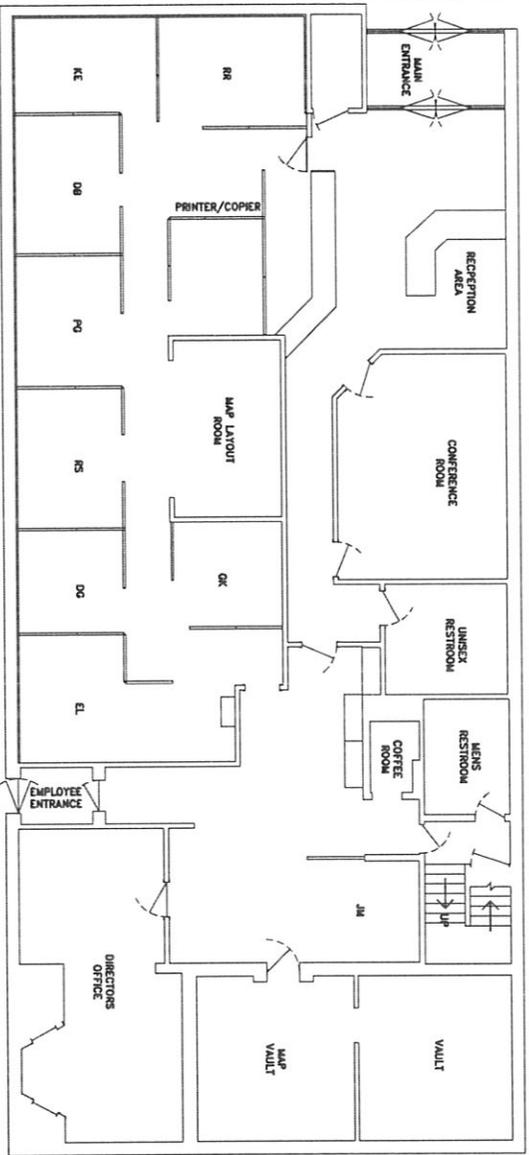
GROSS SQFT: 600



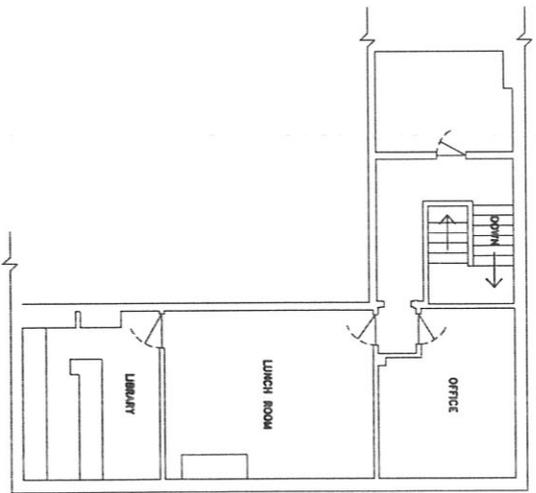
WOODBURN
Incorporated 1889
PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION

DRAWING NAME: **LEGION PARK FACILITIES**

DATE: 4-2013 DRAWN BY: GK
SCALE: N/S NOTES:

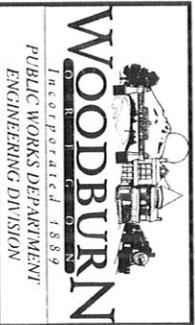


MAIN FLOOR
APPROX. SQFT: 4068



UPPER FLOOR
APPROX. SQFT: 846

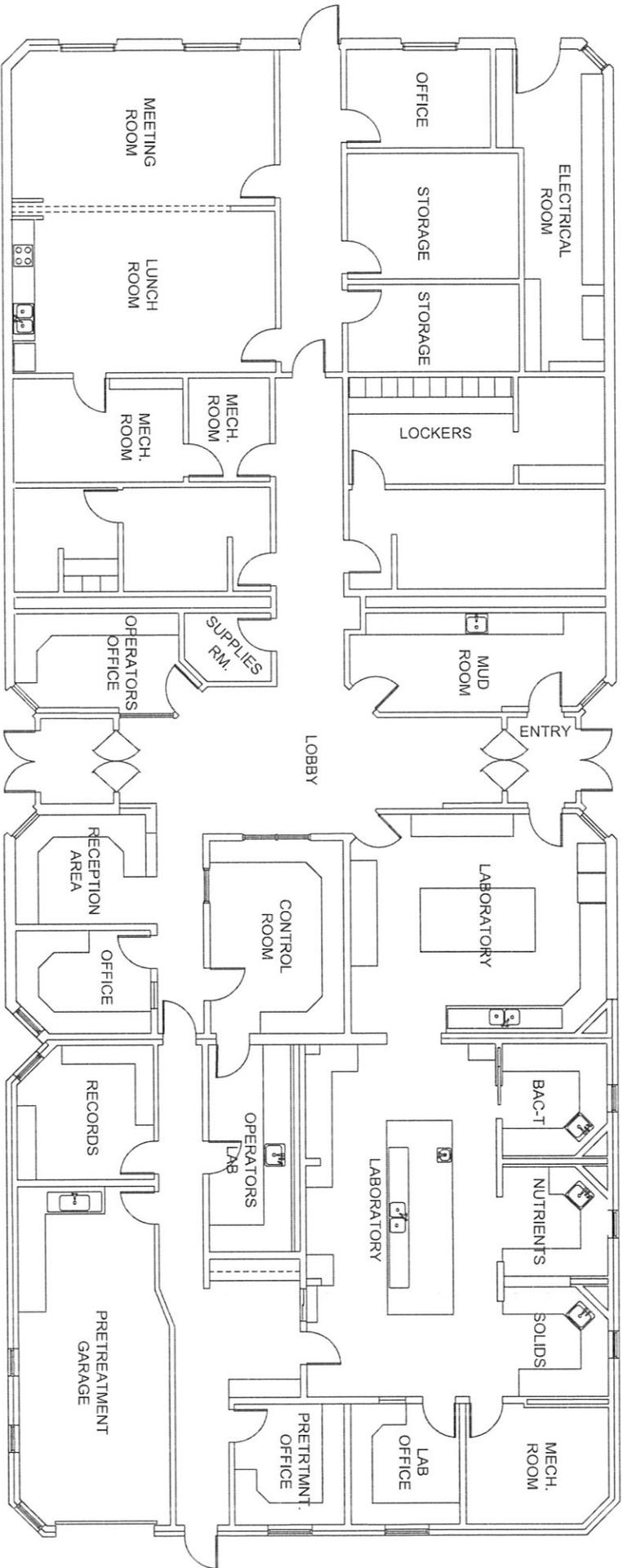
GROSS SQFT: 4,914



DRAWING NAME:

ANNEX BUILDING
SQFT: 4,914

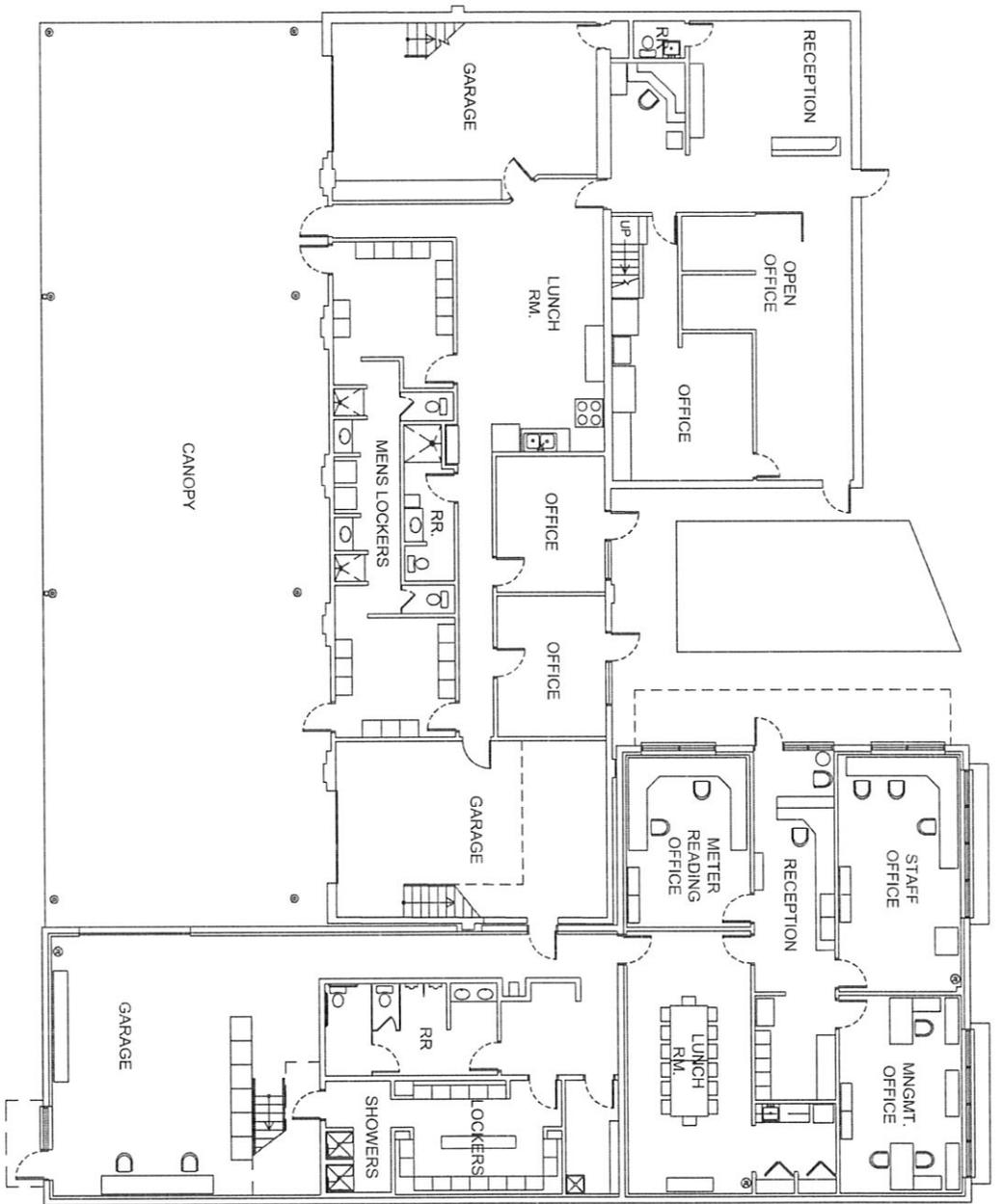
DATE: 4-2013 DRAWN BY: CK
SCALE: NTS NOTES:



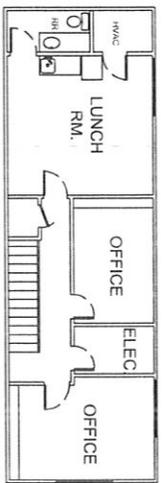
MAIN FLOOR
 APPROX. SQFT: 7,230

GROSS SQFT: 7,230

 WOODBURN <small>Incorporated 1889</small> PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION	DRAWING NAME: WASTE WATER TREATMENT PLANT SQFT: 7,230
	DATE: 4-2013 SCALE: NIS DRAWN BY: GK NOTES:

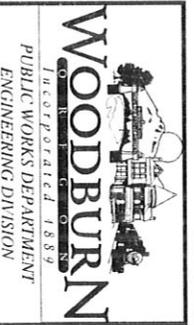


MAIN FLOOR
APPROX. SQFT: 7,704



UPPER FLOOR
APPROX. SQFT: 742

GROSS SQFT: 8,446



DRAWING NAME:
**WATER, MAINTENANCE
AND TRANSIT FACILITY**
SQFT: 8,446

DATE: 4-2013 DRAWN BY: GK
SCALE: NTS NOTES:

ATTACHMENT "C"

BIDDER/PROPOSER RESIDENCY STATEMENT

Pursuant to ORS 279A.120, Oregon's Reciprocal Preference Law, public contracting agencies shall, for the purposes of determining the lowest responsible bidder/proposer and the awarding of a contract, add a percent increase on the bid of a non-resident bidder/proposer equal to the percent, if any, of the preference given to that bidder/proposer in the state in which the bidder/proposer resides.

As defined in ORS 279A.120, "Resident Bidder/proposer" means a bidder/proposer that has paid unemployment taxes or income taxes in this state in the twelve calendar months immediately preceding submission of the bid, has a business address in this state, and has stated in the bid whether the bidder/proposer is a "Resident Bidder/proposer". A "Non-resident Bidder/proposer" is a bidder/proposer who does not meet the definition of a "Resident Bidder/proposer" as stated above.

1. Bidder/Proposer/Proposer IS IS NOT a "Resident Bidder/proposer" as set forth above.

2. If a Resident Bidder/Proposer, enter your Oregon Business address below:

3. If a Non-resident Bidder/Proposer, enter state of residency:

Bidder/Proposer/Proposer hereby certifies that the information provided is true and accurate.

Signature: _____

Date: _____

Printed or Typed Name: _____

Title: _____

Firm: _____

Telephone: _____

ATTACHMENT "D"

CERTIFICATE OF NON-DISCRIMINATION

Pursuant to ORS 279A.110, discrimination in subcontracting is prohibited. Any contractor who contracts with a public contracting agency shall not discriminate against minority, women or emerging small business enterprises in the awarding of contracts.

By signature of the authorized representative of the bidder/proposer/proposer, the bidder/proposer/proposer hereby certifies to the City of Woodburn that this bidder/proposer/proposer has not discriminated against minority, women, or emerging small business enterprises in obtaining any subcontracts; and, further, that if awarded the contract for which this bid or proposal is submitted, shall not so discriminate.

Date: _____

Signature: _____

Printed or Typed Name: _____

Name of Firm: _____