

State of Washington Department of Enterprise Services P.O. Box 41411 Olympia, WA 98504-1411	WORK ORDER K4242	
Pierce County Security, Inc. 2002 99 th Street East Tacoma, WA 98445	Master Contract No.:	06013
	Effective Date:	November 1, 2016

WORK ORDER NO. K4242
 PERTAINING TO
MASTER CONTRACT NO. 06013
SECURITY GUARD SERVICES
TACOMA RHODES FACILITY

This Work Order No. K4242 ("Work Order") pertaining to Master Contract No. 06013 is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency ("Enterprise Services") and Pierce County Security, Inc., a Washington corporation ("Contractor") and is dated and effective as of November 1, 2016.

R E C I T A L S

- A. Pursuant to statutory authority provided in RCW chap. 39.26, the Washington State Department of Enterprise Services developed, solicited, and established a Master Contract for Security Guard Services (Master Contract No. 06013).
- B. Master Contract No. 06013 enables contractors to prequalify to compete for specified contract services under this Master Contract. Contractor competed and prequalified.
- C. Pursuant to the Master Contract, state agencies and other eligible users of the Master Contract are able to engage eligible contractors through a second-tier competitive procurement that results in a work order for a specific building, facility, or project. Accordingly, in 2016, Enterprise Services conducted a public procurement, under Master Contract No. 06013, for security guard services for its Tacoma Rhodes Facility located in Tacoma, Washington.
- D. Enterprise Services issued Solicitation No. 16-0026-CPRM on May 16, 2016. This project involves certain specified security guard services for the Tacoma Rhodes Facility which includes the office buildings known as the Market and Broadway Buildings and the nearby parking garage.
- E. Contractor provided a timely response to such solicitation dated June 23, 2016.
- F. The Parties now desire to enter into this Work Order as set forth herein.

AGREEMENT

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the Parties hereby agree as follows:

1. **TERM.** The term of this Work Order is two (2) years, ending October 31, 2018; *Provided, however,* that subject to mutual agreement, the term of the Work Order may be extended for up to three (3) additional years; and *provided further,* that such extension shall be at the sole discretion of Enterprise Services. The end date of this Work Order is October 31, 2021.
2. **COMPENSATION.** Enterprise Services shall pay to Contractor the sum of twenty thousand seven hundred eighteen dollars and sixty-nine cents (\$20,718.69) per month, in arrears, for satisfactory performance of the services set forth herein, consistent with this Work Order and the Master Contract.
3. **SERVICES; SCOPE OF WORK.** Contractor shall provide and satisfactorily perform the following security guard services for the Tacoma Rhodes Facility which includes the office buildings known as the Market and Broadway Buildings and the parking garage. In performing such services, Contractor shall utilize best efforts. Contractor understands and acknowledges the importance of operating public facilities in a highly professional, solution-oriented, customer-focused manner. Contractor shall:
 - a. **SECURITY GUARD PERSONNEL REQUIREMENTS:**
 - One full time uniformed supervisor is required from 8:00 AM to 5:00 PM, Monday through Friday. Supervisor to tour building throughout the day and report issues back to Building Manager.
 - One full time uniformed security officer assigned to parking services 8:00 AM to 5:00 PM, Monday through Friday.
 - One full time uniformed security officer required from 7:00 AM to 3:00 PM to cover the security front desk. Second shift begins at 3:00 PM and graveyard shift begins at 11:00 PM.
 - 100% coverage of the security office reception area is required between the hours of 8:00 AM to 5:00 PM, Monday through Friday, including lunch break coverage.
 - Provide 24 hours/7 day coverage, including holidays, of the office buildings known as the Market and Broadway Buildings and a four story parking garage. Patrol commercial building(s) and parking garage to prevent and detect signs of intrusion and ensure security of doors, windows, and gates. When not patrolling, monitoring surveillance equipment, building equipment, and access points.
 - Second shift and third shift will place emphasis on water leaks, fires, securing doors and other hazards in the building. The second shift officer will ensure parking garage is closed properly, and bring in A-Board signs at 5:00 PM, Monday through Friday. Third shift will open garage at 6:00 AM and place A-Board signs at parking garage entrance. Each shift will monitor camera in parking garage and take action as necessary to ensure the garage is secure, preventing vandalism and theft.

- Staffing levels to cover weekend days, second and third shifts with back-up officers to cover absences to the level to ensure coverage is always available.

b. SECURITY GUARD RESPONSIBILITIES:

- Answer telephone calls to take messages, answer questions, and provide information 24 hours per day/ 7-days per week.
- Check exit lights, elevators and stairwells, at least one time per shift: reporting all maintenance and janitorial issues to the building manager.
- Provide access, log-in, and keys to assist service vendors. Monitor vendor's activity and report to the Building Manager.
- Respond to alarms and investigate disturbances.
- Respond to pager and radio requests.
- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures.
- In emergency situations, direct clients to the nearest exits. Check building(s) to ensure everyone has left the building and advise the contract person when all clear has been provided by the fire/police personnel.
- Respond to life and death emergencies, providing emergency assistance and first aid, assist police and emergency personnel as needed.
- Have the ability to provide personal assistance, medical attention, or other personal care to others such as coworkers, customers, or patients.
- Provide escort service to tenant personnel leaving the building in the evening, if requested.
- Have familiarity with the Lenel security system to include key card access, cameras and programming
- Required to keep up-to-date technically and applying new knowledge to your job.

c. SECURITY GUARD RESPONSIBILITIES – PARKING:

- Obtain VIN number and determine ownership of vehicles utilizing the parking garage.
- Parking office is to patrol the parking garage hourly, monitoring parking permits and issuing parking payment envelopes. Check time, hourly, on each envelope to ensure vehicle is being charged for each hour in the garage.
- When not checking payment envelopes, or assisting customers, check each floor of the parking garage, check lights, and report to janitorial to empty trash cans, as necessary, reporting maintenance issues to the building manager.

d. SECURITY GUARD RESPONSIBILITIES – FRONT DESK ADMINISTRATIVE:

- Interact with tenants and visitors, providing directions and responding to information requests.
- Schedule conference center rooms and manage reservations. Assist clients with completion of reservation forms.

- Prepare monthly billing for review by the building manager and forward to asset manager for approval and invoicing.
 - Receive mail and packages for building and tenants.
 - Sell and collect monthly parking fees. Write receipts as necessary and provide to the Building Manager.
 - Complete daily reports to include observations, information, occurrences, and surveillance activities.
 - Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
 - Prepare daily occupancy reports.
 - Assist in weekly parking revenue count and bank deposit.
 - Have the ability to enter, transcribe, record, store, or maintain information in written or electronic/magnetic form.
 - Have the ability to provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- e. OTHER SECURITY GUARD RESPONSIBILITIES:
- Maintains, at all times, the State of Washington's stability and reputation by complying with legal, building and post order requirements Have the ability to observe, receive, and otherwise obtain information from all relevant sources and communicates effectively to all parties.
 - Have an understanding of equipment, structures, and materials to identify the cause of problems or defects.
 - Have the ability to handle complaints, settle disputes, and resolve grievances and conflicts, or otherwise negotiating with others.
 - Have the ability to develop constructive and cooperative working relationships with others, and maintain them over time to include the ability to translate or explain what information means and how it can be used.
 - Have the ability to communicate with people outside the organization, representing the organization to customers, the public, government agencies, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
 - Have the ability to monitor and review information from materials, events, or the environment, to detect and/or assess problems.
 - Have good problem solving skills.
 - Have the ability to identify information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
 - Have the ability to perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
 - Have the ability to develop specific goals and plans to prioritize, organize, and accomplish your work.
 - Have the ability to compile, code, categorize, calculate, tabulate, audit, and/or verify information or data during an investigation.

- Have the ability to use relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Have the ability to identify training opportunities for others in the same position, developing formal educational or training programs or classes, and teaching or instructing others on position duties.

4. INSURANCE.

- **CYBER RISK LIABILITY INSURANCE.** Cyber Risk insurance, on an occurrence form. This coverage shall include Contractual Liability insurance for the indemnity provided under this Contract. Limits are \$1,000,000 per claim/\$2,000,000 annual aggregate.
- **COMPUTER FRAUD – Crime Coverage** with a minimum limit of not less than \$1 million single limit per occurrence and \$2 million in the aggregate, which shall at a minimum cover occurrences falling in the following categories: Computer Fraud; Robbery; Safe Burglary; Forgery or Alteration; Money and Securities; Employee Dishonesty and Theft; and Theft, Disappearance and Destruction of Property. Crime Coverage shall include coverage for Contractor employees working at DES locations.

5. **WORK ORDER ADMINISTRATION & NOTICES.** The parties hereby designate the following contract administrators as the respective single points of contact for purposes of this Work Order. Enterprise Services' contract administrator shall provide Work Order oversight. Contractor's contract administrator shall be Contractor's principal contact for business activities under this Work Order. The parties may change contractor administrators by written notice as set forth below. Any notices required or desired shall be in writing and sent by U.S. mail, postage prepaid, or sent via email, and shall be sent to the respective addressee at the respective address or email address set forth below or to such other address or email address as the parties may specify in writing:

Enterprise Services

Attn: Nathaniel Jones
 Washington Dept. of Enterprise Services
 PO Box 41411
 Olympia, WA 98504-1411
 Tel: (360) 407-9327
 Email: Nathaniel.jones@des.wa.gov

Contractor

Attn: Robert McPherson
 Pierce County Security, Inc.
 2002 99th Street East
 Tacoma, WA 98445
 Tel: (253) 535-4433
 Email: Robert@pcswa.com

Notices shall be deemed effective upon the earlier of receipt, if mailed, or, if emailed, upon transmission to the designated email address of said addressee.

6. **INTEGRATED AGREEMENT; MODIFICATION.** This Work Order constitutes the entire agreement and understanding of the Parties with respect to the subject matter and supersedes all prior negotiations and representations. In the event of any conflict between this Work Order and the Contract or any earlier amendment, this Work Order shall control and govern. This Work Order may not be modified except in writing signed by the Parties.

7. **AUTHORITY.** Each party to this Work Order, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Work Order and that its execution, delivery, and performance of this Work Order has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
8. **ELECTRONIC SIGNATURES.** A signed copy of this Work Order or any other ancillary agreement transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Work Order or such other ancillary agreement for all purposes.
9. **COUNTERPARTS.** This Work Order may be executed in one or more counterparts, each of which shall be deemed an original, and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Work Order at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Work Order.

EXECUTED AND EFFECTIVE as of the day and date first above written.

PIERCE COUNTY SECURITY, INC.
A WASHINGTON CORPORATION

STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

By: _____

By: _____

Name: Robert McPherson

Name: Rose Hong

Title: Business Development Manager

Title: Property Management Manager



1500 Jefferson Street SE, P.O. Box 41411 • Olympia, Washington 98504-1411 • (360) 407-2213
DESFacilitiGroundRec@des.wa.gov

Janitorial Services Master Contract Work Contract #32034

Bidder Company Name: American Custodial, Inc. **OMWBE Status:** Certified Minority & Women Owned Business
Bidder UBI #: 602872848
Bidder Point of contact: Alyna Truong **Email:** alyna@americancustodial.com **Phone:** 253-475-3338
Site Supervisor: Quan Nguyen **Email:** quan@americancustodial.com **Phone:** 253-475-3338

Agency Name: Department of Enterprise Services- Tacoma Rhodes **Work Request Number:** 32034
Agency # or ID: 1790 **County:** Pierce
Contract Life: 1 yr. **Original Start Date:** 1-Oct-16
Building Type: General Office **Estimated Square Feet:** **

Approved working hours 6:00 PM to 4:00 AM- EXCEPT 10,822 Square feet cleaned during afternoon business hours (1:00 PM- 5:00 PM).

	<u>Work to be performed at:</u>	<u>Client Contract Administrator:</u>	<u>Send billing information to:</u>
Street Address:	949 Market Street-	949 Market Street-	949 Market Street-
Street Address:	950 Broadway	950 Broadway	950 Broadway
City & Zip	Tacoma WA 98402	Tacoma WA 98402	Tacoma WA 98402
Point of contact	Caroline Hanser	Caroline Hanser	Caroline Hanser
Phone:	360 890-0127	360 890-0127	360 890-0127
Fax:			
Email:	caroline.hanser@des.wa.gov	caroline.hanser@des.wa.gov	caroline.hanser@des.wa.gov

Check box to activate section:

4 Clean / Wipe Chrome Fixtures to Include

- a) Drinking Fountains
- b) Elevators
- c) Faucets
- e) Entry Door Handles
- g) Other
- i) Other
- k) Other

Other: door handles, toilets; uninals, latches & hinges though out the building(s). Elevator tracks to be cleaning nightly.

Frequency: 5 x a Week

Supervisor(s)	Janitor(s)	Shampooer(s)	Waxer(s)	Window Washer(s)
	50			

Total MINUTES required to successfully complete this task per job class per event >>>

Check box to activate section:

5 Empty Daily Trash / Recycle bins from the following areas:

- a) All rooms and open areas.
- b) General open areas, hallways, and corridors
- c) The following Conference Rooms:
- d) Dining / lunchroom areas
- e) Kitchen areas
- g) Reception Area
- i) Replace trash liners whenever stained, soiled, torn, and/or removed.
- k) Employee cubicle areas
- m) Other
- o) Other
- q) Empty smaller trash / recycle items into large receptacles at specified location
- s) On designated day(s), take large receptacles to the specified area.

Special instructions: Trash can liners shall be replaced whenever they become stained, soiled, or torn

Frequency: 5 x a Week

Supervisor(s)	Janitor(s)	Shampooer(s)	Waxer(s)	Window Washer(s)
	250			

Total MINUTES required to successfully complete this task per job class per event >>>

Check box to activate section:

6 Entry way and Outside Clean-up

- a) Pick up trash and sweep sidewalk along full length of the building
- b) Sweep sidewalks along the front of building
- c) Remove trash and debris from outside parking lot
- d) Empty all entrance ash trays
- e) Empty outside trash cans into proper receptacle as noted
- g) Clean interior/exterior entry doors
- i) Other
- k) Other
- m) Other
- o) Other

Special Instructions: Vendor is responsible for snow removal on sidewalks along the full length of each building and parking garage.

Frequency: x S M T W R F S

Supervisor(s)	Janitor(s)	Shampooer(s)	Waxer(s)	Window Washer(s)
	30			

Total MINUTES required to successfully complete this task per job class per event >>>

Check box to activate section:

7 Day Porter/Maintenance Services Day Porter/Maintenance expected to work hours per day

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Provide additional general maintenance services as noted below in Special Instructions
- e) Day porter to also perform tasks noted in other paragraphs / subparagraphs as stated therein.
- g) Snow removal as necessary to maintain clear and safe sidewalks along the parking garage and each building.
- i)
- k)
- m)
- o)

Special Instructions: Notice to Bidders: If Day Porter/Maintenance is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's/Maintenance established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks. Day Porter/Maintenance position consists of 2 hours of janitorial type work and 6 hours of general repair and maintenance as directed by DES Building Manager.

Embed Document here describing Day Porter Services if Applicable.

Frequency: x S M T W R F S

Supervisor(s)	Janitor(s)	Shampooer(s)	Waxer(s)	Window Washer(s)
	96			

Minutes for Day Porter Services should be accordance with set amount of hours for the service

Check box to activate section:

8 Additional General Miscellaneous Cleaning/Maintenance

- a) Reposition all conference room and reception area chairs
- b) Replace light bulbs & light tubes as needed
- c) Stock, and monitor all janitorial supplies
- d) Complete work orders, as directed by Building Manger
- e) Change locks/cores
- g) Check fire extinguishers
- i) Conduct condition assessments for general maintenance and advise Building Manager
- k) Assist Building Manager with seasonal projects
- m) Snow removal and ice melt application
- o) Clean sidewalks in front of parking garage and in/around each building

Special Instructions: See day porter section. Day porter/Maintenance will perform 2 hours of janitorial type duties and 6 hours of repair and maintenance duties.

Frequency: x

S M T W R F S

Total MINUTES required to successfully complete this task per job class per event >>>	Supervisor(s)	Janitor(s)	Shampooer(s)	Washer(s)	Window Washer(s)
	96				

Specific Rooms and Areas: Restrooms, Kitchen, & Other

Check the boxes of the cleaning tasks that apply, or type additional tasks in the sections marked "Other."

9 General Restroom Cleaning and Disinfecting

- a) Sanitize all toilets, urinals, wash basins, etc.
- b) Sweep, damp mop and disinfect floors
- c) Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles
- d) fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.
- e) Plunge and/or snake toilets as needed.
- g) Clean restroom partitions
- i) Ensure chemical build-up around faucets is not allowed to occur.
- k) Sanitize and clean wall(s) and floor areas behind urinals
- m) Other
- o) Floor cleaning for bathroom is included as part of general floor cleaning duties

Restrooms are to be kept clean during working hours.

Frequency: x

S M T W R F S

Total MINUTES required to successfully complete this task per job class per event >>>	Supervisor(s)	Janitor(s)	Shampooer(s)	Washer(s)	Window Washer(s)
		260			

Check box to activate section:

<input checked="" type="checkbox"/>	10 Additional Restroom Cleaning and Disinfecting										
a)	<input checked="" type="checkbox"/> Clean and disinfect toilet stall doors and walls										
b)	<input checked="" type="checkbox"/> Clean and disinfect shower areas and fixtures										
c)	<input type="checkbox"/> Other										
d)	<input type="checkbox"/> Other										
e)	<input type="checkbox"/> Other										
g)	<input type="checkbox"/> Other										
Special Instructions:											
Frequency:	<input type="text" value="5"/> x <input type="text" value="a Week"/>										
	<input type="checkbox"/> S <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> T <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> R <input checked="" type="checkbox"/> F <input type="checkbox"/> S										
Total MINUTES required to successfully complete this task per job class per event >>>	<table border="1"><tr><td>Supervisor(s)</td><td>Janitor(s)</td><td>Shampooer(s)</td><td>Waxer(s)</td><td>Window Washer(s)</td></tr><tr><td></td><td>120</td><td></td><td></td><td></td></tr></table>	Supervisor(s)	Janitor(s)	Shampooer(s)	Waxer(s)	Window Washer(s)		120			
Supervisor(s)	Janitor(s)	Shampooer(s)	Waxer(s)	Window Washer(s)							
	120										

Check box to activate section:

<input checked="" type="checkbox"/>	11 General Kitchen Cleaning										
a)	<input checked="" type="checkbox"/> Clean and disinfect all counters										
b)	<input checked="" type="checkbox"/> Clean and disinfect outside of all cabinets										
c)	<input checked="" type="checkbox"/> Clean and disinfect outside of all appliances										
d)	<input checked="" type="checkbox"/> Clean and disinfect sink and fixtures										
e)	<input checked="" type="checkbox"/> Clean and disinfect tables and counters in lunch room / eating area.										
g)	<input checked="" type="checkbox"/> Dry mop / wet mop to remove all spills and stains on floor										
i)	<input type="checkbox"/> Clean inside of following appliances:										
k)	<input type="checkbox"/> Other										
m)	<input type="checkbox"/> Other										
o)	<input type="checkbox"/> Other										
Special Instructions:											
Frequency:	<input type="text" value="5"/> x <input type="text" value="a Week"/>										
	<input type="checkbox"/> S <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> T <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> R <input checked="" type="checkbox"/> F <input type="checkbox"/> S										
Total MINUTES required to successfully complete this task per job class per event >>>	<table border="1"><tr><td>Supervisor(s)</td><td>Janitor(s)</td><td>Shampooer(s)</td><td>Waxer(s)</td><td>Window Washer(s)</td></tr><tr><td></td><td>180</td><td></td><td></td><td></td></tr></table>	Supervisor(s)	Janitor(s)	Shampooer(s)	Waxer(s)	Window Washer(s)		180			
Supervisor(s)	Janitor(s)	Shampooer(s)	Waxer(s)	Window Washer(s)							
	180										

↓ Check box to activate section:

<input checked="" type="checkbox"/>	12 Additional Kitchen Cleaning														
a)	<input checked="" type="checkbox"/> Clean inside of microwave(s)														
b)	<input type="checkbox"/> Clean inside of refrigerator(s)														
c)	<input type="checkbox"/> Other														
d)	<input type="checkbox"/> Other														
e)	<input type="checkbox"/> Other														
g)	<input type="checkbox"/> Other														
l)	<input type="checkbox"/> Other														
k)	<input type="checkbox"/> Other														
m)	<input type="checkbox"/> Other														
o)	<input type="checkbox"/> Other														
Special Instructions:															
Frequency:	<input type="text" value="1"/> x <input type="text" value="a Week"/>														
	<table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr></table>	S	M	T	W	R	F	S				X			
S	M	T	W	R	F	S									
			X												
Total MINUTES required to successfully complete this task per job class per event >>>	<table border="1"><tr><td>Supervisor(s)</td><td>Janitor(s)</td><td>Shampooer(s)</td><td>Waxer(s)</td><td>Window Washer(s)</td></tr><tr><td></td><td>90</td><td></td><td></td><td></td></tr></table>	Supervisor(s)	Janitor(s)	Shampooer(s)	Waxer(s)	Window Washer(s)		90							
Supervisor(s)	Janitor(s)	Shampooer(s)	Waxer(s)	Window Washer(s)											
	90														

↓ Check box to activate section:

<input checked="" type="checkbox"/>	13 Other Specific Rooms As Follows:														
a)	<input checked="" type="checkbox"/> Clean stairwell steps and handrails														
b)	<input checked="" type="checkbox"/> Spot clean walls with a "miracle sponge"														
c)	<input type="checkbox"/> Other														
d)	<input type="checkbox"/> Other														
e)	<input type="checkbox"/> Other														
g)	<input type="checkbox"/> Other														
i)	<input type="checkbox"/> Other														
k)	<input type="checkbox"/> Other														
m)	<input type="checkbox"/> Other														
o)	<input type="checkbox"/> Other														
Special Instructions:															
Frequency:	<input type="text" value="2"/> x <input type="text" value="a Week"/>														
	<table border="1"><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>R</td><td>F</td><td>S</td></tr><tr><td></td><td>X</td><td></td><td></td><td>X</td><td></td><td></td></tr></table>	S	M	T	W	R	F	S		X			X		
S	M	T	W	R	F	S									
	X			X											
Total MINUTES required to successfully complete this task per job class per event >>>	<table border="1"><tr><td>Supervisor(s)</td><td>Janitor(s)</td><td>Shampooer(s)</td><td>Waxer(s)</td><td>Window Washer(s)</td></tr><tr><td></td><td>90</td><td></td><td></td><td></td></tr></table>	Supervisor(s)	Janitor(s)	Shampooer(s)	Waxer(s)	Window Washer(s)		90							
Supervisor(s)	Janitor(s)	Shampooer(s)	Waxer(s)	Window Washer(s)											
	90														

Floor Care and Cleaning Services

↓ Check box to activate section:

14 Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly)

Estimated # of square feet:

- a) Reception Area
- b) General open areas, hallways and corridors
- c) The following Conference rooms: _____
- d) Elevator Floor
- e) Employee cubicle areas
- f) Additional Rooms &/or areas as noted in Special Instructions space below.
- g) Spot clean all carpeted areas when needed
- h) Other
- i) Other
- j) *The above square footage is estimated. Vendors should confirm actual square footage at site visit.*

Special Instructions:

Frequency: x

	X	X	X	X	X	
S	M	T	W	R	F	S

Total MINUTES required to successfully complete this task per job class per event >>>	Supervisor(s)	Janitor(s)	Shampooer(s)	Waxer(s)	Window Washer(s)
		240			

↓ Check box to activate section:

15 Vacuum Low Traffic Carpeted Areas to Include:

- a) Employee Cubicle Areas
- c) The following Conference rooms: _____
- e) Private Offices
- g) Additional Rooms &/or areas as noted in Special Instructions space below.
- i) Other
- k) Other
- m) Other
- o) Other
- q) Other
- s) *The above square footage is estimated. Vendors should confirm actual square footage at site visit.*

Special Instructions:

↓ Check box to activate section:

X	16 Clean resilient floors to include: (Daily / Weekly)	Estimated # of square feet: <input style="width: 50px;" type="text"/>														
<ul style="list-style-type: none"> a) <input checked="" type="checkbox"/> Sweep floors b) <input type="checkbox"/> Dry mop c) <input checked="" type="checkbox"/> Wet mop d) <input type="checkbox"/> Other e) <input type="checkbox"/> Other f) <input type="checkbox"/> Other g) <input type="checkbox"/> Other h) <input type="checkbox"/> Other 	<p>Special Instructions: Surface cleaning as noted above should be done on all noncarpeted floors unless specified otherwise.</p>															
<p>Frequency: <input style="width: 20px; text-align: center;" type="text" value="5"/> x <input style="width: 50px;" type="text" value="a Week"/></p> <table style="margin-left: 100px;"> <tr> <td style="text-align: center;">S</td> <td style="text-align: center;">M</td> <td style="text-align: center;">T</td> <td style="text-align: center;">W</td> <td style="text-align: center;">R</td> <td style="text-align: center;">F</td> <td style="text-align: center;">S</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>			S	M	T	W	R	F	S	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
S	M	T	W	R	F	S										
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										
<p>Total MINUTES required to successfully complete this task per job class per event >>></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%; text-align: center;">Supervisor(s)</th> <th style="width: 15%; text-align: center;">Janitor(s)</th> <th style="width: 15%; text-align: center;">Shampooer(s)</th> <th style="width: 15%; text-align: center;">Waxer(s)</th> <th style="width: 15%; text-align: center;">Window Washer(s)</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black; text-align: center;">120</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> </tbody> </table>			Supervisor(s)	Janitor(s)	Shampooer(s)	Waxer(s)	Window Washer(s)		120							
Supervisor(s)	Janitor(s)	Shampooer(s)	Waxer(s)	Window Washer(s)												
	120															

↓ Check box to activate section:

X	17 Clean, Strip & Wax Resilient floors: (Monthly / Quarterly/Annually)	Estimated # of square feet: <input style="width: 50px;" type="text"/>																								
<ul style="list-style-type: none"> a) <input type="checkbox"/> Strip old wax and remove stains and discolorations c) <input type="checkbox"/> Re-wax the areas checked off and/or specified below. (See also special instructions for waxing requirements) e) <input type="checkbox"/> All non-carpeted floors g) <input checked="" type="checkbox"/> Kitchen, Lunchroom areas i) <input checked="" type="checkbox"/> Restrooms k) <input checked="" type="checkbox"/> Print, Copy, Rooms m) <input checked="" type="checkbox"/> Landings o) <input checked="" type="checkbox"/> Entryways q) <input checked="" type="checkbox"/> Other-- Main Lobby in the Broadway Building s) <input type="checkbox"/> Other 	<p>Special Instructions:</p>																									
<p>Frequency: <input style="width: 20px; text-align: center;" type="text" value="4"/> x <input style="width: 50px;" type="text" value="a Year"/></p> <table style="margin-left: 100px;"> <tr> <td style="text-align: center;">Jan</td> <td style="text-align: center;">Feb</td> <td style="text-align: center;">Mar</td> <td style="text-align: center;">Apr</td> <td style="text-align: center;">May</td> <td style="text-align: center;">Jun</td> <td style="text-align: center;">Jul</td> <td style="text-align: center;">Aug</td> <td style="text-align: center;">Se</td> <td style="text-align: center;">Oct</td> <td style="text-align: center;">Nov</td> <td style="text-align: center;">Dec</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Se	Oct	Nov	Dec	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Se	Oct	Nov	Dec															
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
<p>Total MINUTES required to successfully complete this task per job class per event >>></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%; text-align: center;">Supervisor(s)</th> <th style="width: 15%; text-align: center;">Janitor(s)</th> <th style="width: 15%; text-align: center;">Shampooer(s)</th> <th style="width: 15%; text-align: center;">Waxer(s)</th> <th style="width: 15%; text-align: center;">Window Washer(s)</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black; text-align: center;">1,300</td> <td style="border: 1px solid black;"></td> </tr> </tbody> </table>			Supervisor(s)	Janitor(s)	Shampooer(s)	Waxer(s)	Window Washer(s)				1,300															
Supervisor(s)	Janitor(s)	Shampooer(s)	Waxer(s)	Window Washer(s)																						
			1,300																							

Check box to activate section:

18 Shampoo Carpet As follows

Estimated # of square feet:

- a) All carpeted areas
- c) Lobby / Reception area
- e) All open access areas along hallways and corridors
- g) Conference Rooms
- i) Private offices
- k) Employee cubicle areas
- m) Stairs and landing
- o) Rugs
- q) Spot clean carpet, as needed, to maintain a clean and professional appearance throughout the building(s) Large spills are to be addressed daily.
- s) Other

Special Instructions: Janitor to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved commercial hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 8:00 a.m. the following work morning. Carpet cleaning to be completed on Friday evenings and scheduled with the building manager.

Frequency: 1 x a Year

							X					
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Se	Oct	Nov	Dec	

Supervisor(s)	Janitor(s)	Shampooer(s)	Waxer(s)	Window Washer(s)
		2,500		

Window Washing

Check box to activate section:

19 Clean inside of interior/exterior windows

- a) Other
- b) Other
- c) Other
- d) Other
- e) Other
- f) Other
- g) Other
- h) Other

Special Instructions: None

↓ Check box to activate section:

20 Clean (ground level) exterior windows

- a)
- c)
- e)
- g)
- i)
- k)
- m)
- o)
- q)
- s)

Special instructions:

↓ Check box to activate section:

21 Clean (non-ground level) exterior windows

- a) Other
- c) Yes
- e) No
- g) Yes
- i) No
- k) Yes

Special instructions:

Check box to activate section:

X 22 Clean additional interior windows

(Sizes to be determined at site visit)

- a) Entry way Windows
- b) Private office windows
- c) Conference room windows
- d) Reception area windows
- e) Skybridge windows
- f)
- g) Other
- h) Other
- i) Other
- j) Other

Special Instructions: Note, this task is for a full window cleaning. Spot wiping of smudges, fingerprints, etc., should come under above sections 1 - 3 above.)

Frequency: x

Supervisor(s)	Janitor(s)	Shampooer(s)	Waxer(s)	Window Washer(s)
	60			

Total MINUTES required to successfully complete this task per job class per event >>>

Miscellaneous and Other Types of Cleaning

Check box to activate section:

X 23 Day Porter/Repair/Maintenance

- a) Monitor common areas for cleanliness
- c) Check fire equipment, schedule servicing of extinguishers
- e) Clean ashtrays in garage
- g) Assist outside vendors (telephone/cable installers, movers, etc)
- l) Meet movers, explain procedure for move in/move-outs.
- k) Keep loading dock clean & accessible, replace light bulbs.
- m) Assist tenants as directed by building manager.
- o) Clean exterior entrance glass twice per day
- q) Vacuum walk-off mats, as needed.
- s) Police parking lot and pick up debris morning/afternoon.

Special Instructions: Other duties as assigned by the DES Building Manager.

Frequency: x

Supervisor(s)	Janitor(s)	Shampooer(s)	Waxer(s)	Window Washer(s)
	96			

Total MINUTES required to successfully complete this task per job class per event >>>

↓ Check box to activate section:

24 Day Porter/Repairs/Maintenance

- a) Clean trash recepticals as needed.
- c) Vacuum building conference rooms nightly,
- e) Vacuum Clean conference room chair fabric.
- g) Spread ice melt and shovel sidewalks, at 2" of accumulation.
- i) Keep records of cleaning supply inventory, order supplies (at cost) & accept deliveries
- k) Complete work order requests from tenants
- m) Monitor rest rooms; check paper supply, unclog plumbing as needed, keep clean during working hours.
- o) Monitor refuse pickup and monitor recycling
- q) Meet with service contractors as needed,
- s) Clean up spills throughout the building, as needed.

Empty rectangular box for notes or additional instructions.

Frequency: x S M T W R F S

Total MINUTES required to successfully complete this task per job class per event >>>	Supervisor(s)	Janitor(s)	Shampooer(s)	Wazer(s)	Window Washer(s)
	96				

↓ Check box to activate section:

25 Other

- a) Police common areas though out the day.
- c) Pick up trash along full length of the parking garage and each building.
- e) Other duties as assigned by the Building Manager
- g) Minor painting
- i) Minor lock changes
- k) Minor plumbing repairs
- m) Minor HVAC adjustments
- o)
- q) Other
- s) Other

Special Instructions: As directed by Building Manager

Frequency: x S M T W R F S

Total MINUTES required to successfully complete this task per job class per event >>>	Supervisor(s)	Janitor(s)	Shampooer(s)	Wazer(s)	Window Washer(s)
	96				

↓ Check box to activate section:

26 Other

- a)
- c)
- e)
- g)
- i)
- k)
- m)
- o)
- q)
- s)

Special Instructions:

↓ Check box to activate section:

27 Other

- a) Other
- c) Other
- e) Other
- g)
- i) Other
- k) Other
- m) Other
- o) Other
- q)
- s)

Special Instructions:

As Needed Cleaning:

As needed cleaning should only be checked if the agency/entity can provide enough upfront information on each cleaning task for the vendor to calculate the proper amount of minutes to bid to perform the function.

28 Out of the ordinary cleanup following special event or office function or minor construction

Vendor to provide hourly rate for additional services. Service is on "as needed" basis and not included in proposal.

Frequency: x

<<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

	Supervisor(s)	Janitor(s)	Shampooer(s)	Waxer(s)	Window Washer(s)
Total MINUTES required to successfully complete this task per job class per event >>>		120			

29 Emergency water damage cleanup

Special Instructions: Vendor to provide an hourly "after-hours" emergency response rate for one time clean up.

Frequency: 1 x a Week

<<< This will be used for Price Evaluation purposes only (Contractor to bill as line item per event)

	Supervisor(s)	Janitor(s)	Shampooer(s)	Waxer(s)	Window Washer(s)
Total MINUTES required to successfully complete this task per job class per event >>>		120			

30 Other (i.e. Chemical Spills)

31 Other (i.e. Biological Spills)

32 Other (i.e. Bodily Fluids)

33 Other

34 Other

Absent a compelling business reason State Agencies are to utilize state contract to purchase PAPER SUPPLIES, etc. Due to staffing levels to purchase and inventory, Vendor is to provide all paper products at actual cost. Markup on supplies is not allowed. Produce quality shall be equal to the produce currently used at each site.

33

Flat Monthly Fee to supply PAPER SUPPLIES (i.e. paper towels, toilet paper & covers) AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

\$75

\$2,700

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for PAPER SUPPLIES

1

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Toilet Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Towels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toilet Seat Covers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

34

Flat Monthly Fee to provide all necessary CLEANING SUPPLIES AT VENDORS ACTUAL COST

All monthly invoices must be accompanied with a cost break down and supporting documentation to validate vendor's actual costs are accurately reflected

Bidder to propose Monthly Flat Service Fee >>>

\$150.00

\$500

<<<Bidder to identify (for market research purposes only) the estimated monthly costs the client should expect to budget for CLEANING SUPPLIES

Supply	Environmentally Preferred?	Provided by Agency	Provided by Vendor
Light Bulbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deicer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Liquid Soap	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Floor Care Products	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Garbage Bags	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Glass Cleaner	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Restroom Disinfectants & Cleaners	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Trash Can Liners	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All supplies are to be priced at "vendor cost" No markup is allowed. Vendor to provide as part of their bid all disinfectants and clearing products and/or supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Client Questionnaire must be filled out and submitted with RFQQ.

Certifications and Assurances

We make the following certifications and assurances as a required element of the Response, to which it is included herein, affirming the truthfulness of the facts declared here and acknowledging that the continuing compliance with these statements and all requirements of the MCC Janitorial Services Primary Contract 00508 are conditions precedent to the award or continuation of the resulting Work Contract.

1. The prices in this Response have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered. The prices in this Response have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before Contract award unless otherwise required by law. No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition. However, we may freely join with other persons or organizations for the purpose of presenting a single Bid in accordance with the MCC Janitorial Services Primary Contract 00508.

2. This Response is a firm offer for a period of 60 days following the Response Due Date specified in the RFQQ, and it may be accepted by the Purchasing Activity without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period. In the case of protest, our Response will remain valid for 90 days or until the protest and any related court action is resolved, whichever is later.

3. Bidder further agrees to furnish materials, equipment and personnel necessary to successfully fulfill all contract terms including amendments. Submitting this document constitutes complete understanding and compliance with the terms and conditions.

The state of Washington, acting by and through MCC, issued RFQQ 00508 dated [9/18/08], for the purpose of acquiring Janitorial Services in accordance with its authority under Chapter 39.26 RCW. The MCC evaluated bid responses and all Responsive and Responsible Bidder's were included in the establishment of a pre-qualified bidder pool. The pre-qualified bidder pool was used to solicit prices for this Janitorial Services Work Contract bid opportunity. Consistent with the Janitorial Services Primary Contract 00508 RFQ evaluation criteria, The MCC evaluated RFQ responses and determined that the Bidder identified below to be the lowest responsive responsible bidder. Accordingly, the MCC has determined that entering into a Contract with The Successful Bidder will meet Client's needs and will be in Client's best interest.

Now Therefore, Purchasing Activity awards to the Bidder identified below this Work Contract, the terms and conditions of which shall govern Contractor's furnishing to the Purchasing Activity janitorial services. This Work Contract is not for personal use. In Consideration of the mutual promises as set forth in the MCC RFQQ 00508 Primary Agreement Contract, the parties agree to contract for Janitorial Services.

WORK CONTRACT AWARD

A contract is hereby enacted between

American Custodial, Inc.

And

Department of Enterprise Services- Tacoma Rhodes



Bidder's Signature

12/28/16

Date



Authorized Signature

1-3-17

Effective Date

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	January	February	March	April	May	June	July	August	September	October	November	December	Work Schedules for Work Contract 32034		
1		x	x	x	x		x														1	Dust, wipe, spot clean, and remove finger prints to include: (Daily / Weekly)	a Week
2			x	x	x		x														2	Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)	a Week
3									x		x			x					x		3	Dust, wipe, spot clean and remove finger prints to include: (Monthly / Quarterly / Annually)	a Year
4		x	x	x	x		x														4	Clean / Wipe Chrome Fixtures to include	a Week
5		x	x	x	x		x														5	Empty Daily Trash / Recycle bins from the following areas:	a Week
6		x	x	x	#REF!		x														6	Entry way and Outside Clean-up	a Week
7		x	x	x	x		x														7	Day Porter Services	a Week
8		x	x	x	x		x														8	Additional General Miscellaneous Cleaning/Maintenance	a Week
9		x	x	x	x		x														9	General Restroom Cleaning and Disinfecting	a Week
10		x	x	x	x		x														10	Additional Restroom Cleaning and Disinfecting	a Week
11		x	x	x	x		x														11	General Kitchen Cleaning	a Week
12				x																	12	Additional Kitchen Cleaning	a Week
13		x			x																13	Other Specific Rooms As Follows:	a Week
14		x	x	x	x		x														14	Vacuum High Traffic Carpeted Areas to include: (Daily / Weekly)	a Week
15																					15		
16		x	x	x	x		x														16	Clean resilient floors to include: (Daily / Weekly)	a Week
17									x		x			x					x		17	Clean, Strip & Wax Resilient floors: (Monthly / Quarterly/Annually)	a Year
18														x							18	Shampoo Carpet As follows	a Year
19																					19		
20																					20		
21																					21		
22																					22	Clean additional interior windows	a Week
23		x	x	x	x		x														23	Day Porter/Repair/Maintenance	a Week
24		x	x	x	x		x														24	Day Porter/Repairs/Maintenance	a Week
25		x	x	x	x		x														25	Other	a Week
26																					26		
27																					27		
																					28	Out of the ordinary cleanup following special event or office function or minor construction	A Year
																					29	Emergency water damage cleanup	A Year
																					30		
																					31		
																					32		
																					33		
																					34		
																					35		

S	M	T	W	Th	F	S	Ja	F	M	Ap	M	Jn	Jl	Au	S	O	N	D	
	16	15	16	#REF!	15		2		2			3			2				
Number of Tasks per Week Day / Per Month																			

