



**Request for Proposal
2016-130
Janitorial Service for Kitsap Fair & Stampede
Kitsap County Parks Department**

Due: 3:00 PM on May 3, 2016

Project Description

Kitsap County Parks Department is seeking a vendor to provide a janitorial crew each day for the Kitsap Fair and Stampede, to be held on August 24-28, 2016. This crew will be responsible for cleaning and sanitizing restrooms, showers, and locker rooms; stocking restrooms; cleaning spills; and maintaining cleanliness of buildings and grounds during the 5 days of the fair. Areas of concentration and staffing suggestions are as follows:

- Kitsap Sun Pavilion Zone – Continuously pick up litter & empty garbage inside building and pick up litter outside the building immediately adjacent to the building, clean, sanitize, and re-stock restrooms, including showers, between the hours of 7:00am to 10:00pm.
- Thunderbird Arena/Eagles Nest & Parks Office Building Zone - Pick up litter & empty garbage inside buildings and fenced area and pick up litter outside of buildings and arena, clean, sanitize, and re-stock restrooms, including showers, daily by 4:00pm and then continuously until half an hour after close of Thunderbird Arena events at approximately 10pm nightly.
- Presidents' Hall/Van Zee Zone - Pick up litter & empty garbage inside building and pick up litter outside of buildings, clean, sanitize, and re-stock restrooms from 7:00am to 11:00pm
- Fair Information office, 4-H & Lower Arena Restrooms Zone – Continuously pick up litter and garbage inside and outside of buildings, clean, sanitize, and re-stock restrooms, including showers, from 7:00am to 11:00pm.

Tasks Broken Down

Zone One - Thunderbird Arena, Eagles Nest, and Parks Office – Total of 21 women's toilets, 10 men's toilets, 13 urinals, 12 sinks, and 2 showers.

1. Clean, sanitize, and re-stock Eagles Nest by request of sheriff's department
2. Clean, sanitize, and re-stock Parks Office restrooms once a day
3. Clean, sanitize, restock and mop T-Bird arena restrooms 1 hour before rodeo and 1 hour after rodeo
4. Clean, sanitize showers in Thunderbird Stadium once per day
5. Clean & re-stock restrooms at Thunderbird Stadium during show times continuously
6. Empty & re-line garbage cans in Eagles Nest as requested by the Sheriff's Department, and as needed in the Parks Office
7. Empty & re-line garbage cans at Thunderbird Stadium continuously during shows and leave cans empty at end of day
8. Place full garbage bags outside buildings and call fairgrounds maintenance to remove
9. Re-stock all pipe chases as needed from the Blue Shed near the Pavilion (inventory control – sign out what you use)
10. Document on cleaning logs all cleaning done at each location with time and staff initials

Zone Two - Van Zee, Presidents' Hall, stages and surrounding grassy areas – Total of 8 women's toilets, 4 men's toilets, 4 urinals, 11 sinks (three sinks in the kitchen). This is the main eating area for the fair.

1. Ensure restrooms in Presidents' Hall are cleaned, sanitized, and restocked by 9:00am
2. Clean & re-stock Presidents' Hall restrooms throughout the day – check continuously during fair hours
3. Garbage cans - empty and replace lining inside buildings throughout day
4. Place full garbage bags outside building and call fairgrounds maintenance to remove
5. Pick up litter inside and outside buildings continuously throughout the day
6. Mop at end of night in both buildings (including the Presidents Hall kitchen)
11. Re-stock pipe chase in Presidents' Hall as needed from Blue Shed near Pavilion (inventory control – sign-out what you use)
12. Document on cleaning logs all cleaning done at each location with time and staff initials

Zone Three is the responsibility of the Fairgrounds Maintenance Staff

Zone Four - The Pavilion – *Total of 25 women's toilets, 9 men's toilets, 11 urinals, 27 sinks, 7 showers (including kitchen sinks)*

1. Clean, Sanitize, and re-stock bathrooms/locker rooms & showers every morning before 9:00am, lock locker rooms after morning cleaning
2. Soft clean & re-stock all restrooms continuously throughout the day (does not include locker rooms which are locked and not used after fair opens each day)
3. Clean up garbage and spills as needed
4. Empty and re-line garbage containers throughout the day
5. Place full garbage bags outside Pavilion and call fairgrounds maintenance to remove
6. Pick up litter inside and outside building continuously throughout the day
7. Mop and deep clean bathrooms & showers once per day (during lowest traffic times)
8. Vacuum and sweep Pavilion – evening shift near or at close of day (9pm) or morning shift before 9am
9. Re-stock pipe chase in the Pavilion as needed from Blue Shed near Pavilion (inventory control – sign-out what you use)
10. Sweep, mop, and sanitize kitchen sinks and surfaces one time per day
11. Document on cleaning logs all cleaning done at each location with time and staff initials

Zone Five - 4-H Restrooms, Barns, Fair Information Office & Lower Arena Restrooms – *Total of 15 women's toilets, 8 men's toilets, 7 urinals, 16 sinks, 10 showers, and 2 individual restrooms in white house info office.*

1. Ensure all restrooms (including showers) are clean, sanitized, mopped, and re-stocked each morning by 8:00am (Can be done the night before)
2. Empty and re-line garbage cans as needed
3. Place full garbage bags outside building and call fairgrounds maintenance to remove
4. Soft clean & re-stock all restrooms continuously throughout the day
5. Pick up litter inside and outside buildings continuously throughout the day
6. Check hand sanitizers in all barns every half hour, replenish as needed
7. Re-stock pipe chases as needed from Blue Shed near Pavilion (inventory control – sign-out what you use)
8. Document on cleaning logs all cleaning done at each location with time and staff initials

Kitsap Fair Will Provide:

- Parking passes for janitorial staff for the week of fair in general parking
- Paper supplies, garbage cans and liners, soap and hand sanitizer.
- Fair identification badges to be worn by janitorial staff while at the fair
- Keys to the buildings and dispensers as needed
- Two 2-way radios for supervisors to communicate with Kitsap County staff

- Access to the ordering of the golf cart from the designated golf cart vendor for the fair (approximate cost is \$450 that the vendor will pay to rent the cart if they so choose)
- Parking spot for vendor provided 2 golf carts in designated area

Vendor Will Provide:

- Trained janitorial staff in the right number to clean facilities appropriately
- Supervisor onsite from 7:00am to 11:00pm Wednesday – Saturday and 7:00am to 8:30pm on Sunday
- Cleaning solutions in appropriately (OSHA and L&I standards) labeled bottles, and all necessary cleaning equipment (mops, brooms, sponges, etc.)
- Staff identification/shirts identifying each staff person as being with the company providing the janitorial services.
- An efficient communication system for staff to communicate with supervisor (radios, cell phones, etc.)
- Vendor may provide their own grounds transportation (suggest 1- 2 golf carts)

Experience

Below is the list of required experience for a selected vendor:

- Knowledge of running a janitorial business
- Knowledge of restroom and facility cleaning procedures and health requirements
- 3 years experience in the janitorial or custodial maintenance business
- Expertise in facility cleaning, restroom cleaning, staffing for festivals and events.
- Excellent ability to troubleshoot issues with staffing, cleaning, building coverage
- Ability to provide enough staff for the 5 days of fair to keep the buildings clean and sanitized and to respond to urgent needs to clean areas as needed.
- Ability to identify equipment from County equipment and maintain separation so as not to remove the wrong equipment at the end of Fair.
- Ability to work with many groups of staff, customers, and volunteers in a friendly customer service manner

Criteria For Selection

- Overall knowledge of janitorial products and instruments as well as running a janitorial business
- Expertise in the field of janitorial and custodial maintenance, best practices in cleaning facilities during festival and fair events.
- 3-5 References from actual customers
- Cost of providing the service
- Verbal and written communication skills
- \$1,000,000 insurance with a \$2,000,000 aggregate insurance that will cover all liability and damages to vendor equipment, its employees as well as liability due to injury by the general public.

Submittal Requirements

The vendor's summary of qualifications should include, at minimum:

- A cover sheet that contains pertinent contact information (ie – first name, address, phone and fax number, e-mail address, and name of business, & business license number)
- Quote for services and what will be provided including a sample staff schedule

- 3-5 references from satisfied customers
- Submit four (4) copies of the above listed items
- Copy of insurance certificate
- Please submit:
 - Proposal based on the vendor providing janitorial staff and ALL supplies EXCEPT garbage cans and liners, paper products, soap and hand sanitizer.

Walk Through

A site walk through will be available to those interested on April 22nd at 10:00am (sign in at the Eagle's Nest) at 1195 NW Fairgrounds Road, Bremerton, WA 98311 (lower level).

Deadline

Submittals must be received at the address noted below **no later than 3:00 PM (P.S.T) on May 3, 2016**
Responders are solely responsible for ensuring that Bid is delivered on time. Responses received after the due date and time may be returned unopened.

Please submit by mail to:

Colby Wattling, Buyer
Kitsap County Purchasing Office
614 Division Street, MS-7
Port Orchard, WA 98366

OR

For hand delivery, express , or courier:

Colby Wattling, RFP Coordinator
Kitsap County Administration Building
Purchasing Office – Fourth Floor
619 Division Street
Port Orchard, WA 98366