



South Whidbey Fire/EMS

5579 Bayview Road • Langley, WA 98260
360/321-1533 • Fax 360/321-9385 • www.swfe.org

Commissioners:
Larry Metz
Mike Noblet
Frank Mestemacher

Vendor,

South Whidbey Fire/EMS (SWFE) is seeking competitive bids for annual janitorial cleaning services at FOUR of our fire stations (see below for detailed services). Services will be provided at all of our facilities listed below for the durations noted. All bids must include 8.7% Island County sales tax. Interested firms should contact SWFE at the address below, email at bids@swfe.org or visit our web site at www.swfe.org. All bids must be received no later than 4:00 PM on Wednesday, September 9 2020.

BID information for this request:

Performance period – October 1, 2020 through September 30, 2021.

Weekly Service Location:

Station 36
5579 Bayview Road
Langley, WA 98260

Bi Weekly Service Locations:

Station 31
5535 Cameron Road
Freeland, WA 98249

Station 34
820 Camano Avenue
Langley, WA 98260

Station 32
6435 Central Ave
Clinton, WA 98236

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Station Janitorial Cleaning Bid (Continued from Page 2)

Station 36: Each cleaning visit will include:

- **Empty all office and public area and public restroom trash and recycle containers including offices into a designated single collection point at each location.**
- **Office and public areas (not apparatus bay or crew areas) shall sweep and mop all hard surface floors, using disinfectant solution for bathroom and interior areas at each cleaning.**
- **Vacuum all carpeted areas and door mats.**
- **Clean all 4 bathroom toilets and sinks.**
- **Dust interior offices, training and lobby areas as necessary.**
- **Refill soap, paper towel and toilet paper dispensers as necessary.**
- **Clean interior office, lobby and training room windows as necessary**
- **Dust and clean display case at least annually.**

Station 31, 32 & 34: Each twice monthly cleaning visit will include:

- **Empty all public area and 1) public restroom trash and recycle containers into a designated single collection point at each location.**
- **Public training room and bathroom areas (not apparatus bay, offices, weight room) shall sweep and mop all hard surface floors, using disinfectant solution for kitchenette, bathroom and interior areas at each cleaning.**
- **Vacuum all carpeted areas and door mats.**
- **Clean single public bathroom toilets, sinks and showers.**
- **Dust interior public, training room areas as necessary.**
- **Refill soap, paper towel and toilet paper dispensers as necessary.**

General

- **Vendor will be required to fill out a background check authorization and building access form for each employee who will be entering any facility. All vendor employees accessing SWFE facilities are subject to an in-depth background investigation and may be excluded from access at the sole discretion of SWFE.**
- **Each facility visited, vendor must enter at least one door per visit for electronic documentation. Issued key shall not be used to bypass electronic door controls.**

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Station Janitorial Cleaning Bid (Continued from Page 3)

- Successful bidder must comply with any and all applicable Washington State, Island County prevailing wages and provide proof of such intent to pay within required State time frames and submit documentation to SWFE on an annual basis if requested.
- Vendor must carry a minimum of \$1,000,000 liability insurance and submit proof of liability insurance with bid proposal. At time of contract award, SWFE must be named as an additional insured and submitted with signed contract.
- MSDS for each product used area available for inspection and review and orientation will be provided by South Whidbey Fire/EMS at time of first use.
- Vendor shall be required to obtain and provide a copy of their City of Langley Business License at time of contract award.
- Successful bidder will be required to provide invoices for work performed by the 4th of each month following the service. Electronic invoicing is encouraged to accouting@swfe.org email for expedited payment processing.

Please note, a modified schedule will be put in place during Covid-19 gathering restrictions where only administration office and area are to be cleaned. Once the restrictions are lifted and public is allowed back in the facilities, normal cleaning operations per this bid will resume.

South Whidbey Fire/ EMS will provide all necessary janitorial supplies, sundries, paper products, mops, solutions, vacuum and cleaning materials at all locations.

TERMS:

South Whidbey Fire/EMS requires Net 30 for payment terms and will not consider payment on invoice until services are received and/or completed. Applicable credit forms (if required) must be submitted with your bid. Each bid should address these requirements and qualifications. South Whidbey Fire/EMS identifies that: price-costs, warranty, ability, capacity, experience, quality of previous performance, compliance with statutes and rules relating to prevailing wage, reputation, and responsiveness to customer's obligations are significant factors and should be addressed in each bid. The combination of these significant factors will form the criteria by which bids are evaluated by SWFE.

Bid must be received by: - email to bids@swfe.org, - or mail at South Whidbey Fire/EMS, 5579 Bayview Road, Langley, WA 98260, - or FAX at 360-321-9385, - or in person at the office of South Whidbey Fire/EMS, 5579 Bayview Road, Langley, WA no later than 4:00 P.M. on Wednesday September 9, 2020. Questions about the bid, process or requests to inspect facilities should be directed to Deputy Chief Jon Beck at 360-321-2147 or resource@swfe.org.

It is the intent to award the contract for these services September 10th to start October 1, 2019. All documents are subject to applicable public disclosure laws and may be shared with other vendors and the public. South Whidbey Fire/EMS reserves the right to accept or reject any or all bids and waive any formalities.