



CITY OF TACOMA
Citywide

ADDENDUM NO. 3

DATE: December 10, 2020

REVISIONS TO:

Request for Proposals Specification No. CT20-0151F
Multisite Janitorial Services

NOTICE TO ALL BIDDERS:

This addendum is issued to clarify, revise, add to or delete from, the original specification documents for the above project. This addendum, as integrated with the original specification documents, shall form the specification documents. The noted revisions shall take precedence over previously issued specification documents and shall become part of this contract.

REVISIONS TO THE SUBMITTAL DEADLINE:

The submittal deadline has been moved to Tuesday, December 29, 2020.

REVISIONS TO THE SPECIFICATIONS:

Addendum 3 Table of Contents:

1. Updated Price Proposal Pages	pg. 2
2. Updated Scopes for Facilities	pg. 6
3. Payment Bond Requirements	pg.25

NOTE: Acknowledge receipt of this addendum by initialing the corresponding space as indicated on the signature page. Vendors who have already submitted their bid/proposal may contact the Purchasing Division at 253-502-8468 and request return of their bid/proposal for acknowledgment and re-submittal. Or, a letter acknowledging receipt of this addendum may be submitted in an envelope marked Request for Bids Specification No. PW20-0231F Addendum No. 1. The City reserves the right to reject any and all bids, including, in certain circumstances, for failure to appropriately acknowledge this addendum.

1. Updated Price Proposal Form

Price Proposal Form (pg 1 of 2)

Hourly Rate Itemization and Employee Benefits

Directions: Fill in the below itemized billing rate break down for each job classification. If your proposal includes more than two, please use the additional provided columns and enter the job classification in the header. In addition to the employee wage, please identify the benefits that will be offered to employees assigned to work at City facilities and the estimated hourly cost of those benefits. If a benefit is not listed below please add to the list with associated estimated hourly cost

Job Classification	Supervisor	Janitor		
Billed Hourly Rate				
Employee Wage				
Mark Up				
Medical Coverage				
Dental Coverage				
Vision Coverage				

Paid Time-Off Accrual

Directions: List all hourly accruals and accrual rates for employees that will be assigne to work at City facilities. Be specific: vacation leave, sick leave, personal time off, etc.

Description	Accrual

Equity in Contracting

Please identify all City of Tacoma or Washington State designations as small, minority and/or woman owned business held by your firm.

Price Proposal Form (pg 2 of 3)

Citywide On Call Emergency Service Only

Hourly Rate for Emergency Services during Business Hours: _____

Hourly Rate for Emergency Services after Business Hours: _____

List below facilities requiring mobilization and provide associated cost:

Consumables Markup:

In lieu of estimating usage, please provide a markup percentage that your firm will charge for inventory management and purchase of consumables. That actual contract value for purchase of these materials as well as method of reimbursement or payment will be calculated during contract negotiations.

_____ %

See Section	Facility	Required Staffing Hours Monthly			Hourly Labor Rates			Price Per Month	Emergency Resonse Pricing		Emergency Response Time
		Supervisor	Janitor	Additional Personnel	Supervisor	Janitor	Additional Personnel		Regular Hours	After Hours	
2.03	Directions: Please use the below space to bid on any and all facilities that your company has the capacity to service. Respondents do not NOT need to bid all facilities to be considered. Facilities have the ability to award contracts independently so respondents could potentially be awarded anywhere from none to all of the facilities bid.										
A	Tacoma Police Department Headquarter & Warehouse							\$ -			
B	Tacoma Police Hariison Range							\$ -			
C	TPD Sector 1 Substation							\$ -			
D	TPD Sector 2 Substation							\$ -			
E	TPD Sector 3 Substation							\$ -			
F	TPD Sector 4 Substation							\$ -			
G	TPD Sector NE Substation							\$ -			
H	Tacoma Municpal Complex							\$ -			
I	Tacoma Municipal Services Center							\$ -			
J	Fire Communications and EOC							\$ -			
K	Fire Garage							\$ -			
L	Fire Prevention Facility							\$ -			
M	Fire Training Facility							\$ -			
N	Fire MSOC							\$ -			
O	Tacoma Fire Headquarters							\$ -			
	All Tacoma Fire Facilities	If award of all fire facilities would result in discounted rate, please provide total discounted monthly rate here.						\$ -			
P	Solid Waste Management							\$ -			
Q	Murray Morgan Bridge							\$ -			
R	Tacoma Power - South Service Center - Office							\$ -			
S	Tacoma Water - McMillin Reservoir							\$ -			
T	Tacoma Water - Green River Headworks							\$ -			
U	Beacon Activity Center							\$ -			
V	Lighthouse Senior Center							\$ -			
W	Parking Office							\$ -			
	All Facilities	If award of all facilities would resuld in disouted rate, please provide total discounted monthly rate here.						\$ -			

2. Updated Scope for Facilities

A. - B. Replacement pages 50-53 of original specification with additional detail on A. Police Headquarters and Warehouse and B. Harrison Range.

A. Police Headquarters and Warehouse			
Specification		HQ	Warehouse
Address		3701 S. Pine Street	3639 S. Pine Street
Building Square Footage		72,740	133,107
Carpet SF		43644	73884
Resilient/Other SF		29096	59248
Floor plan included		Yes	Yes
Number of Floors		3	1
Number of Locker Rooms		2	0
Number of Bathrooms		17	2
Number of Kitchens		2	1
Days of Service		M-F	M-F
Hours of Service		1700-2400	1700-2400
2.04.4	Grouped Frequencies	Frequency	Frequency
A	Routine Cleaning		
	1 Room Cleaning	Daily	Daily
	2 Restroom Cleaning	Daily	Daily
B	Deep Cleaning		
	1 Room Cleaning	Weekly	Weekly
	2 Restroom Cleaning	Weekly	Weekly
	2 Locker Room Cleaning	Weekly	Weekly
C	Periodic Cleaning		
	1 Carpeted Floor Total Cleaning		
	2 Resilient Flooring Total Cleaning		
	3 Window Total Cleaning		
Unique Cleaning Requirements - Scheduled Services			

28,130sf
per contract

Single Day Porter 40 hours a week. Monday through Friday from 8am - 4:30 pm services both buildings. Day porter is willing to switch companies to maintain service at this facility

Night Crew 4 days a week

Dust hard to reach flat surfaces - Quarterly (Decorative Artwork by others)

Interior window cleaning by this contract

Flooring deep clean at this facility shall be included in contract

Warehouse clarification: Areas of the Fleet service area and the Police vehicle storage are excluded from this contract with the exceptions of the office and toilet room areas.

General 80% day porter 20% night crew

include - 2x per year
carpet and resilient

* In the QA document, the contract value for this facility should be increased by \$33,360 annually to include the Fleet portion of the cleaning.

A. - B. Replacement pages 50-53 of original specification with additional detail on A. Police Headquarters and Warehouse and B. Harrison Range.

PW Fleet - Bathrooms

A. Police Warehouse

PW Fleet - clean
offices, break room

Radio Services Group -
office

shop and
storage areas
not included in
janitorial
contract

PW Fleet -
Office

PW - Fleet Admin

Tacoma Police
Department -
Area to be
reviewed during
walk through

FIRST FLOOR PLAN

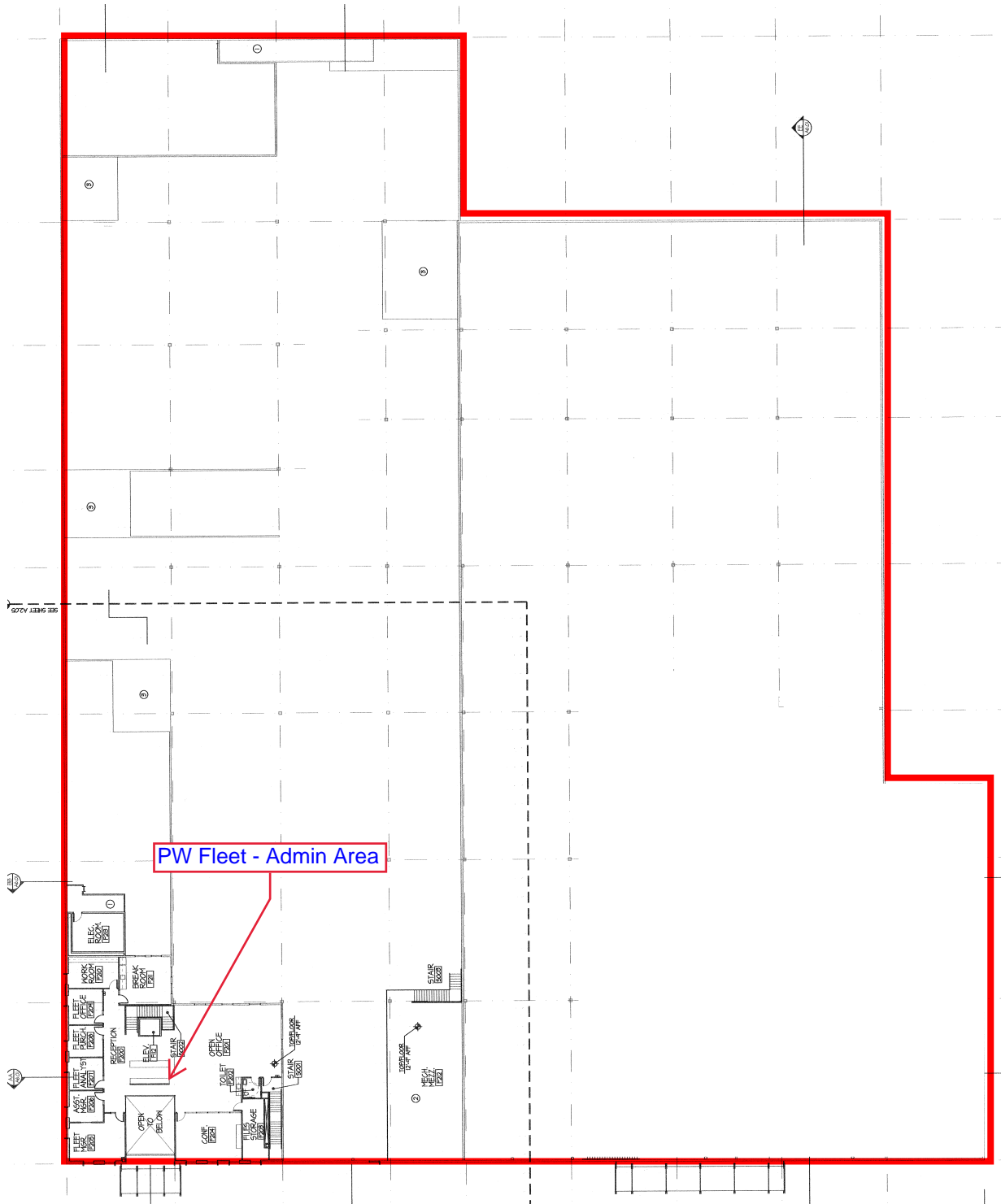
SCALE: 1/16" = 1'-0"
PLAN NORTH

CT20-0151F Multi-Site Janitorial Contract

cleaning SF =
28,130SF

A. - B. Replacement pages 50-53 of original specification with additional detail on A. Police Headquarters and Warehouse and B. Harrison Range.

A. Police Warehouse



SECOND FLOOR PLAN
SCALE: 1/16" = 1'-0"
PLAN NORTH

A. TPD Headquarters and Warehouse Unique Cleaning Requirements

1. Dust, wipe, spot clean and remove finger prints:

Special Instructions or requirements: All on-site personnel must pass the mandatory TPD background check prior to being allowed on site. Please see attached Appendix with TPD Personal History Questionnaire. The selected contractor is expected to have an acceptable number of backup staff that have passed the background check in case a substitute is needed due to illness or vacation.

Special instructions: The Police Headquarters building (HQ) (69,460 sf) shall be cleaned M, W, F, & Sat. The Police Warehouse Quartermaster Area (Quartermaster) (1400 sf) shall be cleaned Tues and Thurs. The Police Warehouse Special Investigations Division Upper and Lower Area (SID) (8780 sf) as well as the Special Teams/K9 Area (ST/K9) (1060 sf) shall be cleaned M, Tues, Thurs, F. There will need to be two Porters assigned to the campus that will be responsible for Quartermaster, SID, and ST/K9 (11,240 sf) and other inaccessible areas. These areas are cleaned during the day because they are sensitive areas. On nightly rounds janitorial staff will not clean any office or other areas that are locked by the occupants. The Day Porter will be expected to clean those areas that were inaccessible the following day when the occupants are present. The intent is to have two porters. One Day Porter that will work from 0700 - 1530 and a Swing Shift Porter that would work from 1400 - 2230. The intent is that the Swing Shift Porter will relieve the day porter, debrief with them the cleaning status of the building for the day, and assist them starting at 1400 and transitioning in with the evening crew which will start at 1800. The intent is to have the Swing Shift Porter be the communication bridge between the day porter and the night crew to be sure everyone is on the same page.

2. Clean Office Kitchen:

Inside refrigerator or coffee machines and microwaves are not included. Cleaning tools (sponges, brushes, etc.) used in kitchen area shall be used only in the office kitchen area and shall not be used in any other area of the building. Schedule for kitchen areas match the schedule listed in item #1.

3. Empty Garbage:

Special instructions: Trash is removed to the on-site compactor following the schedule listed in item #1. Every two weeks the 90 gallon blue comingled recycle bins are to be wheeled down near the compactor for curbside pickup the night before pick up and wheeled back into place the following day. The last Tuesday of the month the confidential paper bins to be shredded that are at least 50% full are brought down to the employee entrance for shredding and returned the following day. A sample schedule is attached.

4. Clean Restroom

Special Instructions: Schedule for cleaning the restrooms shall match the schedule listed in item #1 unless otherwise noted here. HQ has 17 stalls and a 6,050 sf shower/locker room with 9 showers that shall also be included. HQ also has a cell block restroom (1 stall) which shall only be cleaned as needed, usually once a week on Mondays. Quartermaster has 1 stall. SID and ST/K9 have 8 total stalls and 1 shower. Female product dispensers in the facility are free to building occupants. City of Tacoma will provide these products.

5. Clean Resilient Floors:

Special instructions: Sweep floors prior to mopping. The Cell Block may be inaccessible on some days due to TPD operations but still needs to be mopped as soon as it is available. Wet mopping frequency may be needed more or less often dependant on weather (rain, snow, etc.) but this represents the average. The contractor must use "Wet Floor" signs during wet mopping

Special instructions: The HQ cell block area (1,920 sf) does not need Wax-Strip, re-seal or buff.

6. Sweep within 10 feet of each entrance, empty all entrance ash trays, and remove trash from outside trash cans.

7. Clean Interior Windows:

Special instructions: A minimum 1 week notice will be given prior to this activity. 4500 sf of the windows are a curtain-wall with an added glazing, use products that are approved by the glazing manufacturer.

8. Clean Exterior Ground Floor Windows:

Special instructions: A minimum 1 week notice will be given prior to this activity. Total of 634 sf. This does not include the "ground level" of the curtain wall.

9. Shampoo Carpet:

Special instructions: A minimum 1 week notice will be given prior to this activity.

10. Exercise/Weight Room:

Special instructions: HQ contains an exercise/weight room of 1,650 sf that contains 14 pieces of exercise equipment. Cleaning shall be Mon, Wed, Thurs, Fri, and Sat. Equipment, floors, walls and mirrors shall be disinfected and cleaned per manufacturers recommendations.

A. - B. Replacement pages 50-53 of original specification with additional detail on A. Police Headquarters and Warehouse and B. Harrison Range.

B. Harrison Range		
Specification		Harrison Range
Address		101 McMurray Road
Building Square Footage		3265
Carpet SF		2667
Resilient/Other SF		3625
Floor plan included		No
Number of Floors		1
Number of Locker Rooms		0
Number of Bathrooms		2
Number of Kitchens		0
Days of Service		M-F
Hours of Service		0900-1400
2.04.4 Section	Grouped Frequencies	Frequency
A	Routine Cleaning	
1	Room Cleaning	Daily
2	Restroom Cleaning	Daily
B	Deep Cleaning	
1	Room Cleaning	Weekly
2	Restroom Cleaning	Weekly
2	Locker Room Cleaning	Weekly
C	Periodic Cleaning	
1	Carpeted Floor Total Cleaning	
2	Resilient Flooring Total Cleaning	
3	Window Total Cleaning	
Unique Cleaning Requirements - Scheduled Services		
Vendor will need to provide supplies		

No Exterior cleaning required

HEPA vacuum required due to potential lead from firearms

Hours of service (preferred between 10-12, but 9-2 is ok)

2 bathrooms (exterior access only)

Cintas services the walk off mats - Daily vacuum

No carpet in the facility other than walk off mats

Garbage - Emptied into dumpster

Any Ammo rounds found during cleaning shall be placed into the BAD AMMO box

Brass casings found during cleaning shall be placed into the BRASS BOX

Janitor closet is located in the womens rest room

Rubber floor in office area, concrete in main area, VCT in classroom area

C.-G. TPD Substations

Update to scope in original solicitation:

Services need to be performed MWF in the afternoon. Exterior work includes emptying trash cans on service days. Trash service is once weekly and recycling is bi-weekly. Monthly dusting of high surfaces and duct vents.

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Tacoma Municipal Complex

Facility Security Special Instructions or requirements: All employees of the apparent successful bidder and any proposed subcontractors will be required to pass a mandatory Tacoma Police Department (TPD) background check prior to being allowed site. The selected contractor is expected to have an adequate number of staff that have passed the TPD background check for personnel substitutions due to illness, vacation, or any other personnel issues. Please refer to attached appendix for additional special requirements for the City of Tacoma and a copy of the TPD Personal History Questionnaire.

Working Uniforms: All employees of the apparent successful bidder and any proposed subcontractors will be required to have professional, common looking, easily identifiable "working uniforms". These will take the form of button down shirts or polo shirts with company logo, and Dickies or Carhart work pants, as an example. Shoes with non-marking soles are preferred when working in TMB/TMBN. The contractor will ensure that all employees have adequate number of uniforms available to provide for a clean set for each day of work.

Parking Requirements: For day porters there is no onsite or on street parking provided as part of this contract. The contractor or their employees are responsible for securing their own parking for their personal and work vehicles. (Facilities staff can assist with parking options around the Municipal buildings.) For the evening cleaning staff, the same situation applies, but on street parking is free after 6:00 P.M.

Tools & Equipment Additional Instructions: The City will provide necessary tools, equipment, and supplies for the contractor to accomplish work outlined in this proposal. Once turned over, the contractor will be responsible for the care, custody and maintenance of said tools and equipment. Tools and equipment will be replaced by the City periodically due to normal wear and tear. Replacement of any items that are lost, broken or intentionally damaged will be the sole responsibility of the contractor.

TRASH Special instructions: There is no curbside garbage pickup available at the Tacoma Municipal Complex. All trash (not recycling) must be transported daily to the compactor located on South 8th Street and 'A' Street. The janitorial contractor will be expected to have a vehicle available to haul trash to the compactor location. Curbside pickup is available at the Municipal Complex for co-mingled recycling, glass and cardboard. Recycle bins are located in the Municipal Building parking garage. Trash can liners shall be replaced weekly, or when they become stained, soiled, or torn. Black trash can liners are to be used in trash/garbage cans and white or clear liners are to be used in recycle containers. There are approximately 33 paper shredders located throughout the Municipal Complex that shall be emptied when they are 2/3 or greater full. All shredded paper must be in a clear liner that is tied off and may be placed with other recyclables in the co-mingled recycle bins. Because of the active evening meeting schedule in TMB and TMBN, no trash may pile up in the main lobbies or public areas until after the last meeting has adjourned. Facilities Management and Building Security will have the daily schedule.

General trash storage: Trash will not be stored in public areas prior to being hauled to the compactor. Temporary staging of trash collection is allowed on the north side of the parking garage, behind the north roll up door card reader.

ENTRY WAY AND OUTSIDE CLEANUP: Frequency of cleanup will be dependent upon season and level of debris build up. Some days no cleanup required, some days will require multiple cleanings (i.e. fall leaves). For bidding purposes assume once a day cleaning at the entrances and once a week emptying of the "ashtrays". A ladder will be required to access the higher areas of the entryway windows in the vestibule area. A majority of this work may be accomplished by the Day Porter.

DAY PORTER SERVICES: Notice to Bidders: One aspect of this contract is for the contractor to provide two porters for the Tacoma Municipal Buildings. A day porter that will work from 0700 to 1600 and a "swing shift" porter that

Tacoma Municipal Complex

will work from 1000 to 1900, for a daily total of 16 hours. The intent being that the swing shift porter would be a working lead and work a majority of the day with the day shift porter, but also be able to transition with the evening cleaning crew. This would allow pass down of any information on the cleaning status of the building for the day and act as the communication bridge between the day porters and the evening cleaning crew. The porter's work would primarily be limited to the restrooms and public areas of TMB/ TMBN. Any work being performed by the porters will be work contained in the contract, but will be prioritized by City staff. Special Note: Certain areas of the facility have persons who are sensitive to odors/smells. In these areas, no janitorial staff will be allowed to work during the work day, 0800-1700 (areas TBD). If Day Porter is to perform tasks noted under different paragraphs/subparagraphs, minutes for performing such tasks are part of the day-porter's established time and should not be added to respective sections unless bidder feels extra minutes are needed to complete the tasks.

Additional Instructions: The selection of day porters by the contractor will be made with input from the City's Facilities Management Department. In addition to the duties described in the proposal, there may be times when the Porters will be under the direction of Facilities staff, i.e. Individuals may be asked to assist with table and chair setup, or responding to assist with building/personnel emergencies.

SPECIFIC ROOMS AND AREAS (RESTROOMS, KITCHEN & OTHER): The Tacoma Municipal Building, as well as some of it's interior architectural features, are listed on the various Historic Building registers. The restrooms have marble walls and stall partitions along with a terrazzo floor. Special care shall be taken to clean these areas with products approved for each material. Toilet lids will be left in an upright position after they have been cleaned. There exists a men's and women's locker room on the site. Each is approx. 200 sqft and includes two showers. Special Note: Work in restrooms and locker rooms will be assigned to the Day Porters

VACUUM HIGH TRAFFIC CARPETED AREAS: Vacuum daily all common area carpeting, to include: elevator lobby areas, all six elevators, all entry walk-off mats. This area is approximately 14,500 sqft. Vacuuming shall be done with a vacuum that agitates the carpet to release as much soil as practicable. Special care should be taken to properly clean perimeter edges and under office furniture such as tables, chairs and works surfaces.

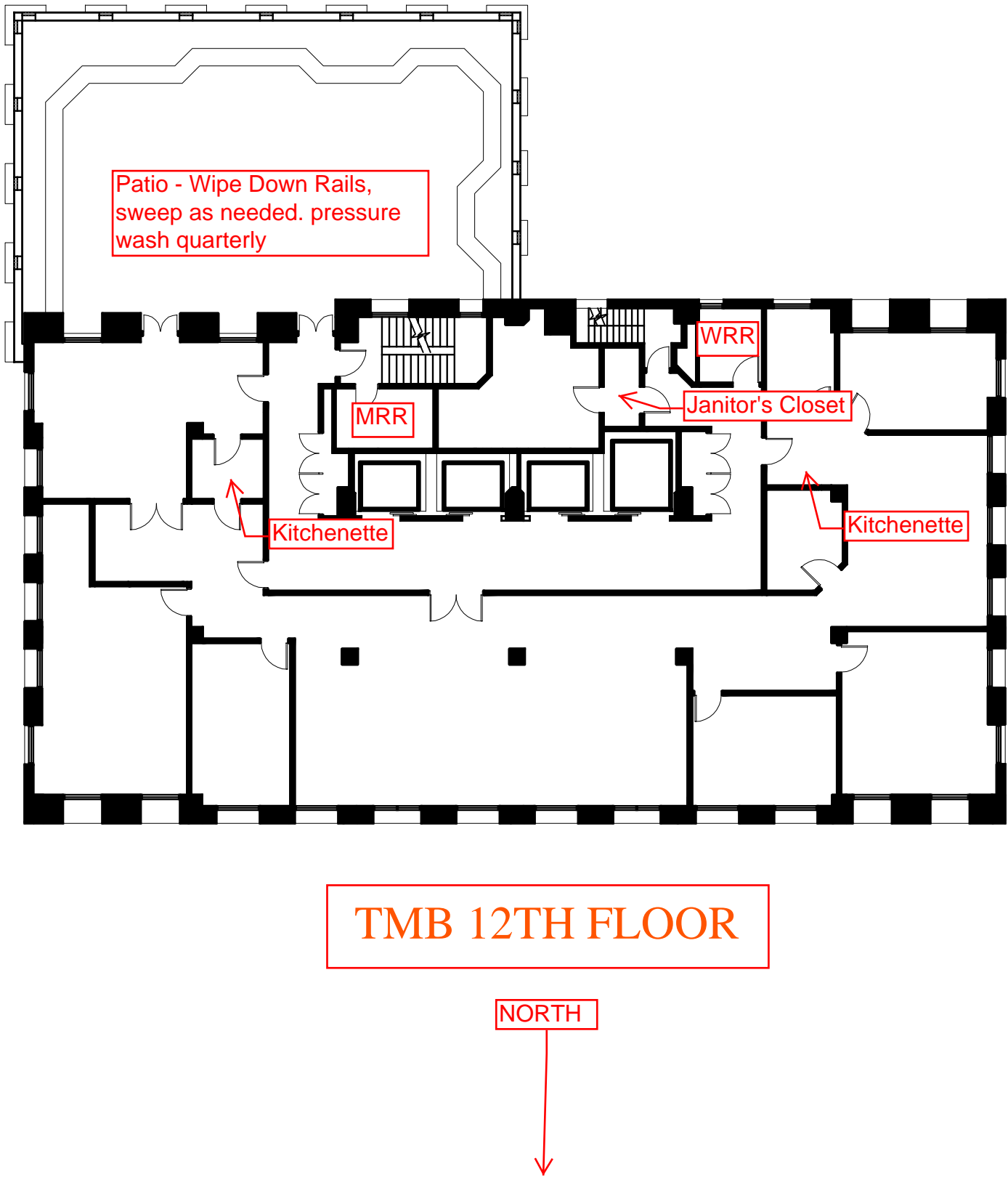
VACUUM LOW TRAFFIC CARPETED AREAS: All other carpet vacuuming, approx. 134,700sqft, shall be done three days a week. Vacuuming shall be done with a vacuum that agitates the carpet to release as much soil as practicable. Special care should be taken to properly clean perimeter edges and under office furniture such as tables, chairs and work surfaces.

INTERIOR WINDOW CLEANING 2X/YEAR: Contractor to notify Facilities Management of the exact date for the window cleaning a minimum of two weeks beforehand. This will allow employees to remove any items from window sills etc. TMB and TMBN have approx. 700 windows at an average of 25 sqft each for a total of 17,500 sqft of interior windows. Contractor will coordinate with Facilities of exact month windows are to be cleaned, will generally coincide with exterior window cleaning efforts.

AS NEEDED CLEANING (UNIT PRICE): There are occasional special events, parties, and/or office remodels that will necessitate room cleaning afterwards. **EMERGENCY WATER DAMAGE CLEANUP (UNIT PRICE)**

Special instructions: There may be occasions to extract and dry out an area due to water leaks. This work may be provided at any City facility.

BODILY FLUIDS (UNIT PRICE): Occasional cleanup of blood, vomit, and/or urine. Facilities will provide cleanup kits as part of expendable inventory.



I. Municipal Services Center Additional Scope Information

City of Tacoma - Municipal Services Center
1224 MLK JR WAY, Tacoma, WA 98391
Contact: Jeff Lueders – 253-591-5727

12 FTE (5-7 COVID)

Cleaning Responsibilities

Lobby (front and rear)

- Vacuum daily
- Clean countertops and chair arms daily

Front office area

- Vacuum daily
- Empty garbage and recycling daily
- Clean countertops daily

Kitchenettes (main floor 3 and upstairs 1)

- Clean sinks and countertop areas
- Mop linoleum areas (front and back kitchenettes) daily
- Vacuum kitchenette areas (conference room and upstairs) daily
- Fill towel dispensers as needed
- Empty garbage and recycling daily

Conference room

- Vacuum daily
- Clean countertops, tables, and chair arms
- Empty garbage and recycling daily
- Fill paper towel dispensers as needed
- Clean glass on trophy cases once a month

Edit area (main floor)

- Empty garbage and recycling daily
- Clean countertops
- Vacuum daily

Bathrooms (2 main floor and 1 upstairs)

- Clean toilet (all parts of it) daily
- fill toilet paper and towel dispensers daily as needed
- clean sink, faucet and counter top daily
- mop floor daily
- clean mirror daily
- empty garbage daily

Upstairs office area

- Vacuum hallway, offices, and office area daily
- Empty garbage and recycling daily
- Wipe down counters

Downstairs

- Vacuum daily
- Empty garbage and recycling daily

Rear Staircases (up and down)

- Vacuum weekly or more as needed

Front staircase

- Mop and vacuum as needed

Windows (Internal and External) as requested

- 1 to 3 times a year

S. McMillin Reservoir Operations Building

The McMillin Operations building is a two story building. On the lower floor we have a lobby/office with trash and recycle bins. Adjacent to that room is a restroom with toilet, urinal, sink and trash container. Upstairs there are five offices, each with trash and recycle bins. There is a multipurpose room that has a kitchenette area with a sink, and there are two trash containers in the room. There is a stand-alone restroom in the hallway with toilet, urinal, sink, and trash container. There is a second kitchenette area off of the hallway with a sink. There is a small copy room off the hallway containing only a recycle bin. There are men's and women's locker rooms also off the hallway. The men's locker room has two urinals, two toilets, three sinks, three shower stalls, and a trash container. The women's locker room has two toilets, three sinks, two shower stalls, and a trash container.

Total:

6 offices each with trash and recycle bins

2 restrooms each with toilet, urinal, sink and trash container

2 kitchenettes each with sinks

1 multipurpose room with 2 trash containers

1 copy room with recycle bin

2 trash bins in hallway near kitchenette

2 locker rooms with a total of 2 urinals, 4 toilets, 6 sinks, 5 showers, and 2 trash bins

Please see posted walk through video.

T. Green River Headworks Operations Center Additional Information

The Green River Headworks Operations building is a one story building that is the central reporting building for roughly 30 people. Operations are conducted here 24 hours a day 365 days a year. Many of the workers here are shift workers and it can be expected to have about 18 people working here Monday through Friday, and about 5 people here on Saturday and Sunday. One person is on duty at night. These numbers are for operations prior to and post covid.

The physical characteristics of the building include the following

- 1 breakroom with kitchen
- 4 bathrooms
- 2 showers
- 1 locker room
- 1 kitchenette
- 1 laboratory
- 4 offices
- 26 work stations of various size
- 1 conference room
- 1 janitorial closet
- 1 copier room
- And main entry.

There are 5 entry points to the building.

Please see posted video walkthrough.

U.-V. Beacon and Lighthouse Senior Center Additional Scope of Work

The original contract included in Beacon evening cleaning so it was \$2,769.72, but after no programs for the senior center, we amended to \$1,722.50.

Beacon:

- Floors mopped (spot mopping is fine depending on the time coming in/ amount of people in the space). This would include the cafeteria, all side rooms/offices, bathrooms, gym, stage, storage, and game room.
- Wipe down surfaces and door handles
- Bathrooms (2 in cafeteria, 1 on stage)
- Take out all trash
- Assist in picking up trash on property

Lighthouse:

Second Floor:

- Front desk
- Kitchen with one office
- Dining area
- Auditorium
- Stage
- Ladies' room with 2 stalls and 2 sinks
- Men's room with 1 stall with 2 urinals and 1 sink
- 1 office
- 2 stair ways

First Floor:

- Computer Room
- Library
- Quilting Room
- Exercise Room
- Bingo Room
- 3 offices
- TV watching area
- Ladies' room with 2 stalls and 2 sinks
- Men's room with 1 stall with 1 urinals and 1 sink
- Elevator

Current Contract Pre-Covid Scope

KWA Senior Centers – Beacon – Morning Cleaning Light House – Evening Cleaning																				
		S	M	T	W	R	F	S	J	F	M	A	M	J	J	A	S	O	N	D
Dust, wipe, spot clean to include: Dust horizontal surfaces as needed																				
Clean fingerprints off doors and outside of vending machines																				
Dust down cobwebs as needed																				
Spot clean stairwell walls & handrails																				
Clean glass in/around doors & glass display cases	1		✓	✓	✓	✓	✓													
Dust desks in reception areas only	1		✓																	
Clean office kitchen to include:																				
Sweep & mop daily Mop/clean rubber mats daily, both sides																				
Pick up mats and clean / mop under them daily																				
Clean under large appliances & counters without moving them																				
Clean outside & fill soap disp. and hand towel disp.	3		✓	✓	✓	✓	✓													
Empty garbage to include:																				
Empty trash cans & replace liners as needed																				
Empty recycle trash & place in designated container																				
Break down cardboard & put into outdoor recycle container	4		✓	✓	✓	✓	✓													
Clean restrooms to include:																				
Clean toilets, urinals, tile walls, sinks, counters, fixtures, mirrors, dispensers, tops of seat cover, handrails, stall doors, etc.																				
Clean chrome, mirrors, mirror frames, metal work, dispensers, counters, doors																				
Fill hand towels, TP, soap, seat covers, Sani sacs.																				
Empty trash and replace liner daily																				
Sweep and mop floors thoroughly, getting behind toilets, corners, behind doors, etc.	5		✓	✓	✓	✓	✓													
Vacuum all carpeted areas to include:																				
Vacuum heavy traffic areas, entries, lobby, reception	6		✓	✓	✓	✓	✓													
Vacuum and edge vacuum all other rooms																				
Vacuum locked rooms when left unlocked for us																				
Be sure to vacuum back stairs at Light House	6		✓																	
Sweep and mop all bare floors to include:																				
Dining room, kitchen, bathrooms, rubber mats, stage area, classrooms, janitor closets, etc. Remove black marks on floors																				
Remove chairs around tables to mop underneath and replace chairs neatly around tables when done																				
Unlocked areas are to be cleaned when left unlocked only	7		✓	✓	✓	✓	✓													
BEACON – EVENING CLEANING			✓	✓	✓	✓	✓													
Restrooms: Clean restrooms and refill supplies			✓	✓	✓	✓	✓													
Trash: Empty trash and recycle, including outside trash			✓	✓	✓	✓	✓													
Sweep and mop all bare floors as needed			✓	✓	✓	✓	✓													

A-1 Performance Inc.

620 W. Scott Street
Aberdeen, Wa. 98520

Invoice

INVOICE NO.

32450

Bill To

Korean Women's Association
123 E. 96th Street
Tacoma, WA 98445

Ship To

415 S 13th St
Tacoma, WA 98391

FOR THE MONTH ENDING**INVOICE DUE DATE****12/31/2019**

1/30/2020

Description	Amount
Evening Janitorial at the Beacon and Lighthouse Senior Centers per previous specifications.	2,092.64
Morning Janitorial at the Beacon Senior Center per previous specifications.	677.08
Invoices are due by the "due date" listed above unless other arrangements have been made.	Subtotal \$2,769.72
Payments postmarked after the invoice due date will be charged a late fee.	Total Due \$2,769.72

Current Contract Covid Scope

KWA Senior Centers – Beacon – Morning Cleaning Light House – Evening Cleaning																				
									J	F	M	A	M	J	J	A	S	O	N	D
ESTIMATED TIME																				
Light House – Full cleaning in the kitchen and touch up cleaning for the rest of the area for about an hour.																				
Dust, wipe, spot clean to include:																				
Dust horizontal surfaces as needed																				
Clean fingerprints off doors and outside of vending machines																				
Dust down cobwebs as needed																				
Spot clean stairwell walls & handrails																				
Clean glass in/around doors & glass display cases									1		✓	✓	✓	✓	✓					
Dust desks in reception areas only									1		✓									
Clean office kitchen to include:																				
Sweep & mop daily Mop/clean rubber mats daily, both sides																				
Pick up mats and clean / mop under them daily																				
Clean under large appliances & counters without moving them																				
Clean outside & fill soap disp. and hand towel disp.									3		✓	✓	✓	✓	✓					
Empty garbage to include:																				
Empty trash cans & replace liners as needed																				
Empty recycle trash & place in designated container																				
Break down cardboard & put into outdoor recycle container									4		✓	✓	✓	✓	✓					
Clean restrooms to include:																				
Clean toilets, urinals, tile walls, sinks, counters, fixtures, mirrors, dispensers, tops of seat cover, handrails, stall doors, etc.																				
Clean chrome, mirrors, mirror frames, metal work, dispensers, counters, doors																				
Fill hand towels, TP, soap, seat covers, Sani sacs.																				
Empty trash and replace liner daily																				
Sweep and mop floors thoroughly, getting behind toilets, corners, behind doors, etc.									5		✓	✓	✓	✓	✓					
Vacuum all carpeted areas to include:																				
Vacuum heavy traffic areas, entries, lobby, reception									6		✓	✓	✓	✓	✓					
Vacuum and edge vacuum all other rooms																				
Vacuum locked rooms when left unlocked for us																				
Be sure to vacuum back stairs at Light House									6		✓									
Sweep and mop all bare floors to include:																				
Dining room, kitchen, bathrooms, rubber mats, stage area, classrooms, janitor closets, etc. Remove black marks on floors																				
Remove chairs around tables to mop underneath and replace chairs neatly around tables when done																				
Unlocked areas are to be cleaned when left unlocked only									7		✓	✓	✓	✓	✓					

A-1 Performance Inc.

620 W. Scott Street
Aberdeen, Wa. 98520

Bid Proposal

DATE	ESTIMATE NO.
6/30/2020	4550

NAME / ADDRESS
Korean Women's Association 123 E. 96th Street Tacoma, WA 98445

JOB LOCATION
415 S 13th St Tacoma, WA 98391

FREQUENCY	TERMS	ACCEPTANCE DATE
5 x week	Net 30	

DESCRIPTION	TOTAL
<p>Morning Janitorial at the Beacon and Evening janitorial at the Lighthouse Senior Centers per previous specifications.</p> <p>*Temporary arrangement due to COVID-19. Traffic is reduced. Beacon Center will be fully cleaned 1 x day and the Lighthouse Kitchen cleaning will be performed fully, but the rest of the facility will have a reduced cleaning time due to the reduced amount of traffic in the facility.</p> <p><i>Doug Fraley 7/1/20</i></p> <p><i>[Signature]</i></p> <p>This bid does not include the following state holidays observed by our company: New Years Day, Memorial Day, Martin Luther King Jr. Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Labor Day, 4th of July and Christmas Day. If service on those days is requested, an additional charge will be required.</p>	<p>1,722.50 / month</p>
<p>Invoices are due by the "due date" listed above unless other arrangements have been made.</p>	<p>TOTAL \$1,722.50</p> <p><i>(Additional billable work listed in this estimate will be added to this Total, when applicable)</i></p>

I agree to the terms & conditions of this contract and authorize you to begin the services as specified. A 50% deposit down is required to begin work on 1x jobs & the remainder is due at the time of completion. Payment is due within 10 days of billing date for monthly customers. A late fee will be added for all overdue accounts. A 30 day written notice is required to terminate this contract. This estimate is good for 60 days from the above date.

[Signature]
Customer Signature and Date Signed

Upon acceptance of this bid, please fax or return one copy to the above address. Thank-you.

Phone #	360-538-0501	Fax #	360-538-5808	Web Site	www.a1performance.com
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W. Parking Office

This page, and the next , serve as a revised/supplemental scope for the Parking Office. In the case of a conflict, the requirements in this document supercede those in the original specification.

On the document on the following page, only include the areas in PEACH and one large BLUE area titled "Republic Parking NW Supervisor Open Space." None of the common areas (including kitchen and bathrooms) should be included in the bids. We also have a janitor's closet where we will be providing any cleaning supplies for this particular office.

Areas needing cleaning 2x per week (all carpeted):

Open Offices: 773 SF

General Manager Office: 226 SF

Assistant Office: 168 SF

Enforcement Manager Office: 188 SF

Conference Room: 131 SF

Changing Room: 67 SF

Republic Parking NW Supervisor Open Office (shown in blue on map): 702 sq ft

Areas needing cleaning 2x per month (bare floors):

Bike Storage/Workroom: 129 SF

Dry Area/Lockers: 124 SF

Key & Square Footage Totals

City of Tacoma
Parking Services:

1,806 SF Dedicated Space
755 SF Portion of Shared
Space (43%)

2,561 SF Total Office Space

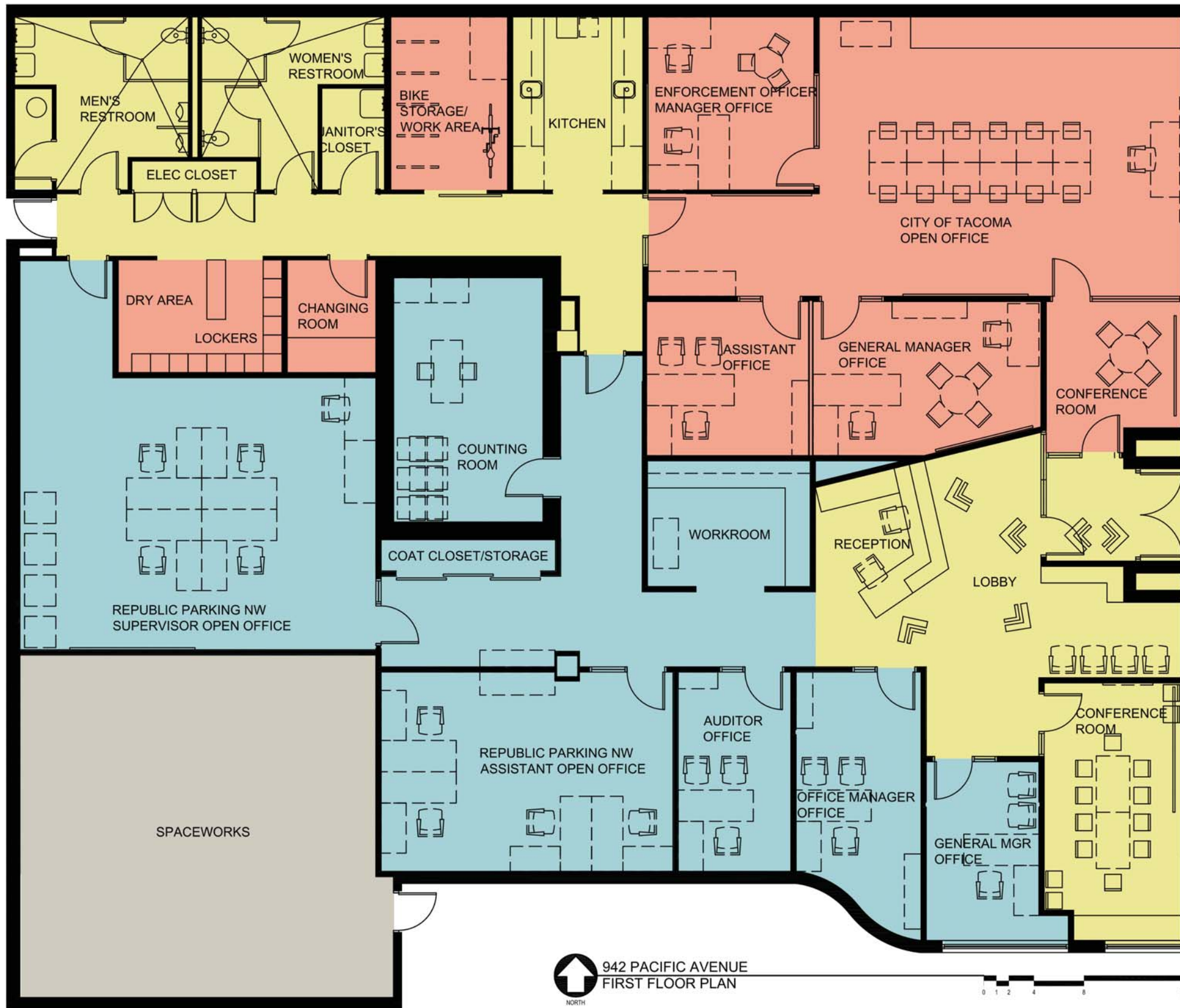
Republic Parking Northwest:

2440 SF Dedicated Space
1001 SF Portion of Shared
Space (57%)

3,441 SF Total Office Space

Shared Spaces: 1,756 SF

Spaceworks: 802 SF



Itemized Square Footages

City of Tacoma

Open Offices: 773 SF
General Manager Office: 226 SF
Assistant Office: 168 SF
Enforcement Manager Office: 188 SF
Conference Room: 131 SF
Bike Storage/Workroom: 129 SF
Changing Room: 67 SF
Dry Area/Lockers: 124 SF

Republic Parking Northwest

Office Manager Office: 146 SF
General Manager Office: 196 SF
Auditor Office: 152 SF
Workroom: 150 SF
Assistant Open Office: 383 SF
Supervisor Open Office: 702 SF
Coat Closet/Storage: 39 SF
Counting Room: 279 SF
Circulation: 393 SF

Shared Spaces

Entry Vestibule: 138 SF
Lobby/Reception: 461 SF
Conference Room: 240 SF
Kitchen: 157 SF
Janitors Closet: 48 SF
Womens Restroom: 158 SF
Mens Restroom: 187 SF
Electrical Closet: 27 SF
Circulation: 340 SF

Spaceworks: 802 SF



City of Tacoma
WASHINGTON

Parking Services Tenant Improvement
City of Tacoma/Republic Parking Northwest

BOMA Calculations - 8/17/15



P.O. Box 1463 Tacoma, WA 98401
p 253.248.6060



3. Payment Bond Information

A payment bond in the amount of 25% of the total contract value will be a post award requirement. Please see the sample document on the following page.

- A. The City's bond form must be used.
- B. Bonds must be executed by a surety company licensed to do business in the state of Washington.
- C. Any costs associated with acquiring bonds will not be reimbursed or paid as a separate line item.



PAYMENT BOND TO THE CITY OF TACOMA

Resolution No.
Bond No.

That we, the undersigned,

as principal, and _____
as a surety, are jointly and severally held and firmly bound to the CITY OF TACOMA, in the penal sum of,
\$ _____, for the payment whereof Contractor and Surety bind themselves,
their executors, administrators, legal representatives, successors and assigns, jointly and severally, firmly by these presents.

This obligation is entered into in pursuance of the statutes of the State of Washington, the Ordinances of the City of Tacoma.

WHEREAS, under and pursuant to the City Charter and general ordinances of the City of Tacoma, the said City has or is about to enter with the above bounden principal, a contract, providing for

Specification No. _____

Specification Title: _____

Contract No. _____

(which contract is referenced to herein and is made a part hereof as though attached hereto), and

WHEREAS, the said principal has accepted, the said contract, and undertake to perform the work therein provided for in the manner and within the time set forth.

This statutory payment bond shall become null and void, if and when the Principal, its heirs, executors, administrators, successors, or assigns shall pay all persons in accordance with RCW 39.08, 39.12, and 60.28, including all workers, laborers, mechanics, subcontractors, and materialmen, and all person who shall supply such contractor or subcontractor with provisions and supplies for the carrying on of such work, and all taxes incurred on said Contract under Titles 50 and 51 RCW and all taxes imposed on the Principal under Title 82 RCW; and if such payment obligations have not been fulfilled, this bond shall remain in full force and effect.

The Surety for value received agrees that no change, extension of time, alteration or addition to the terms of the Contract shall in any way affect its obligation on this bond, and waives notice of any changes, extension of time, alteration or addition to the terms of the Contract or the work performed. The Surety agrees that modifications and changes to the terms and conditions of the Contract that increase the total amount to be paid the Principal shall automatically increase the obligation of the Surety on this bond and notice to Surety is not required for such increased obligation.

No suit or action shall be commenced hereunder by any claimant unless claimant shall have given the written notices to the City, and where required, the Contractor, in accordance with RCW 39.08.030.

The amount of this bond shall be reduced by and to the extent of any payment or payments made in good faith hereunder, inclusive of the payment by Surety of claims which may be properly filed in accordance with RCW 39.08 whether or not suit is commenced under and against this bond.

If any claimant shall commence suit and obtain judgment against the Surety for recovery hereunder, then the Surety, in addition to such judgment and attorney fees as provided by RCW 39.08.030, shall also pay such costs and attorney fees as may be incurred by the City as a result of such suit. Venue for any action arising out of or in connection with this bond shall be in Pierce County, WA.

Surety companies executing bonds must be authorized to transact business in the State of Washington as surety and named in the current list of "Surety Companies Acceptable in Federal Bonds" as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Department of the Treasury.

One original bond shall be executed, and be signed by the parties' duly authorized officers. This bond will only be accepted if it is accompanied by a fully executed power of attorney for the office executing on behalf of the surety.

Principal: Enter Vendor Legal Name

By: _____

Surety:

By: _____

Agent's Name: _____

Agent's Address: _____

SAMPLE