



REQUEST FOR PROPOSALS

AND

CONTRACT DOCUMENTS

FOR

JANITORIAL SERVICES FOR CITY FACILITIES

January 2022

ADDENDUM NO. 1

**To the Request for Proposal and Contract Documents for
JANITORIAL SERVICES FOR CITY FACILITIES**

FEBRUARY 14, 2022

IMPORTANT: This addendum must be signed and submitted with the proposal.

TO ALL PLANHOLDERS:

The following changes, additions, and/or deletions are made a part of the contract documents and bid specifications for the construction of the *Janitorial Services for City Facilities*, City of Camas, as fully and completely as if the same were set forth therein:

CLARIFICATIONS:

1. The .pdf format of the narrative section of the RFP only allows for 3-4 lines in response to the questions for Contractor Qualifications. Would you like us to stay within this space restriction or can we reformat the RFP pages to give us more room to respond to the questions more fully?

Response: Regarding page 24 questions, insert your response to the questions that need additional response lines to an "inserted overflow" page after page 24. On the question line, type in, 'Questions answered in overflow page located directly after page 24.'

2. A couple of the buildings, such as the lower floor of the city hall and the basement of the library have storage areas for books, files, etc. that don't seem to be used frequently by staff. How did you want us to bid these storage areas? A once a week cleaning? Just the floors? Please advise.

Response: The "sub-basement floors can be dust mopped once a month."

3. During the walk-through, it was mentioned that we only needed to clean a 10ft X 10ft area outside the entry doors of the building. For example, the Community Center has a very long ADA Ramp, plus staircase, and it was mentioned that we wouldn't need to clean that entire area, just the 10ft X 10ft area closest to the door. But under the Standards of Performance & Workmanship 1.0 Entry Areas, it specifies "Outside front sidewalk to front door up to entry and interior lobby." Following that guideline, I would assume we would have to clean the entire ADA Ramp and staircase at the Community Center. So when bidding each building, should we assume it would be the entire area from sidewalk to front door or just the 10ft X 10ft area outside the entry doors? The 10 X 10 foot area outside the doorway is all that's required. I believe that Grounds maintenance blows the ADA ramp off when they maintain the grounds at that facility. The 10x10 area outside both the parking lot and street entryways need to be swept/cleaned.

Response: Only the 10-ft x 10-ft area outside the entry doors of each facility (building) will be swept by the janitorial staff.

4. Can you give us any information at all on historically how often the Community Center gets rented and used on an average Saturday and average Sunday during an average year? The same question for use of the Lacamas Lake Lodge? Any chance we could bid on a per occurrence fee for these cleans to stop us either grossly over or under bidding for the work if there is no information available on likely use? The Lodge rentals vary each year, but the Lodge gets rented quite frequently on weekends from March through December.

Response: A separate monthly fee without any occurrences for both Community Center and Lacamas Lake Lodge (this is the fee without any extra cleanings), and add a separate per occurrence fee for Lacamas Lake Lodge and the Community Center. For example X number of cleanings at \$XX/cleaning.

5. When cleaning up after a schedule event on Saturday or Sunday at the Community Center, would we be responsible for cleaning the entire building or just the restrooms? On the Community Center Information website page, there is a "Camas Community Center Cleaning Checklist" that says whoever is renting the area is responsible for cleaning up after their own event. This includes emptying trash, vacuuming carpet, cleaning/returning tables and chairs, cleaning kitchen and mopping, and cleaning counters in restrooms. So if the renter of the space is required to do all of those tasks to get their full security deposit returned, would we just clean the restrooms, as that is the only task not really listed for the renters to clean?

Response: No, the janitors are still required to come in and do a deep cleaning after the event. This means wiping down counters and mopping and/or vacuuming if it is not sufficient. The janitors are not required to put furniture back if it is still out, and will call the renter to come back and do that.

Email Susan Palmer at spalmer@cityofcamas.us if issues arise with renters. There usually are not any major issues, since the renter wants their \$500 refundable deposit back after the event.

6. Will there be a Camas staff member that would be checking the Community Center after an event, but before the janitors arrive to clean? To ensure the renter of the space properly cleans the building for the full refund of their security deposit.

Response: No, we do not currently have staff doing a check after events at the Community Center, if this becomes an issue then we might need to look into some solutions.

Email Susan Palmer at spalmer@cityofcamas.us if issues arise with renters. There usually are not any major issues, since the renter wants their \$500 refundable deposit back after the event.

7. When cleaning up after a scheduled event on Saturday or Sunday at the Lacamas Lake Lodge, would we be responsible for cleaning the entire building or do renters of the building have to clean up after themselves? (like how there is a "Camas Community Center Cleaning Checklist")

Response: There's a cleaning checklist for Lacamas Lake Lodge, the janitors are required to do a deep cleaning after the renters do their required cleaning. This includes mopping the main hall

and restrooms, cleaning the bathrooms, cleaning the kitchen counters and vacuuming if needed. The renters dry mop the floor, they don't wet mop the floor.

Email Susan Palmer at spalmer@cityofcamas.us if issues arise with renters. There usually are not any major issues, since the renter wants their \$500 refundable deposit back after the event.

8. With regards to Lacamas Lake Lodge, would we be responsible for cleaning/sweeping the "Open Deck Area" or just the "Covered Patio" area?

Response: The covered patio only.

9. Performance Standard 3.0 Interior Glass/Windows refers to cleaning glass surfaces including inside of exterior windows. Can you confirm that this refers to spot cleaning of visible smudges? Completely cleaning inside of exterior windows is a much larger scope and more expensive to bid and is usually only done once or twice a year. Cleaning of window sills and cobwebs would of course be included in the daily/weekly cleaning.

And,

For the Windows in all the buildings are you just wanting the push doors cleaned or every single window in all the buildings? Just trying to clarify for a better quote.

Response: Only glass doors in facility entries in all buildings (and inside glass push doors after the foyer entry at City Hall) with visible smudges need to be cleaned, or in other words, spot cleaning on glass doors, and side glass panels if they are present. Windows will be contracted out separately, and not on this contract.

10. How do you want us to clean the rubber workout room floor in Police Station? Mop or just vacuum? If we are mopping, are there special chemicals that must be used on it?

Response: Alternate the mat cleaning in the workout room. Vacuum once a week, and mop once a month, using an all-purpose cleaner.

11. Assuming we are doing the Armory in the Police Station, what kind of floor does that room have, what size is it, are there surfaces to wipe down? Is there a sink or trash in that room?

Response: The Armory is not a part of this bid contract.

12. For Fallen Leaf Park, if there are three events scheduled in a week, we believe that you want us to come in once during the week, before the first event to clean, and that's it for the week. Do we understand correctly? Similar to Lacamas Lake and Community Center, any chance we could bid on a per occurrence fee for these cleans to stop us either grossly over or under bidding for the work if there is no information available on likely use?

Response: Yes, this needs to be bid on a per occurrence fee - Fallen Leaf Park has always been charged on an as-needed basis, so janitorial staff would clean before the first event of that week, then after each event that week.

13. We typically have management staff to answer emergency questions during the day from 8am to 5pm and janitorial management available 3pm -3am. Is there a particular reason for the

following requirement? "The Contractor shall maintain a twenty-four hour emergency telephone number with the ability to respond to telephone calls within one-hour."

Response: The "twenty-four hour emergency telephone number with the ability to respond to telephone calls within one-hour" is required in the event where janitorial contractor management would need to be called to one of the facilities for an emergency. Examples would include such things as medical emergencies, police emergencies, etc.

14. Is there a particular \$ amount associated with the surety bond?

Response: 100% of the contract amount for the contract year.

15. Attached in the Bid do you want proof of all of the employees' background clearance and security tests?

Response: No. All background checks will be performed by the Camas Police Department after the contract is awarded. The background check will be performed after award and prior to signing the contract.

16. As I was looking through the old contract vs the new I did notice the City is only wanting Scout Hall one day a week moving forward instead of 3 now a week, and for the Community Center and the Lodge with the new contract it says M-F and weekends are as needed vs 3 now and as needed on the weekends. I'm just wanting to make sure I'm reading this correctly.

Response: Yes, that is correct.

17. On the proposal since 3 buildings go by per cleaning due to the needed events scheduled, on the bottom where it says contract total can I write in TBD since the number of cleanings (for the lodge, Community Center, and Fallen leaf park) and under each item #put the amount per cleaning in bold? I'm thinking if you are switching to 1 day a week rather than 3 for Scout Hall I might bid that per cleaning too since the schedule fluctuated last year.

Response: Do not write in TBD. There will be a general monthly fee and then an extra fee per occurrence, X number of cleanings at \$XX/cleaning.

18. My CIMS will not be ready by the time of the bid submittal.

Response: (See page 5 for clarification).The CIMS will need to be submitted with your proposal in order to receive Five (5) additional points:

Evaluation Criteria. A maximum score of 100 points will be used to evaluate proposals. An additional five (5) points will be given to Contractors who provide proof of Clean Industry Management Standard (CIMS) certification with their proposal.

19. Why do some buildings, such as the Courthouse, Community Center, Lacamas Lake Lodge and Wastewater Treatment, have cut off times for cleaning the building? The Courthouse states we have to clean the building in-between the times of 5:30PM and 7:30PM, is there a reason we

could not clean the building sometime during the time of 7:30PM and 2:00AM? Also, the time frame given to clean the building is only 2 hours, but we estimate it would take 1 janitor, a little over 2 hours to clean a building this size. We would like to know if the cutoff time to stop cleaning for each building is a hard deadline to help us estimate how many janitors we would need to hire to cover the different schedules. Being able to work longer into the evening on several building would make it easier for us to hire a few full time janitorial positions for the contract.

Response: The later janitorial staff can clean the Community Center, Lacamas Lake Lodge, the better. We sometimes have events in on weekends until 11:00 p.m. During the week, we sometimes have classes in Lacamas Lake Lodge until 9:00 p.m. so janitorial can come in after those times. No cutoff time needs to be in place.

Court House: No cutoff time needs to be in place.

WWTP: At the WWTP, we have no restrictions on cleaning times as long as it takes place after-hours (between 4PM and 5AM). No cutoff time needs to be in place.

Receipt of this addendum is hereby acknowledged:

A handwritten signature in blue ink, appearing to be 'BOL' followed by a long horizontal stroke, positioned above a solid horizontal line.

Authorized Signature



**REQUEST FOR PROPOSALS
JANITORIAL SERVICES FOR CITY FACILITIES**

City of Camas is soliciting proposals from qualified contractors to provide a variety of janitorial services at twelve (12) City facilities. The facilities range in size and janitorial services as provided in the Request for Proposal (RFP).

Sealed Proposals will be received by the City of Camas, Administrative Services, 616 NE 4th Avenue, Camas, Washington, until 10:00 AM on February 24, 2022 and will then and there be publicly read for the construction of the improvement. Eligible contractors shall be listed with MSRC Rosters on the Vendor Roster as of January 18th, 2022, under Maintenance Services, Cleaning/Janitorial. The RFP will be emailed to eligible contractors.

The objective of this solicitation is to evaluate, select and enter into a contract for one (1) year commencing on the date of award, and based on the first year of service, the contract may be extended for an additional year (up to five (5) one-year (1) extensions), if considered to be in the best interest of the City.

Proposal submittals are due by February 24, 2022, no later than 10:00 AM. No submittals will be accepted after that date and time.

Please direct questions regarding this RFP to Susan Wilde, RFP Coordinator. The RFP Coordinator will be the sole point of contact for this RFP. Proposer's contact with another City employee without the RFP Coordinator's knowledge and consent is expressly forbidden and may result in disqualification of the Proposer's proposal. Any communication other than via email to the RFP Coordinator will be considered unofficial and non-binding on the City.

Persons may request this information be prepared and supplied in alternate forms by calling collect 0-360-834-6864 or emailing Susan Wilde at the address shown below.

RFP Coordinator:

Susan Wilde

City of Camas

616 NE 4th Avenue

Camas, WA 98607

Ph: 360-817-7268

publicworks@cityofcamas.us

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PART ONE
REQUEST FOR PROPOSALS

Description of Work

City of Camas is soliciting proposals from qualified contractors to provide a variety of janitorial services at twelve (12) City facilities, as outlined in this RFP. The facilities range in size and services to be provided.

The Contractor shall be responsible for providing janitorial services for the following City-owned facilities located in Camas, Washington:

1. Camas Police Department, 2100 NE 3rd Avenue
2. Camas Public Library, 625 NE 4th Avenue
3. Camas-Washougal Municipal Court, 89 C Street, Washougal WA
4. City Hall (includes one Fire Chief's Office), 616 NE 4th Avenue
5. City Hall Annex, 528 NE 4th Avenue (this facility will be re-evaluated once remodel is complete)
6. Community Center, 1718 SE 7th Avenue
7. Fallen Leaf Lake Park, 2911 NE Everett Street
8. Fire Marshal's Office, 605 NE 3rd Avenue
9. Lacamas Lake Lodge, 227 NE Lake Road
10. Public Works Operations Center (2 buildings), 1620 SE 8th Avenue
11. Scout Hall, 120 NE 17th Avenue
12. Wastewater Treatment Plant (2 buildings), 1129 SE Polk Street

Mandatory Pre-Bid Meeting and Facility Tour. Submitters will be asked to attend ONE of the TWO scheduled mandatory pre-bid meeting and facility tours. The meetings have been scheduled as follows:

Wednesday, February 2nd, 2022 at 9:00 AM

Thursday, February 3rd, 2022 at 9:00 AM

Each pre-bid meeting and facility tour will begin in the Council Chambers of Camas City Hall at 616 NE 4th Avenue, Camas, Washington. The intent of the meeting is to provide a project overview followed by a facility walk-through at each location. Submitters are responsible for their own transportation to and from each City facility. An Agenda to include tour schedule and facility addresses will be provided at the meeting. The project sites are not accessible at any time other than during the tour. You may attend one or both sessions. No unauthorized or unscheduled site visits will be allowed. Your Proposal will not be accepted if your firm does not participate in one of the mandatory pre-bid meetings and subsequent facility tour.

The Contractor is obligated to pay Washington State Department of Labor and Industries Prevailing Wages, Rates for Clark County, effective February 24, 2022. Wage rates are not included in this packet. A printed copy of the wages rates are available for viewing at the Camas Operations Center. The City of Camas will mail a hard copy upon request by contacting Susan Wilde at publicworks@cityofcamas.us. Rates applicable to this project can be looked up at the Washington State Department of Labor and Industries web site at: www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp

RFP Schedule. The anticipated RFP timeline is indicated below. The City reserves the right to change the timeline as it deems necessary.

- Request for Proposals (RFP) Released – **January 18, 2022**
- Proposals Due – **February 24, 2022 no later than 10:00 AM**
- Evaluation of Proposals (*short list if required*) – **February 24th, 2022 to March 4th, 2022**
- Interviews (*if deemed necessary*) – week of **March 7th, 2022**
- Camas City Council approval of contract (*subject to change*) – **March 21, 2022**

General Requirements

Completion of Similar Projects. Contractor must have at least three (3) years prior experience as a contractor in this field of work and have satisfactorily completed three (3) projects of this nature in the last three (3) years in facilities similar in type to Camas’.

Licensing. Contractors must have a valid Washington State Business License at the time of Proposal submittal as required by State law.

Cleaning and Paper Supplies. The City has the right to approve the cleaning product list supplied by the contractor. The expectation is that the contractor uses the same cleaning supplies in all facilities. Paper supplies (includes paper towels, toilet paper, and toilet seat covers), trash liners, hand soaps, and refills for hand sanitizer stations, will be purchased and provided for by the City.

Evaluation of Proposals. Evaluation of proposals shall be made by a City team, and shall be based on contract total price, customer service and responsiveness to specifications, proven ability, experience, reliability and references in addition to organizational overview and contractor’s ability to perform the work on a consistent and timely basis. Each proposal will be rated on a point system with the top-scoring Proposal selected.

Whether there will be interviews and who will be invited to an interview by City staff will be at the sole discretion of the City.

Evaluation Criteria. A maximum score of 100 points will be used to evaluate proposals. An additional five (5) points will be given to Contractors who provide proof of Clean Industry Management Standard (CIMS) certification with their proposal. Each of the following elements will have the stated Maximum Point Value:

Item No.	Description	Maximum Point Value
1.	Contract Total Price	40 Points
2.	The information contained in the Contractor’s Proposal is clearly stated, organized, and complete	10 Points
3.	Proven Ability, Experience, Reliability and References	30 Points
4.	Organizational Overview, Approach to Staffing and Supervision, and Evaluation of Ability to Perform the Work	20 Points
	TOTAL POINTS POSSIBLE	100

False or Misleading Statements. Proposals which contain false or misleading statement or which provide references which do not support an attribute or condition claimed by the respondent, may, at the City’s sole discretion, be rejected.

Completeness of Proposal. A Proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. A Proposal shall be rejected if such conditions, incompleteness, alterations, or irregularities constitute a material deviation from the Request for Proposal requirements.

Award. The City reserves the right to award the contract to the Proposer that it deems to offer the best overall proposal in its sole discretion. The City is therefore not bound to accept a proposal on the basis of lowest price, and further, the City has the sole discretion and reserves the right to cancel this Request for Proposals and to reject any and all proposals, to waive any and all informalities and or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the best interests of the City.

Subcontracting. This service shall not be subcontracted, unless there is additional supervising staff to direct and adequately train employees to acceptable standards and with the written permission of the City of Camas.

Temporary Employees. Successful Contractor will not hire temporary-type employees hired through an employment agency who have not been properly trained.

Background Check. Contractor hereby warrants that all employees who provide janitorial services in or to the Camas Police Department as designated in Part Two herein have passed a background check. All background checks must be conducted at Contractor's expense and the minimum background check process shall include, but not be limited to, the following checks:

1. Social Security Number (SSN);
2. Criminal Records (County and State Criminal Felony and Misdemeanor, National Criminal Date Base, Federal Criminal);
3. National Sex Offender Registry; and
4. Local background check performed by the City of Camas.

All background checks must be conducted prior to initial access by Contractor. Additionally, all Contractor employees have the responsibility to self-disclose any misdemeanor or felony convictions that occur during the term of this Contract.

City Inspection of Services. All services, which include services performed and workmanship in the performance of services, shall be subject to inspection by the City, at all times during the term of the contract. All inspections by the City shall be made in such a manner as not to unduly delay the work by the Contractor.

City management shall be the sole judge of quality and required frequency of services provided. If the level of cleaning is considered to be unacceptable by City management at any time, the Contractor will be notified, its authorized representatives, or agents and the Contractor shall increase staff or take whatever measures are necessary to provide an acceptable level of cleanliness.

Increase or Decrease in Services. During the term of this contract, the City shall have the option to increase or decrease the amount of services provided under this contract. The contract rate for such increase or decrease shall be adjusted upon mutual agreement of the parties. In the event that the parties cannot agree upon a rate for said increase or decrease in service, either party upon thirty (30) days written notice may terminate the contract.

Changes. Any proposed change in this contract shall be submitted to the City for prior approval and contract modification. Any oral statement or representation changing any of these terms or conditions is specifically unauthorized and is not valid.

Employee Supervision. The City will not provide any supervision to Contractor's employees. Contractor must have sufficient staffing to oversee all staff, to include training, supervision, and the resolution of issues or problems that may arise.

Contractor shall select individuals to perform janitorial services for City facilities in conformance with accepted janitorial practices and standards. Custodial staff working in these facilities shall have relevant experience.

The Contractor shall ensure that its staff is drug free. No alcohol or drug use shall be permitted on City property. Smoking is not allowed in or within twenty-five feet of City buildings. Staff employed by the Contractor shall not work in any City building while under the influence of any non-prescribed drugs and may only work while using prescribed medications if consistent with the usage restrictions of the medication(s).

Upon request by the City, Contractor will remove from City premises any employee who, in the sole opinion of the City, has participated in any improper conduct.

Employees and representatives of the Contract must be fluent in English. If fluency is in a language other than English, then the Contractor shall:

- A. Provide all Safety Data Sheets (SDS) sheets in both languages.
- B. All containers must be labeled in both languages.
- C. Custodial instructions and schedules shall be posted in both languages.
- D. Provide a number for a Contractor supervisor that City staff can contact when contractor is performing services at any City facility.

Contractor will be held accountable for damages, theft, or any other breach of security caused by its employees and shall be held directly responsible for errors and omissions of its employees and other persons performing janitorial work under the Contractor's control at City facilities. The Contractor shall be responsible for repair of any damage to City property and restoration of any facility damage beyond normal wear and tear, caused by the Contractor's janitorial activities. Repair and restoration shall be to the satisfaction of the City. Any repair or restoration of these damages shall be performed at no cost to the City.

Facilities Security. A major violation of the contract specifications, terms and conditions dealing with building security or confidentiality may result in immediate termination of this contract.

The Contractor shall not engage in and shall prohibit the moving and reading of papers on desks, the opening of desk drawers and cabinets, the using of telephones and office equipment provided for official business.

City facilities are "off limits" to all unauthorized personnel. There will be no unauthorized visits by friends, family, or other people during work shift hours.

The Contractor's employees shall be instructed in the security of City buildings. The Contractor is responsible for the security of the facility during the performance of all contract services and shall ensure that facility access restrictions remain in place and functional (do not prop automatically locked doors open) during cleaning operations. Contractor's employees shall leave only designated lights on and shall check windows and doors for security upon completion of custodial work. All doors are to be properly closed upon Contractor's departure from facility.

Keys and access codes to City facilities issued to the Contractor may not be reproduced or given to another person. The Contractor will be responsible to obtain any keys that may have been provided to employees who terminate employment with his/her firm. Keys or access codes must be safeguarded and accounted for. Contractor is responsible for lost keys and compromised access codes. In the event of contract termination or upon completion of the contract, all monies due the Contractor shall be withheld until the Contractor has surrendered all keys issued by the City. If the Contractor is unable to produce any of the keys issued, the Contractor shall assume full financial responsibility for changing the affected locks and providing necessary keys for the new locks.

General Obligations

Contractor shall insure that the janitor's closets are kept clean and orderly. Vacuum, mop buckets, etc., shall be returned to closets when not in use. Contractor's employees shall use only designated closets and areas for storage of equipment and supplies.

For all operations where furniture and equipment must be moved, no chairs, wastepaper baskets or other similar items shall be stacked on desks, tables or window sills. Upon completion of work, all furniture and equipment must be returned to its original position.

When finished cleaning, all items that were moved for cleaning must be returned to their approximate original positions and, if the item was restrained, refastened or prevented from moving.

Baseboards, walls, furniture and equipment shall in no way be splashed, disfigured or damaged during cleaning operations.

The Contractor shall practice energy conservation by keeping windows and exterior doors closed (do not prop open). Water from sinks is not allowed to run continuously.

Contractor's employees shall not operate or adjust the settings of any of the heating, ventilating, or air conditioning systems in any of the facilities.

Contractor's employees shall report any damaged or broken plumbing, glass or windows, light fixtures, furniture, lavatory fixtures, toilet stoppages, any security violations, vandalism, hazardous conditions, problems with heating and ventilating equipment, or any other condition to be considered unsafe, that may require attention for repairs, adjustment, replacement or correction to the City within 24 hours of detection or observation.

Contract Extension. The period of this Contract and its prices shall be for one (1) year commencing on the date of award, and based on the first year of service, the City's intent is to extend the contract for an additional year (up to five (5) one-year (1) extensions), if each extension would be in the best interest of the City.

As stated in this RFP, contract extensions may be considered if it is mutually agreed upon by both the City and the Contractor. Using the same Bid Items listed in the Proposal beginning in January of each subsequent year, the unit bid prices for the additional Contract Year shall be increased by a percentage rate equal to the Portland, Oregon Metropolitan Area Consumer Price Index (CPI) as of July of the prior year. In the event that the CPI is a negative number, the unit bid prices submitted for the previous Contract Year shall be used. Such extensions shall go into effect only with written confirmation from the City of Camas to the Contractor. Additional Contract Extensions will be managed in the same manner.

Entire Agreement. The Contract Extension as amended, including all schedules, attachments, amendments referenced therein, constitutes the entire agreement between the City and the Contractor. The City's Request for Proposals and the Contractor's offer are specifically included as part of the Contract Extension, as amended. Where there are conflicts between these documents, the controlling document will first be the Contract Extension, as amended, then the Request for Proposals, and finally the Bid. The Contract Extension, as amended, supersedes any other oral or written understanding between the City and the Contractor regarding Janitorial Services at City Facilities services to be provided for the City during the term of the Contract Extension, as amended.

If the City and the Contractor agree to extend the contract, the Contractor agrees to pay wages equal to or more than the Washington State Prevailing Wage Rates as prepared by the Department of Labor and Industries at the time of execution of the Contract Extension. Additional filing and approval of an Intent to Pay Prevailing Wages and an Affidavit of Wages Paid shall be completed and approved for each Contract Year through the Washington State Department of Labor and Industries.

The agreement will remain in effect throughout the contract extension.

Public Liability and Property Damage Insurance. If at any time during the life of the contract or any extension, the contractor fails to maintain the required insurance, as described in this RFP, in full force and effect, all work under the contract shall be discontinued immediately. Any failure to maintain the required insurance may be sufficient cause for the City to terminate the contract.

Termination. This agreement may be terminated by either party at any time with or without cause upon thirty (30) days written notice to the other party.

In the event of any breach of this agreement by either party, the other party shall have the right to terminate this agreement upon ten (10) days written notice, which notice shall set forth the reasons for such termination.

Communications Requirement. The Contractor shall maintain a twenty-four hour emergency telephone number with the ability to respond to telephone calls within one-hour.

Cleaning/Service Frequency:

Facility	SUN	MON	TUE	WED	THU	FRI	SAT	Earliest Time to Begin Services
Camas Police Department	X	X	X	X	X			5:30 PM-7:30 PM
Camas Public Library		X	X	X	X	X	X	8:30 PM MON-WED THUR-SAT 6:30 PM
Camas-Washougal Municipal Court	X			X				After 5:30 PM
City Hall		X	X	X	X	X		After 5:30 PM
City Hall Annex	X			X				8:00 PM – 10 PM, and as needed on weekends after 10 PM
Community Center	*	X	X	X	X	X	*	Before 9:00 AM
Fallen Leaf Lake Park	As needed, May 16-Sept 30. Facility to be cleaned one day prior to the first event.							
Fire Marshal's Office					X			5:30 PM – 9:00 PM unless otherwise noted on the schedule (weekend cleaning time will be scheduled for after the rental time.
Lacamas Lake Lodge	*	X	X	X	X	X	*	4:30 PM
Public Works Operations Center		X	X	X	X	X		After 7:00 PM
Scout Hall					X			6 PM-10 PM
Wastewater Treatment Plant (2 buildings)	X			X				8:30 PM MON-WED THUR-SAT 6:30 PM

* As needed on Saturday and Sunday.

Cleaning Scope of Work. The Cleaning Scope of Work is to be based on the Standards of Performance and Workmanship as provided in Part Three, and Janitorial Checklists for City Facilities as provided in Part Four.

Administrative Requirements. Proposers shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW) and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

Cancellation of Award. The City reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy makes it necessary to change the program purpose or content, discontinue such programs or impose funding reductions. In those cases, where negotiation of contract activities is necessary, the City reserves the right to limit the period of negotiation to sixty (60) days, after which time funds may be unencumbered.

Award of Contract. The contract award will not be final until the City and the Proposer have executed a contractual agreement.

Debarment and Suspension. By signing the Proposal Form, the Proposer certifies that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any State or Federal department or agency. The Proposer shall not propose or contract with any person or entity that is currently debarred, suspended, and ineligible contractors and grantees.

Non-Discrimination & Equal Employment Opportunity. The City of Camas is an Equal Employment Opportunity employer.

The City of Camas, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all contractors will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, age, disability, income-level, or Limited English Proficiency in consideration for an award.

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

E-Verify Requirements. Per City of Camas Ordinance No. 2626, as a condition for the award or renewal of any contract after January 1, 2012, the Contractor shall enroll in the E-Verify program through the United States Department of Homeland Security and thereafter shall provide the City with a copy of the Memorandum of Understanding (issued by Homeland Security) in its entirety, submitted with their bid proposal, affirming their enrollment and participation in the program. The Contractor shall be required to continue their participation in the program throughout the course of their contract with the City. Prime contractors shall require and verify that each of their subcontractors and lower tiered subcontractors are also enrolled and participants in the E-Verify program. This is intended to be used exclusively for employees hired after award and for the duration of the contract with the City of Camas. Please go to the Engineering page of the City of Camas web site at www.cityofcamas.us for additional information and to view Ordinance No. 2626.

E-Verify, is an Internet based system operated by the Department of Homeland Security in partnership with the Social Security Administration at no charge. E-Verify has been determined to be a suitable means for determining employment eligibility of new hires and the validity of their Social Security numbers. Please visit the Department of Homeland Security's web site at <http://www.dhs.gov/index.shtml> and select E-Verify to learn more or to enroll in this program.

Insurance. The Consultant shall maintain the following insurance limits:

Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000.00 per accident. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles.

~~Commercial General Liability insurance shall be written with limits no less than \$2,000,000.00 each occurrence, \$2,000,000.00 general aggregate.~~

Aviation Liability or Aircraft Liability insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate.

Professional Liability insurance appropriate to the consultant's profession. Professional Liability insurance shall be written with limits no less than \$2,000,000.00 per claim and \$2,000,000.00 policy aggregate limit. Workers' Compensation coverage as required by Industrial Insurance laws of the State of Washington.

Late Proposals. A proposal received after the date and time indicated herein will not be accepted. No exceptions will be made.

Limitation. This RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of a response to this RFP or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, to waive formalities, to postpone award or to cancel, in part or in its entirety, this RFP if it is in the best interest of the City to do so.

Audit. The Contractor shall maintain its records and accounts so as to facilitate audit requirements as established by the Office of the State Auditor and shall require subcontractors to do the same.

Disadvantaged Businesses. The City of Camas encourages the solicitation and recruitment, to the extent possible, of certified minority-owned (MBE), women-owned (WBE), emerging Minority, Women-Owned, and Veteran-Owned Firms.

Public Records Act. This document and all associated public records will be released where required by the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of the Contractor are needed for the City to respond to a request under the Act, as determined by the City, the Contractor agrees to make them promptly available to the City. If the Contractor considers any portion of any record provided to the City under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, the Contractor shall clearly identify any specific information that it claims to be confidential or proprietary. If the City receives a request under the Act to inspect or copy the information so identified by the Contractor and the City determines that release of the information is required by the Act or otherwise appropriate, the City's sole obligation shall be to notify the Contractor (a) of the request and (b) of the date that such information will be released to the requester unless the Contractor obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the Contractor fails to timely obtain a court order enjoining disclosure, the City will release the requested information on the date specified.

This document and all associated public records will be released where required by the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of the Contractor are needed for the City to respond to a request under the Act, as determined by the City, the Contractor agrees to make them promptly available to the City. If the Contractor considers any portion of any record provided to the City under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, the Contractor shall clearly identify any specific information that it claims to be confidential or proprietary. If the City receives a request under the Act to inspect or copy the information so identified by the Contractor and the City determines that release of the information is required by the Act or otherwise appropriate, the City's sole obligation shall be to notify the Contractor (a) of the request and (b) of the date that such information will be released to the requester unless the Contractor obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the Contractor fails to timely obtain a court order enjoining disclosure, the City will release the requested information on the date specified.

Submittal Preparation and Submission

Request for Proposals (RFP) Process

The objective of this solicitation is to evaluate, select and enter into an agreement with the most qualified Proposer who is deemed to offer the best overall proposal, in the City's sole discretion.

These instructions were developed to aid in development of the proposal. They also provide for a structured format so reviewers can systematically evaluate several proposals. These directions apply to all proposals submitted.

Contractors are required to submit RFPs in the format and order described in the Submittal Preparation and Submission section.

Proposal Clarification. Questions regarding this RFP must be directed in writing, via email, to the RFP Coordinator as indicated on page two (2) of this RFP. The deadline for submitting such questions is five (5) calendar days prior to the due date for Proposals.

Proposal Format.

The sealed submittal package must be clearly marked on the outside of the envelop providing the Contractors Name, Project Title and name of the RFP Coordinator.

Statement of Qualifications submittals shall be organized in the following manner:

1. Contractor Information Page
2. Proposal
3. Mandatory Bidder Responsibility Criteria
4. Acknowledgement of Contractor Lawful Hiring Compliance Enrollment
5. Contractor Qualifications Statement
6. Contractor Approach to Staffing and Ability to Complete the Work
7. Copy of the CONTRACTOR LAWFUL HIRING COMPLIANCE Memorandum of Understanding issued by Homeland Security, in its entirety

Evaluation Process

Submittals will be evaluated and ranked based on the following criteria:

Evaluation: In determining the most highly qualified firms, the City will consider the following criteria:

1. *Contract Total Price – 40%*
2. *The Information in the Contractor’s Proposal is Clearly Stated, Organized and Complete – 10%*
3. *Proven Ability, Experience, Reliability and References 30%*

Specialized experience, technical competence, and professional qualifications, of the firm and all persons who will perform and supervise the work. The experience and technical competence of the firm shall be judged, in part, on the proposed structure of and persons assigned to the project and the work. Performance of the firm and the persons who will perform or supervise the work on previous projects or work. The analysis of the performance shall be based on the similarity, complexity, scope, and size of the previous projects or work.

4. *Contractor Approach to Staffing and Ability to Complete the Work – 20%*

Ability to complete the project or work on time, as demonstrated by completion of projects of similar size and work of similar nature, and as predicted by the availability of key persons in key disciplines. A description of anticipated number of employees and time it may take to complete work. A description of any special considerations the City should be aware of regarding work.

During the evaluation process, the Review Committee has the right to require any clarification it needs in order to understand the Proposer's view and approach to the project and scope of the work.

The City reserves the right to make a recommendation for selection after submittal evaluation and further reserves the right to reject all submittals.

STJ Janitorial

P.O Box 590
Camas, WA 98607
541) 450-5030
stjanitorial@gmail.com

City of Camas;
Review Committee
616 NE 4th Avenue
Camas, WA 98607

To whom this may concern,

Thank you for the opportunity and possible consideration to re-join the City of Camas.

We are a 2nd generation local family owned and operated company serving the Camas and Washougal communities since 1983. This is our home, and we take pride being a part of its operations.

We look forward to hearing from you.

Best Regards,



Brad Kavonius
Owner
STJ Janitorial, LLC

CONTRACTOR INFORMATION PAGE

Janitorial Services for City Facilities

Proposal Submitted By:

STJ JANITORIAL, LLC.

CONTRACTOR

P.O BOX 590

CONTRACTOR MAILING ADDRESS

Camas,	WA	98607	541) 450-5030
CITY	STATE	ZIP CODE	PHONE NO.

WASHINGTON STATE CONTRACTORS LICENSE # EXPIRATION

PROPOSALS ARE DUE: February 24th, 2022 at 10:00 AM

City of Camas City Hall
616 NE 4th Avenue
Camas, Washington 98607

Contacts: **City of Camas**
 Susan Wilde
 Phone: 360-817-7268
 E-mail: publicworks@cityofcamas.us

PROPOSAL

To the Office of the City Clerk
Camas, Washington

The undersigned hereby certifies that he has examined the improvements for:

CITY OF CAMAS

2022 JANITORIAL SERVICES FOR CITY FACILITIES

And that the Plans, Specifications and contract governing the work embraced in this improvement, and the method by which payment will be made for said work is understood. The undersigned hereby proposes to undertake and complete the work embraced in this improvement, or as much thereof as can be completed with the money available in accordance with the said Plans, Specifications and Contract, and the following schedule of rates and prices:

(Note: Unit prices for all items, all extensions, and total amount of bid should be shown. All entries must be typed or entered in ink.)

	ITEM NO.	QTY	UNIT	DESCRIPTION	MONTHLY UNIT PRICE
5 days	1	1	LS	Camas Police Department, 2100 NE 3 rd Avenue	\$ \$2,562.05
6 days	2	1	LS	Camas Public Library, 625 NE 4 th Avenue	\$ \$3,342.45
2 days	3	1	LS	Camas-Washougal Municipal Court, 89 C Street, Washougal WA 98671	\$ \$725.33
5 days	4	1	LS	City Hall, 616 NE 4 th Avenue	\$ \$3,166.18
2 days	5	1	LS	City Hall Annex, 528 NE 4 th Avenue	\$ \$433.95
5 days	6	1	LS	Community Center, 1718 SE 7 th Avenue *Extra cleanings XX cleanings @ \$79.37 per cleaning	\$ \$1,250
As needed	7	1	LS	Fallen Leaf Lake Park, 2911 NE Everett Street *Summer only XX cleanings @ \$43.50 per cleaning	\$ \$0.00
1 day	8	1	LS	Fire Marshal's Office, 605 NE 3 rd Avenue	\$ \$359.04
5 days	9	1	LS	Lacamas Lake Lodge, 227 NE Lake Road *Extra cleanings XX Cleanings @ \$79.37 per cleaning	\$ \$1,250
5 days	10	1	LS	Public Works Operations Center, 1620 SE 8 th Avenue	\$ \$1,446.50
1 day	11	1	LS	Scout Hall, 120 NE 17 th Avenue	\$ \$351.68
2 days	12	1	LS	Wastewater Treatment Plant (2 buildings), 1129 SE Polk Street	\$ \$539.61
				CONTRACT TOTAL (sales tax is not applicable)	\$ \$15,426.79

Proposal continued

A handwritten signature in blue ink, appearing to be "BOK" followed by a long horizontal stroke.

Signature of Owner or Authorized Corporate Officer

By signing the Proposal, the bidder hereby declares, under penalty of perjury under the laws of the United States that the Non-Collusion Declaration and Notice to All Bidders statements, as provided in these Bid Specifications and Contract Documents, are true and correct.

The City of Camas reserves the right to reject any or all proposals if found to be higher than the estimated cost and to waive any formality or technicality in any proposal in the interest of the City. The City of Camas also reserves the right to delete any or all portions of individual bid items.

NON-COLLUSION DECLARATION

I, by signing the Proposal, hereby declare, under penalty of perjury under the laws of the United States that the following statements are true and correct:

1. That the undersigned person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.

2. That by signing the signature page of this proposal, I am deemed to have signed and have agreed to the provisions of this declaration.

NOTICE TO ALL BIDDERS

To report bid rigging activities call:

1-800-424-9071


The U.S. Department of Transportation (USDOT) operates the above toll-free "hotline" Monday through Friday, 8:00 a.m. to 5:00 p.m., Eastern Time. Anyone with knowledge of possible bid rigging, bidder collusion, or other fraudulent activities should use the "hotline" to report such activities.

The "hotline" is part of USDOT's continuing effort to identify and investigate highway construction contract fraud and abuse and is operated under the direction of the USDOT Inspector General. All information will be treated confidentially and caller anonymity will be respected.

DOT 272-0361 EF

MANDATORY BIDDER RESPONSIBILITY CRITERIA INFORMATION:

Per RCW 39.04.350 Before award of a public works contract, a bidder must meet the following responsibility criteria to be considered a responsible bidder and qualified to be awarded a public works project. The bidder must provide the following:

STJ Janitorial, LLC	Brad Kavonius
CONTRACTOR	NAME OF OWNER OR CORPORATE OFFICER
	02/22/2022
SIGNATURE OF OWNER OR CORPORATE OFFICER	DATE

DEPARTMENT OF LICENSING CONTRACTOR LICENSE REGISTRATION NUMBER

604238995

WA STATE UNIFIED BUSINESS IDENTIFIER NO. (UBI) / WA STATE TAX REGISTRATION NO.

678,708-00

LABOR AND INDUSTRIES WORKER COMPENSATION NUMBER

791601-00-9

EMPLOYMENT SECURITY DEPARTMENT NUMBER (UNEMPLOYMENT NUMBER)

83-2485001

EXCISE TAX REGISTRATION NUMBER (FEDERAL ID NUMBER)

Beginning July 1, 2019, prior to bidding, contractors and subcontractors must have received training from the WA State Department of Labor & Industries (L&I) relating to the requirements associated with public works and prevailing wage. Contractors who have completed three or more public works projects and have held a valid Washington business license for three or more years are exempt. Contractors must be listed on the L&I Exempt List prior to bidding.

BIDDER IS IN COMPLIANCE: YES NO

By signing this page, the bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date, the bidder is not a "willful" violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by the final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

NOTE TO BIDDER: Complete and sign this page and submit it with your bid. Incomplete bid packages will be considered non-responsive and may be rejected. Mandatory Bidder Responsibility Criteria information will be verified immediately for compliance to ensure that all accounts are current. Non-compliance with any of the above agency requirements may be considered grounds for a non-responsive bid.

**ACKNOWLEDGEMENT OF CONTRACTOR LAWFUL HIRING COMPLIANCE
ENROLLMENT**

Re: City of Camas Public Work Contractor Lawful Hiring Compliance
(Also referred to as E-Verify)

Per City of Camas Ordinance No. 2626, as a condition for the award or renewal of any contract after January 1, 2012, the Contractor shall enroll in the E-Verify program through the United States Department of Homeland Security and thereafter shall provide the City with a copy of the Memorandum of Understanding in its entirety (issued by Homeland Security), submitted with their bid proposal, affirming their enrollment and participation in the program. The Contractor shall be required to continue their participation in the program throughout the course of their contract with the City. Prime contractors shall require and verify that each of their subcontractors and lower tiered subcontractors are also enrolled and participants in the E-Verify program. This is intended to be used exclusively for employees hired after award and for the duration of the contract with the City of Camas.

BIDDERS MUST SUBMIT A COPY OF THEIR MEMO OF UNDERSTANDING IN ITS ENTIRETY FROM THE UNITED STATES DEPARTMENT OF HOMELAND SECURITY PROVING THAT THEIR COMPANY IS ENROLLED IN THE E-VERIFY PROGRAM. THIS IS REQUIRED AS A CONDITION OF CONSIDERATION OF YOUR BID.

Your signature below indicates acceptance of these terms:



Signature of Owner or Authorized Corporate Officer

02-22-2022

Date

Brad Kavonius

Company Owner/Officer's name printed

STJ Janitorial

Company

CONTRACTOR QUALIFICATIONS STATEMENT

All illegible documents will be REJECTED.

Contractor must complete all portions of this statement before Proposal will be considered. The following statements as to experience and general qualifications of the Contractor as submitted in conjunction with the proposal, as part thereof and truthfulness and accuracy of information is guaranteed by the Proposer and included in the Proposal evaluation.

1. Name and address of principal business office, which Contract will be administered from:

STJ Janitorial

P.O Box 590

Camas, Wa 98607

Telephone: 541) 450-5030

Email: Stjjanitorial@gmail.com or Kelcee79@gmail.com

2. Number of years Contractor has been engaged in custodial services business: 1983-Present

3. Contractor holds a Clean Industry Management Standard (CIMS) certification: YES NO
Provide proof of certification with Proposal.

* In the process, takes 90+days

4. The Proposer as a Contractor has never failed to satisfactorily perform a contract awarded to him except as follows: (Name any and all exceptions and reasons thereof.)

We have always performed our scheduled work duties including being on call for emergencies
or natural disasters outside of our scheduled shifts like we have done for the city in the past.

5. Describe Proposers knowledge of current industry practices, to include: employee engagement, training (initial and ongoing), program documentation including what needs to be cleaned, frequency and cleaning processes, etc.:

Employee engagement: We keep them in the know almost daily of any schedule changes the city might have, we stay connected via email/phone calls/texts, we ask and listen for feedback, we show them we care with company get togethers, recognize employee contributions, and give our employees tools to succeed.

Training: Discussed at our monthly meetings and all new hires to shadow our lead employee doing each job.

Program documentation: All city buildings have check off lists to guarantee thoroughness at each facility regarding standards and performance and workmanship.

6. Describe safety standards/plans for the use of all cleaning products and equipment:

All products and equipment are listed in each city janitor closet in the SDS binder, all containers are clearly marked, all equipment and cleaning supplies are stored away and upright and when done with the supplies they are all locked in the janitor closets. We adhere to all chemical and standard requirements as requested by the city of Camas.

7. Contractor must have at least three (3) years prior experience as a contractor in this field of work and have satisfactorily completed three (3) projects of this nature in the last three (3) years in facilities similar in type to Camas'.

Contractor's proposal includes at least three references that can provide feedback on the Contractor's past performance in areas of customer service, ability to work independently, willingness to work with others as needed, ability to meet required deadlines, and attitude of respect for co-workers and guests.

Facility Name Public works operations center

Facility Address 1620 SE 8th ave Camas, Wa 98607

Contracted By City Of Camas

Contract Term (dates under Contract) Most current (2016-present)

Contact Person's Name Susan Wilde

Contact's Telephone Number 360) 817-7268

Facility Name Camas Police Department

Facility Address 2100 NE 3rd ave Camas, Wa 98607

Contracted By City of Camas

Contract Term (dates under Contract) Most current (2016-present)

Contact Person's Name Sergeant Scot Boyles

Contact's Telephone Number 360) 834-4151

Facility Name Lacamas Lake Lodge

Facility Address 227 NE Lake rd Camas, Wa 98607

Contracted By City of Camas

Contract Term (dates under Contract) Most current (2016-present)

Contact Person's Name Susan Palmer

Contact's Telephone Number 360) 817-7981

**CONTRACTOR APPROACH TO STAFFING AND
ABILITY TO COMPLETE THE WORK**

All Illegible documents will be REJECTED.

Contractor must complete all portions of this statement before Proposal will be considered. The following statements as to experience and general qualifications of the Contractor as submitted in conjunction with the proposal, as part thereof and truthfulness and accuracy of information is guaranteed by the Proposer and included in the Proposal evaluation.

1. Describe approach to site staffing and supervision:

We have and will continue to have sufficient staffing with our co-lead janitor working M-F including 2 employees during the week and our other co-lead working on the weekends with 2 employees so that there is accuracy in cleaning all buildings thoroughly.

2. Describe process for service evaluation to ensure proper personnel are serving each facility and meeting expectations:

Each Camas facility in the Janitors closet has custodial instructions and schedules posted. After each building is completed the co-lead scans through the buildings to verify all work was completed.

3. Provide the number of staff assigned to the contract and the time needed to mobilize once the contract is awarded:

STJ Janitorial has 4 employees and 2 on-call team members. We need no time to mobilize if awarded the contract since staffing, schedules, all building ordering via Susan Wilde, and knowledge of every building are already in action.

4. Describe your firm's ability to perform the work on a consistent and timely basis:

All employees are assigned a set job & checklist. If one employee were to obtain extra work due to a building being extra dirty, all employees are to finish their assigned job and help one another when done. It is mandatory that all employees are cross trained in an event of an emergency or going home sick. All employees, besides 1, live in Camas and are all on call 24/7 so that when an emergency arises, like in the past, we are there in a timely manner so that the needs of the city are met.

THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR EMPLOYERS

ARTICLE I PURPOSE AND AUTHORITY

The parties to this agreement are the Department of Homeland Security (DHS) and STJ Janitorial LLC (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

ARTICLE II RESPONSIBILITIES

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
 - a. Notice of E-Verify Participation
 - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.

Company ID Number: 1401155

4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.
 5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.
 - a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.
 6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:
 - a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.
 - b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.
- Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.
7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.
 8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.
 - a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly

Company ID Number: 1401155

employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status

Company ID Number: 1401155

(including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at E-Verify@dhs.gov. Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon

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reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

B. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.

e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:

- i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
- ii. The employee's work authorization has not expired, and
- iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).

f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:

- i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
- ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
- iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with

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Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

C. RESPONSIBILITIES OF SSA

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

D. RESPONSIBILITIES OF DHS

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:

a. Automated verification checks on alien employees by electronic means, and

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- b. Photo verification checks (when available) on employees.
2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.
6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

ARTICLE III

REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify

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case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.
4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.
6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.
2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.
4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the

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employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:

- a. Scanning and uploading the document, or
- b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).

7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.

8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

ARTICLE IV SERVICE PROVISIONS

A. NO SERVICE FEES

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V MODIFICATION AND TERMINATION

A. MODIFICATION

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.

2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.

B. TERMINATION

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.
2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.
3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.
4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

ARTICLE VI PARTIES

- A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.
- B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.
- C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.
- D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.
- E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to,

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Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.



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Approved by:

Employer STJ Janitorial LLC	
Name (Please Type or Print) Christopher D Tarr	Title
Signature Electronically Signed	Date 04/11/2019
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 04/11/2019



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Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name	STJ Janitorial LLC
Company Facility Address	1725 SE 8th Ave Camas, WA 98607
Company Alternate Address	PO Box 590 Camas, WA 98607
County or Parish	CLARK
Employer Identification Number	832485001
North American Industry Classification Systems Code	813
Parent Company	
Number of Employees	5 to 9
Number of Sites Verified for	1 site(s)



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Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

WA

1

Company ID Number: 1796142

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name Kelly C Silveira
Phone Number (541) 450 - 5030
Fax Number
Email Address STJJANITORIAL@GMAIL.COM

Name Brad E Kavonius
Phone Number (360) 608 - 3865
Fax Number
Email Address STJJANITORIAL@GMAIL.COM



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This list represents the first 20 Program Administrators listed for this company.

PART TWO
CONTRACT DOCUMENTS

CONTRACT

THIS AGREEMENT, made and entered into this _____ day of _____, 2022, between the City of Camas under and by virtue of Title 35A RCW (cities and towns), as amended

And, _____, hereinafter called the Contractor.

WITNESSETH:

That in consideration of the terms and conditions contained herein and attached and made a part of this agreement, the parties hereto covenant and agree as follows:

I. The Contractor shall do all work and furnish all tools, materials and equipment for **Janitorial Services for City Facilities**, in accordance with and as described in the attached plans and specifications, and the standard specifications of the current Washington State Department of Transportation which are by the reference incorporated herein and made part hereof and, shall perform any changes in the work in accord with the Contract Documents.

The Contractor shall provide and bear the expense of all equipment, work and labor, of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the work provided for in these Contract Documents except those items mentioned therein to be furnished by the City of Camas. In all respects, the Contractor is an independent Contractor, and not an employee of the City of Camas.

II. The City of Camas hereby promises and agrees with the Contractor to employ, and does employ the Contractor to provide the materials and to do and cause to be done the above described work and to complete and finish the same in accord with the attached plans and specifications and the terms and conditions herein contained and hereby contracts to pay for the same according to the attached specifications and the schedule of unit or itemized prices at the time and in manner and upon the conditions provided for in this contract.

III. The Contractor for himself/herself, and for his/her heirs, executors, administrators, successors, assigns, does hereby agree to the full performance of all the covenants herein contained upon the part of the Contractor.

IV. The Contractor shall defend, indemnify and hold the City of Camas, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City of Camas.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

V. The Contractor shall provide a material, labor, and equipment guarantee for the work performed under this contract for a period of one year from the Date of Acceptance as shown on the Notice of Completion for Public Works Projects. All work shall be free of defect in workmanship or materials. Upon notice, the Contractor shall make all repairs promptly at no cost to the City. Failure to repair or replace defects in a manner satisfactory to the Engineer will constitute a breach of this contract.

VI. **The Contractor is obligated to pay Prevailing Wages as determined by the Washington State Department of Labor and Industries Prevailing Wages, Rates for Clark County effective February 24th, 2022.**

Under no circumstances will any payment be made without an approved Intent to Pay Prevailing Wages form. Such form to be duly approved by an Industrial Statistician employed by the State of Washington Department of Labor and Industries.

VII. CONTRACT EXTENSION: The period of this Contract and its prices shall be for one (1) year commencing on the date of award. The City of Camas reserves the right to offer up-to five (5) additional one (1) year extensions if the extensions would be in the best interest of the City.

VIII. BACKGROUND CHECK: Contractor hereby warrants that **all employees** who provide janitorial services for City of Camas facilities as designated in this contract herein have passed a background check. All background checks must be conducted by the City and the minimum background check process shall include, but not be limited to, the following checks:

1. Social Security Number (SSN);
2. Criminal Records (County and State Criminal Felony and Misdemeanor, National Criminal Data Criminal Date Base, Federal Criminal);
3. National Sex Offender Registry; and
4. Local background check performed by the City of Camas Police Department.

All background checks must be conducted prior to initial access by Contractor employees (this also includes Contractor employees that are "filling in" for employees unable to work their shift). Additionally, all Contractor employees have the responsibility to self-disclose any misdemeanor or felony convictions that occur during the term of this Contract. Contractor agrees to defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers for any claim, suits, or proceedings alleging any breach of this warranty.

IX. Communications Requirement: The Contractor shall maintain a twenty-four hour emergency telephone number with the ability to respond to telephone calls within one-hour.

X. As provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987, the contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex or national origin in the selection and retention of sub-contractors, including procurement of materials and leases of equipment.

City of Camas, Washington in accordance with the provisions of Title VI of the Civil Rights Act of 1964 {78 Stat. 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notified all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all contractors will

be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, age, disability, income-level, or LEP in consideration for an award.

XI. The Contractor shall certify that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any State or Federal department or agency.

XII. The Contractor shall not propose or contract with any person or entity that is currently debarred, suspended, and ineligible contractors and grantees.

XIII. It is further provided that no liability shall attach to the City of Camas by reason of entering into this contract, except as provided herein.

XIV. The Contractor shall maintain its records and accounts so as to facilitate audit requirements as established by the Office of the State Auditor and shall require subcontractors to do the same.

IN WITNESS WHEREOF, the Contractor has executed this instrument, on the day and year first below written and the Mayor of the City of Camas has caused this instrument to be executed by and in the name of the said City of Camas the day and year first above written.

Executed by the Contractor _____, 2022.

Contractor

Executed by the Local Agency _____, 2022.

Mayor, City of Camas

Approved as to Form

City of Camas Attorney

CONTRACT BOND

Janitorial Services for City Facilities

KNOW ALL PERSONS BY THESE PRESENTS, That _____

of _____, as Principal, and _____

as Surety, are jointly and severally held and bound unto the City of Camas, Washington,

in the penal sum of Dollars (\$ _____), for the payment of which we jointly and severally bind ourselves, our heirs, executors, administrators, and assigns, and successors and assigns, firmly by these presents.

THE CONDITION of this bond is such that whereas, on the _____ day of _____ A.D., 20____, the said _____

Principal, herein, executed a certain contract with the City of Camas, Washington,

by the terms, conditions and provisions of which contract the said _____

Principal, herein, agree to furnish all material and do certain work, to wit: That

_____ will undertake and

complete the construction of these **Janitorial Services for City Facilities**, according to the maps, plans and specifications made a part of said contract, which contract as so executed, is hereunto attached, is now referred to and by reference is incorporated herein and made a part hereof as fully for all purposes as if here set forth at length. The bond shall cover all approved change orders as if they were in the original contract.

NOW, THEREFORE, if the Principal herein shall faithfully and truly observe and comply with the terms, conditions and provisions of said contract in all respects and shall well and truly and fully do and perform all matters and things as specified in the Contract Documents, unless amended by change order, undertaken to be performed under said contract, upon the terms proposed therein, and within the time prescribed therein, and until the same is accepted, and shall pay all laborers, mechanics, subcontractors and material men, and all persons who shall supply such contractor or subcontractor with provisions and supplies for the carrying on of such work, and shall in all respects faithfully perform said contract according to law, then this obligation to be void, otherwise to remain in full force and effect.

WITNESS our hands this _____ day of _____, 20__

PRINCIPAL

ATTORNEY-IN-FACT, SURETY

NAME AND ADDRESS, LOCAL OFFICE OF AGENT

APPROVED:

CITY OF CAMAS, WASHINGTON

BY: _____
MAYOR, CITY OF CAMAS

DATE: _____, 20__

SURETY BOND NUMBER _____

The United States Department of Transportation
Appendix A of the
Standard Title VI/ Non-Discrimination Assurances
DOT Order No. 1050.2A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, disability, income-level, or Limited English Proficiency (LEP) in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations as set forth in Appendix E, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 C.F.R. Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, national origin, sex, Age, disability, income-level or LEP.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.

Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

The United States Department of Transportation
Appendix E of the
Standard Title VI/ Non-Discrimination Assurances
DOT Order No. 1050.2A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities, including, but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat.252), prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, prohibits discrimination on the basis of disability; and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123, as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations 49 C.F.R. parts 37 and 38.
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

PART THREE
STANDARDS OF PERFORMANCE & WORKMANSHIP
FOR CITY FACILITIES

Standards of Performance & Workmanship

The below Standards of Performance & Workmanship include all facilities identified via separate checklists in PART FOUR JANITORIAL CHECKLISTS FOR CITY FACILITIES. *For all facilities: lock all doors, turn off lights, and set security alarm if present, when leaving building.*

1.0 ENTRY AREAS (OUTSIDE FRONT SIDEWALK TO FRONT DOOR UP TO ENTRY AND INTERIOR LOBBY)

Satisfactory and acceptable entry areas, including exterior foyers, entry ramps, stairways, and interior lobbies, shall be free of dirt, dust, debris, and stains. Acceptable entry areas shall present a clean, uniform appearance.

- All paper, trash or other discarded materials shall be disposed of in the appropriate recycling or trash container.
- All surfaces of exterior foyers shall be cleaned as necessary to remove cobwebs, dirt, dust, and other loose or foreign material.
- Interior and exterior entry areas shall be thoroughly swept and/or vacuumed. Vacuum attachments, or other tools, will be used to remove loose material from hard-to-reach areas including around stationary fixtures and furniture, baseboards, behind doors, and other corners and crevices.
- Entry mats shall be thoroughly vacuumed. Surfaces under entry mats shall be routinely checked and swept and/or vacuumed as needed to remove dirt, dust, and other loose or foreign material.
- Hard surface floor, carpet, and entry mat stains shall be removed with an appropriate stain removing product. Stains include, but are not limited to, coffee, grease, gum, heel and scuff marks, oil, and tar.
- Entry doors and door glass shall be cleaned inside and out to remove fingerprints, smudges, spots, streaks, etc.
- Items moved during entry area cleaning operations shall be returned to their original location.

2.0 FLOOR CARE (EXCEPT KITCHENS, RESTROOMS, LOCKER ROOMS AND ELEVATOR CABS, SEE 5.0, 6.0 and 8.0)

A. CARPET

Satisfactory and acceptable carpet areas shall be free of dirt, dust, debris, and stains. Acceptable carpet areas shall present a clean, uniform appearance.

- Paper clips, staples, and other debris shall be picked up and thrown away.
- Carpeted areas shall be thoroughly vacuumed. Vacuum attachments or other tools, will be used to remove loose material from hard-to-reach areas including around stationary fixtures and furniture, baseboards, behind doors, and other corners and crevices.

- Carpet stains shall be removed with an appropriate stain removing product. Stains include, but are not limited to, coffee, grease, gum, oil and tar.
- Baseboards shall be cleaned as needed, to remove scuff and smudge marks.
- Items moved during carpet cleaning operations shall be returned to their original location.

B. HARD SURFACE FLOORS (EXCEPT KITCHENS, RESTROOMS LOCKER ROOMS AND ELEVATOR CABS, SEE 5.0, 6.0 and 8.0)

Satisfactory and acceptable hard surface floor areas shall be free of dirt, dust, debris, heel marks, smears, smudges, spots, stains and streaks. Acceptable hard surface floors shall present a clean, uniform appearance.

- Hard surface floors shall be dust mopped or swept to remove dirt, dust and debris prior to wet mopping. Vacuum attachments, or other tools, will be used to remove loose material from hard to-reach areas including around stationary fixtures and furniture, baseboards, behind doors, and other corners and crevices.
- Hard surface floors shall be wet mopped using an appropriate cleaning product for the floor it is being applied to. Mops shall be mechanically wrung out/squeezed to remove excess solution.
- Warning signs or barriers shall be posted during mopping operations for safety.
- Splash marks/spots shall be removed from baseboards, fixtures, furniture, and walls prior to completing wet mopping operations.
- Hard surface floor stains shall be removed with an appropriate stain removing product. Stains include, but are not limited to, grease, gum, heel and scuff marks, oil, and tar.

3.0 INTERIOR GLASS/WINDOWS

Satisfactory and acceptable glass, mirror or vitreous surfaces shall be free from smears, spots and streaks. Acceptable glass shall present a clean, clear, uniform appearance.

- Glass surfaces, including inside of exterior windows, shall be cleaned with an appropriate glass cleaner to remove dirt, film, soil, spots, smears, streaks and other foreign substances. All excess cleaner will be removed from surrounding trim and surfaces. Items moved during glass cleaning operations shall be returned to their original location.

4.0 CLEANING AND DUSTING FLOOR TO CEILING

Satisfactory and acceptable floor to ceiling, and furniture in all rooms, shall be free of cobwebs, dirt, dust, smears, smudges, spots, stains, and streaks.

- Vacuum upholstered furniture.
- Wipe and disinfect touch points: light switches, door handles, handrails and miscellaneous fixtures.
- Cobwebs, dirt, dust, and other laden airborne matter shall be removed by either chemical, manual or mechanical means. Devices that merely displace or redistribute

matter, such as feather dusters, will not be used unless treated to attract and hold the matter.

- Doors and walls shall be wiped and dusted to remove dust, smudges, spots or streaks as needed.
- Wall hangings, book cases (including tops), armoires, hard surfaces and other furniture, shall be dusted and/or brush vacuumed. *Active desk space including keyboards, monitors, phones, desk chairs, etc., are not required to be cleaned under this section.*
- Surface smears, smudges, spots, stains, and streaks created either existing, or as a result of dusting activities, shall be removed with an appropriate cleaner.
- Ductwork and vents, including ceiling and wall-mounted air diffusers and return air grills, and exposed lighting fixtures shall be dusted and/or "brush vacuumed" as part of high dusting operations.
- Items moved during low and high dusting operations shall be returned to their original location.

WINDOW BLINDS, SHADES AND ROOM DIVIDERS

Satisfactory and acceptable window blinds and shades and room dividers shall be free of dirt, dust, debris and stains. Acceptable window blinds, shades and room dividers shall present a clean, uniform appearance.

Blinds shall be vacuumed using tools designed for cleaning blinds.

- Window shades shall be cleaned in-place whenever possible using an appropriate method.
- When it is more expeditious, effective, or safer to do so, shades may be removed for cleaning.
- Room dividers shall be vacuumed or dusted and spot cleaned or wiped down using an appropriate cleaner.

Items moved during window blind, shade and room divider cleaning operations shall be returned to their original locations.

5.0 KITCHENS

Satisfactory and acceptable kitchens, kitchenettes and lunchrooms shall present an overall clean appearance and meet or exceed Health Department standards for food preparation areas. All surfaces, including floors, in this section shall be cleaned using a "restaurant grade" or other appropriate disinfectant cleaner.

- Surfaces shall be dampened and wiped with food safe disinfectant, to remove dirt, food debris, grease, grime, spots, stains and objectionable odors. Surfaces include, but are not limited to: appliance exteriors, cabinets, ceilings, countertops, faucets, fixtures, handles, hood fans, sinks (if they are empty), tables and chairs, trash containers and walls.
- Microwave shall be cleaned inside and out as needed.

- Chrome or stainless appliances and fixtures shall also be polished to remove fingerprints, streaks and watermarks.
- Floors shall be dust mopped or swept to remove dirt, dust and debris prior to wet mopping.
- Vacuum attachments, or other tools, will be used to remove loose material from hard-to-reach areas including around stationary fixtures and furniture, baseboards, behind doors, and other corners and crevices.
- Floors shall be wet mopped using an appropriate disinfectant cleaning product for the floor it is being applied to. Mops shall be mechanically wrung out/squeezed to remove excess solution.
- Warning signs or barriers shall be posted during mopping operations for safety.
- Splash marks/spots shall be removed from appliances, baseboards, cabinets, fixtures, furniture and walls prior to completing wet mopping operations.
- Floor stains shall be removed with an appropriate stain removing product. Stains include, but are not limited to, grease, gum, heel and scuff marks, oil and tar.
- Product dispensers shall be checked and refilled on a daily basis.
- Items moved during kitchen cleaning operations shall be returned to their original locations.

6.0 RESTROOMS/LOCKER ROOMS/WORKOUT ROOMS

Satisfactory and acceptable restrooms, locker rooms, and workout rooms shall present an overall clean appearance and be of "hospital" quality for sanitation.

- All surfaces, including floors, in this section shall be cleaned using a "hospital grade" or other appropriate disinfectant cleaner.
- Surfaces shall be damp wiped with disinfectant cleaner to remove all foreign materials including: debris, dirt, dust, feces, grease, grime, hair, marks, mildew, mold, rings, smears, smudges, soap scum, spots, urine and other biological growth or stains. Surfaces include, but are not limited to: cabinets, ceilings, countertops, faucets, fixtures, handles, mirrors, product dispensers, shower stalls (including ceilings, curtains, doors and mats, enclosures, fixtures, grout and walls), sinks, stall doors and partitions, tables and chairs, lockers, toilets, trash containers, urinals and walls.
- Mirrors, product dispensers, and chrome or stainless fixtures shall also be polished to remove fingerprints, streaks and watermarks.
- Floors shall be dust mopped or swept to remove dirt, dust and debris prior to wet mopping. Vacuum attachments, or other tools, will be used to remove loose material from hard-to-reach areas including around stationary fixtures and furniture, baseboards, behind doors, and other corners and crevices.
- Floors shall be wet mopped using an appropriate disinfectant cleaning product for the floor it is being applied to. Mops shall be mechanically wrung out/squeezed to remove excess solution.
- Warning signs or barriers shall be posted during mopping operations for safety.
- Splash marks/spots shall be removed from baseboards, cabinets, fixtures, furniture and walls prior to completing wet mopping operations.

- Floor stains shall be removed with an appropriate stain removing product. Stains include, but are not limited to, grease, gum, heel and scuff marks, oil and tar.
- Product dispensers shall be checked and refilled as needed on a daily basis.
- Items moved during restroom/locker room cleaning operations shall be returned to their original locations.
- Shower stalls shall be wiped daily, and thoroughly cleaned one time per week.
- Workout equipment is excluded from this section and is assumed to be cleaned by users before/after use

7.0 RECYCLING AND TRASH

Satisfactory and acceptable recycling and trash collection shall be performed daily and result in refuse being deposited into the appropriate collection receptacle and clean trash containers returned to their original locations.

- Recycling and trash containers shall be cleaned as needed with an appropriate disinfectant to remove dirt, food waste, grease, grime, stains, streaks and objectionable odors.
- Trash can liners shall be replaced on a daily basis.
- Items moved during recycling and trash collection operations shall be returned to their original locations.

8.0 MISCELLANEOUS

DRINKING FOUNTAINS

Satisfactory and acceptable drinking fountains shall present an overall clean appearance and meet the same standards for faucet and fixture cleanliness as noted in "5. KITCHENS" above.

BASEBOARDS, DOORS AND WALLS, WALL HANGINGS, CHAIR BASES

- Wipe off fingerprints and marks on doors and walls (ALL AREAS)
- Wipe baseboards throughout
- Dust chair bases throughout the building
- Dust wall hangings in all areas

ELEVATOR CAB

Satisfactory and acceptable elevators shall be free of dirt, dust, debris, and stains. Acceptable elevators shall present a clean, uniform appearance.

- Interior and exterior vertical elevator cab surfaces shall be cleaned with an appropriate cleaner to remove dirt, film, soil, spots, smears, streaks and other foreign substances. All excess cleaner will be removed from surrounding trim and surfaces.
- Elevator cab floors shall be thoroughly swept and/or vacuumed. Vacuum attachments, or other tools, will be used to remove loose material from hard-to-reach areas including corners, crevices, and door tracks and carpeted elevator cab walls.

- Hard surface floor and carpet stains shall be removed with an appropriate stain removing product. Stains include, but are not limited to, coffee grease, gum, heel and scuff marks, oil and tar.

FALLEN LEAF LAKE PARK JANITORIAL SERVICE

- Empty all trash AS PER 7.0
- Sweep areas under picnic tables
- Wipe down all tables and benches
- Wipe down outdoor counter
- Clean sink at outdoor counter AS PER 5.0
- Cobweb removal
- Clean both restrooms (mop, toilet, sink) AS PER 6.0

9.0 ADDITIONAL CONTRACTED SERVICE OPTIONS

The City may ask contractor/vendor to provide the following services, on a per each occurrence, via a separate quote.

CARPET CLEANING

Satisfactory and acceptable carpet areas shall be free of cleaning residue, dirt, dust, debris, and stains. Acceptable carpet areas shall present a clean, uniform appearance.

- Carpets shall be cleaned using mechanical carpet cleaners with appropriate products applied according to manufacturers' directions.

MACHINE SCRUB HARD SURFACE FLOORS

Satisfactory and acceptable machine scrubbed hard surface floor areas shall be free of dirt, dust, debris, heel and scuff marks, smears, smudges, spots, stains and streaks. Acceptable machine scrubbed hard surface floors shall present a clean, uniform appearance.

Hard surface floors shall be machine scrubbed using appropriate products and equipment as specified by manufacturers' directions.

SPRAY BUFF HARD SURFACE FLOORS (EXCEPT WOOD FLOORS)

Satisfactory and acceptable spray buffed hard surface floors shall be free of dirt, dust, debris, heels and scuff marks, smears, smudges, spots, stains and streaks. Acceptable spray buffed floors shall present a "like new" waxed finish.

- Hard surface floors shall be spray buffed using appropriate products and equipment for floor type as specified by manufacturers' directions.

STRIP, SEAL, WAX AND BUFF HARD SURFACE FLOORS (EXCEPT WOOD FLOORS)

Satisfactory and acceptable stripped, sealed, waxed and buffed hard surface floors shall be free of dirt, dust, debris, heel and scuff marks, smears, smudges, spots, stains and streaks. Acceptable floors shall present a glossy new "wet look" finish free of fogging and swirl marks.

- Hard surface floors shall be stripped, sealed, waxed and buffed using appropriate products and equipment for floor type as specified by manufacturers' directions.

EXTERIOR WINDOW WASHING

Satisfactory and acceptable window glass shall be free from smears, spots and streaks.

Acceptable glass shall present a clean, clear, uniform appearance.

- Glass surfaces shall be cleaned with an appropriate glass cleaner to remove dirt, film, soil, spots, smears, streaks and other foreign substances. All excess cleaner will be removed from surrounding trim and surfaces.
- Items moved during glass cleaning operations shall be returned to their original location.

PART FOUR
JANITORIAL CHECKLISTS FOR
CITY FACILITIES

CAMAS LIBRARY*

625 NE 4th Avenue

Business Hours Mon-Wed 10 AM - 8 PM. & Thurs-Sat 10 AM - 6 PM

Janitorial Service Mon -Wed 8:30 PM and Thur - Sat 6:30 PM

1.0 Front Areas (clean all of the entrances: 4th Ave., 5th Ave., Franklin Ave., and the Courtyard)					
M	T	W	TH	F	SAT
2.0 Floor Care: Carpet, Hard Surface Floors (EXCEPT KITCHENS RESTROOMS LOCKER ROOMS & ELEVATOR CABS, SEE 5.0, 6.0 and 8.0)					
M	T	W	TH	F	SAT
3.0 Glass (interior glass/windows)					
	T			F	
4.0 Cleaning and Dusting (Floor To Ceiling and shelving units on the first floor)					
	T			F	
5.0 Kitchens/Lunchrooms					
M	T	W	TH	F	SAT
6.0 All Restrooms/Locker Rooms /Workout Rooms					
M	T	W	TH	F	SAT
7.0 Recycling & Trash (throughout building and Courtyard)					
M	T	W	TH	F	SAT
8.0 Miscellaneous					
	T			F	

*Refer to Standards of Workmanship and Performance for detailed specifications

CAMAS POLICE DEPARTMENT**

2100 NE 3RD Ave

Business Hours Monday-Friday 8 AM to 5 PM

Janitorial Service Monday-Thursday after 5:30 PM & Sunday anytime

1.0 Front Areas (outside sidewalk to front door entry and interior lobby)

M	T	W	TH	SUN

2.0 Floor Care: Carpet, Hard Surface Floors (EXCEPT KITCHENS RESTROOMS LOCKER ROOMS & ELEVATOR CABS, SEE 5.0, 6.0 and 8.0)

M	T	W	TH	SUN

3.0 Glass (interior glass/windows)

M	T	W	TH	SUN

4.0 Cleaning and Dusting (Floor To Ceiling)

M	T	W	TH	SUN

5.0 Kitchens/Lunchrooms

M	T	W	TH	SUN

6.0 All Restrooms/Locker Rooms /Workout Rooms/SALLY PORT/Booking Room

M	T	W	TH	SUN

7.0 Recycling & Trash

M	T	W	TH	SUN

8.0 Miscellaneous-water fountains/armory/lab

M	T	W	TH	SUN

*Refer to Standards of Workmanship and Performance for detailed specifications

**All areas inside Police Facility include Sally Port, Booking Room, Lab, Armory, Community Room , Offices, Hallways, Lobbies, Workout Room, Staff Meeting Room, Restrooms, and Kitchens.

CAMAS-WASHOUGAL MUNICIPAL COURT HOUSE*
Business Hours Monday-Friday 8 AM to 5 PM
89 C Street, Washougal, WA 98681

Janitorial Service on Wednesday and Sunday 5:30 PM-7:30 PM

1.0 Front Areas (outside sidewalk to front door entry and interior lobby)			
	W	SUN	
2.0 Floor Care: Carpet, Hard Surface Floors (EXCEPT KITCHENS RESTROOMS LOCKER ROOMS & ELEVATOR CABS, SEE 5.0, 6.0 and 8.0)			
	W	SUN	
3.0 Glass (interior glass/windows)			
	W	SUN	
4.0 Cleaning and Dusting (Floor To Ceiling)			
	W	SUN	
5.0 Kitchens/Lunchrooms			
	W	SUN	
6.0 All Restrooms/Locker Rooms /Workout Rooms			
	W	SUN	
7.0 Recycling & Trash			
	W	SUN	
8.0 Miscellaneous			
	W	SUN	

*Refer to Standards of Workmanship and Performance for detailed specifications

CITY HALL*

616 NE 4th Avenue

Business Hours 8 AM -5 PM with some night meetings
in Council chambers (schedule will be sent each month)
Janitorial Service Monday-Friday After 5:30 PM - 6:00 AM

1.0 Front Areas (outside sidewalk to front door entry and interior lobby)

M	T	W	TH	F

2.0 Floor Care: Carpet, Hard Surface Floors (EXCEPT KITCHENS RESTROOMS LOCKER ROOMS & ELEVATOR CABS, SEE 5.0, 6.0 and 8.0)

M	T	W	TH	F

3.0 Glass (interior glass/windows)

	T			F

4.0 Cleaning and Dusting (Floor To Ceiling)

	T			F

5.0 Kitchens/Lunchrooms

M	T	W	TH	F

6.0 All Restrooms/Locker Rooms /Workout Rooms

M	T	W	TH	F

7.0 Recycling & Trash

M	T	W	TH	F

8.0 Miscellaneous

	T			F

*Refer to Standards of Workmanship and Performance for detailed specifications

CITY HALL ANNEX*

528 NE 4th Ave

Business Hours Monday-Friday 8 AM to 5 PM

Janitorial Service on Tuesday and Friday

1.0 Front Areas (outside sidewalk to front door entry and interior lobby)

	T	F	

2.0 Floor Care: Carpet, Hard Surface Floors (EXCEPT KITCHENS RESTROOMS LOCKER ROOMS & ELEVATOR CABS, SEE 5.0, 6.0 and 8.0)

	T	F	

3.0 Glass (interior glass/windows)

	T	F	

4.0 Cleaning and Dusting (Floor To Ceiling)

	T	F	

5.0 Kitchens/Lunchrooms

	T	F	

6.0 All Restrooms/Locker Rooms /Workout Rooms

	T	F	

7.0 Recycling & Trash

	T	F	

8.0 Miscellaneous

	T	F	

*Refer to Standards of Workmanship and Performance for detailed specifications

COMMUNITY CENTER*

1718 SE 7TH AVENUE

Business Hours Monday-Friday 8 AM to 5 PM

Janitorial Service Monday-Friday **AND as needed on Saturday & Sunday**
8:00 PM - 10:00 PM and as needed on weekends after 10:00 PM

NOTE: Ballroom Room, Reception Room, and Conference Room are rented out
Friday, Saturday and Sunday until 10:00 PM (Weekend-High Use)

1.0 Front Areas (outside sidewalk to front door entry and interior lobby)

M	T	W	TH	F	SAT	SUN

2.0 Floor Care: Carpet, Hard Surface Floors (EXCEPT KITCHENS RESTROOMS LOCKER ROOMS & ELEVATOR CABS, SEE 5.0, 6.0 and 8.0)

M	T	W	TH	F	SAT	SUN

3.0 Glass (interior glass/windows)

M	T	W	TH	F	SAT	SUN

4.0 Cleaning and Dusting (Floor To Ceiling)

M	T	W	TH	F	SAT	SUN

5.0 Kitchens/Lunchrooms

M	T	W	TH	F	SAT	SUN

6.0 All Restrooms/Locker Rooms /Workout Rooms

M	T	W	TH	F	SAT	SUN

7.0 Recycling & Trash

M	T	W	TH	F	SAT	SUN

8.0 Miscellaneous

M	T	W	TH	F	SAT	SUN

*Refer to Standards of Workmanship and Performance for detailed specifications

FALLEN LEAF LAKE PARK*

2911 NE EVERETT STREET
PARK HOURS 10:00 AM TO DUSK

**Cleaning Begins May 16th AND Ends September 30th As Needed
JANITOR SERVICE WILL BE NOTIFIED WHEN THERE IS AN EVENT**

**Note: Janitor Service Comes In One Day Before First Event is
Scheduled For That Week To Make Sure It Is Clean**

8.0 Miscellaneous - FALLEN LEAF LAKE PARK JANITORIAL SERVICE

M	T	W	TH	F	SAT	SUN

*Refer to Standards of Workmanship and Performance for detailed specifications

FIRE MARSHAL'S OFFICE*

605 NE 3rd

Business Hours Monday-Friday 8 AM to 5 PM

Janitorial Service on Thursday After 5:30 PM

1.0 Front Areas (outside sidewalk to front door entry and interior lobby)

TH

2.0 Floor Care: Carpet, Hard Surface Floors (EXCEPT KITCHENS RESTROOMS LOCKER ROOMS & ELEVATOR CABS, SEE 5.0, 6.0 and 8.0)

TH

3.0 Glass (interior glass/windows)

TH

4.0 Cleaning and Dusting (Floor To Ceiling)

TH

5.0 Kitchens/Lunchrooms

TH

6.0 All Restrooms/Locker Rooms /Workout Rooms

TH

7.0 Recycling & Trash

TH

8.0 Miscellaneous

TH

*Refer to Standards of Workmanship and Performance for detailed specifications

LACAMAS LAKE LODGE*

227 NE Lake Road

Business Hours Monday-Friday 8 AM - 5 PM

Janitorial Services Monday-Friday, AND Saturday & Sunday as needed

Janitorial Service Hours 5:30 PM - 9:00 PM unless otherwise noted on the schedule
(weekend cleaning time will be scheduled for after the rental time)

1.0 Front Areas (outside sidewalk to front door entry and interior lobby)

M	T	W	TH	F	SAT	SUN

2.0 Floor Care: Carpet, Hard Surface Floors (EXCEPT KITCHENS RESTROOMS LOCKER ROOMS & ELEVATOR CABS, SEE 5.0, 6.0 and 8.0)

M	T	W	TH	F	SAT	SUN

3.0 Glass (interior glass/windows)

	T			F		

4.0 Cleaning and Dusting (Floor To Ceiling)

	T			F		

5.0 Kitchens/Lunchrooms

M	T	W	TH	F	SAT	SUN

6.0 All Restrooms/Locker Rooms /Workout Rooms

M	T	W	TH	F		

7.0 Recycling & Trash

M	T	W	TH	F	SAT	SUN

8.0 Miscellaneous

	T					F

*Refer to Standards of Workmanship and Performance for detailed specifications

PUBLIC WORKS OPERATIONS CENTER*

1620 SE 8th Avenue

HOURS M-F 7:00 AM to 3:30 PM, clean after 5 PM DURING WORK WEEK

Janitorial Service Monday-Friday after 5:30 PM

1.0 Front Areas (outside sidewalk to front door entry and interior lobby)				
M	T	W	TH	F
2.0 Floor Care: Carpet, Hard Surface Floors (EXCEPT KITCHENS RESTROOMS LOCKER ROOMS & ELEVATOR CABS, SEE 5.0, 6.0 and 8.0)				
M	T	W	TH	F
3.0 Glass (interior glass/windows)				
	T			F
4.0 Cleaning and Dusting (Floor To Ceiling)				
	T			F
5.0 Kitchens/Lunchrooms				
M	T	W	TH	F
6.0 All Restrooms/Locker Rooms /Workout Rooms				
M	T	W	TH	F
7.0 Recycling & Trash				
M	T	W	TH	F
8.0 Miscellaneous				
	T			F

*Refer to Standards of Workmanship and Performance for detailed specifications

SCOUT HALL* 120 NE 17th AVE JANITORIAL SERVICE ON THURSDAY After 7:00 PM		
1.0 Front Areas (outside sidewalk to front door entry and interior lobby)		
	TH	
2.0 Floor Care: Carpet, Hard Surface Floors (EXCEPT KITCHENS RESTROOMS LOCKER ROOMS & ELEVATOR CABS, SEE 5.0, 6.0 and 8.0)		
	TH	
3.0 Glass (interior glass/windows)		
	TH	
4.0 Cleaning and Dusting (Floor To Ceiling)		
	TH	
5.0 Kitchens/Lunchrooms		
	TH	
6.0 All Restrooms/Locker Rooms /Workout Rooms		
	TH	
7.0 Recycling & Trash		
	TH	
8.0 Miscellaneous		
	TH	
*Refer to Standards of Workmanship and Performance for detailed specifications		

WASTEWATER TREATMENT PLANT*

1129 SE Polk Street

Business Hours: 5 AM to 4:30 PM Monday - Sunday

Main Office & Side Building - Janitorial Service 6 PM -10 PM Wednesday

1.0 Front Areas (outside sidewalk to front door entry and interior lobby)			
	W	SUN	
2.0 Floor Care: Carpet, Hard Surface Floors (EXCEPT KITCHENS RESTROOMS LOCKER ROOMS & ELEVATOR CABS, SEE 5.0, 6.0 and 8.0)			
	W	SUN	
3.0 Glass (interior glass/windows)			
	W	SUN	
4.0 Cleaning and Dusting (Floor To Ceiling)			
	W	SUN	
5.0 Kitchens/Lunchrooms			
	W	SUN	
6.0 All Restrooms/Locker Rooms /Workout Rooms			
	W	SUN	
7.0 Recycling & Trash			
	W	SUN	
8.0 Miscellaneous			
	W	SUN	

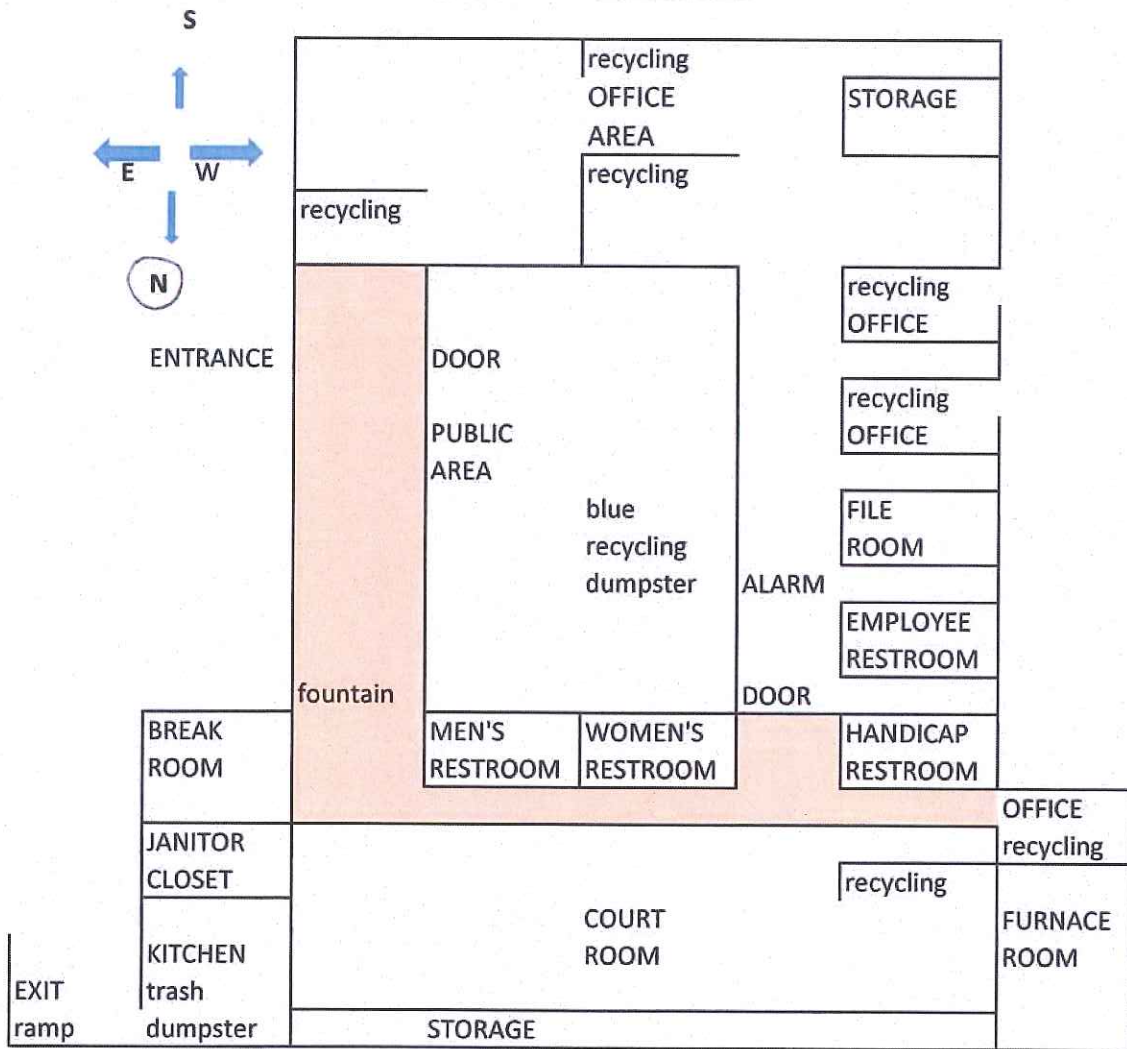
*Refer to Standards of Workmanship and Performance for detailed specifications

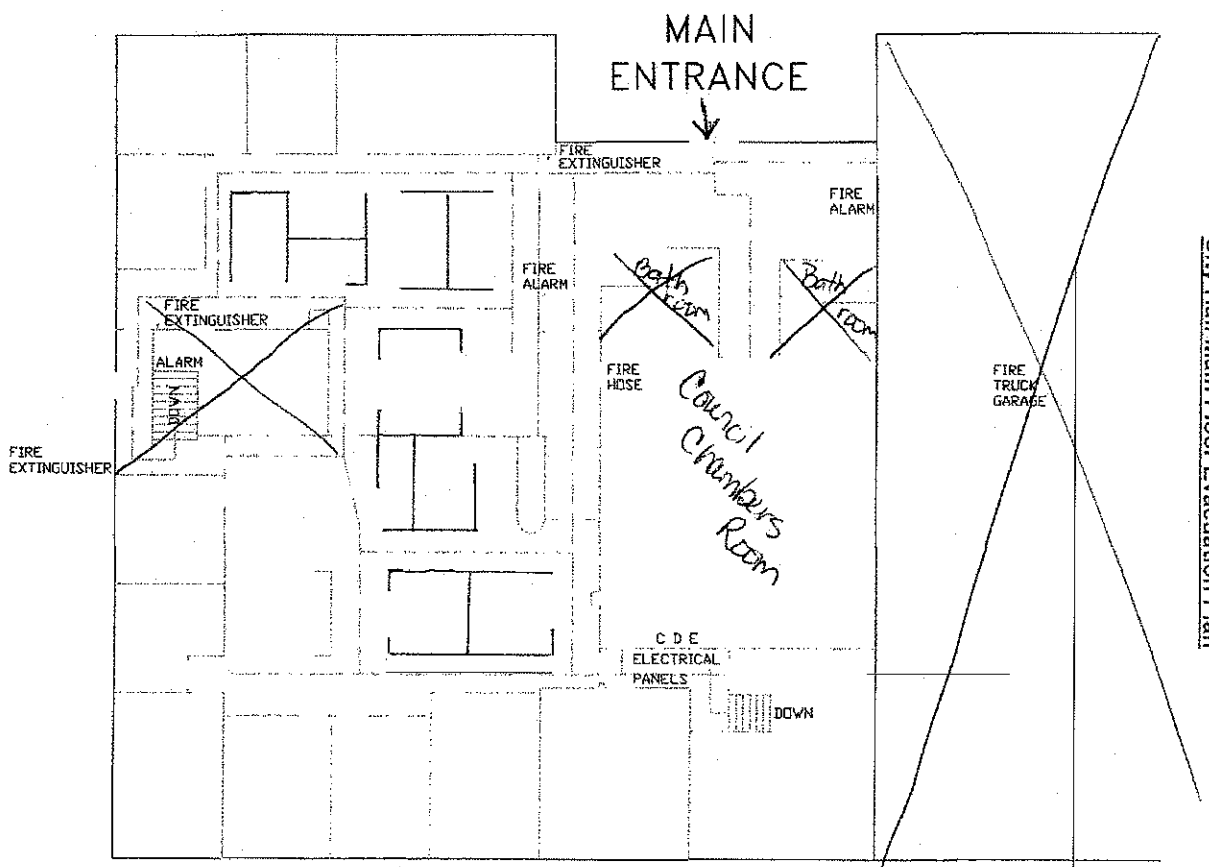
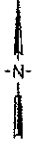
PART FOUR
CITY OF CAMAS FACILITY MAPS

Note: maps are not to scale

CAMAS/WASHOUGAL COURT OFFICE

89 C ST WASHOUGAL





City Hall Main Floor Evacuation Plan

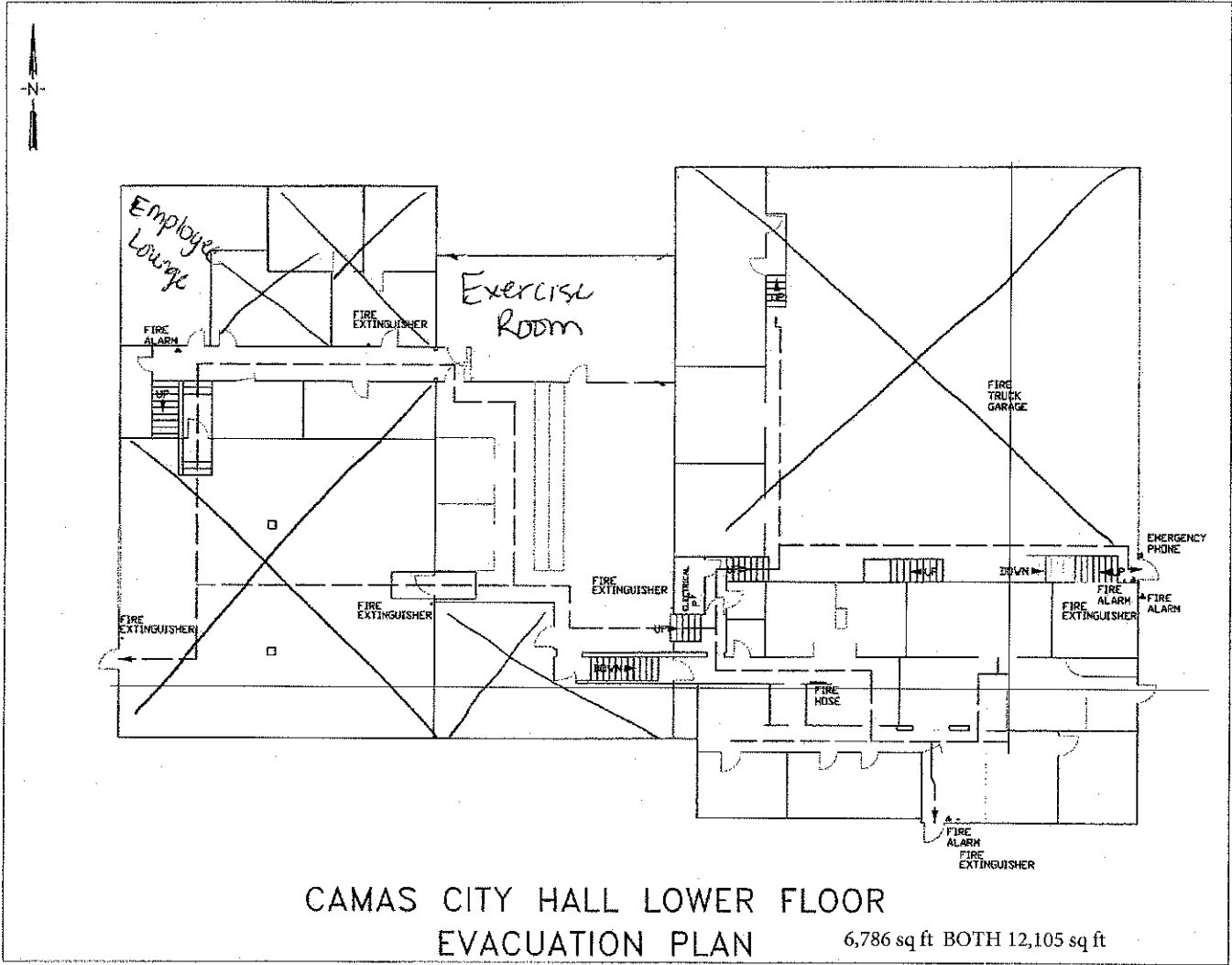
EXHIBIT G

CAMAS CITY HALL MAIN FLOOR
EVACUATION PLAN

5,319 sq ft

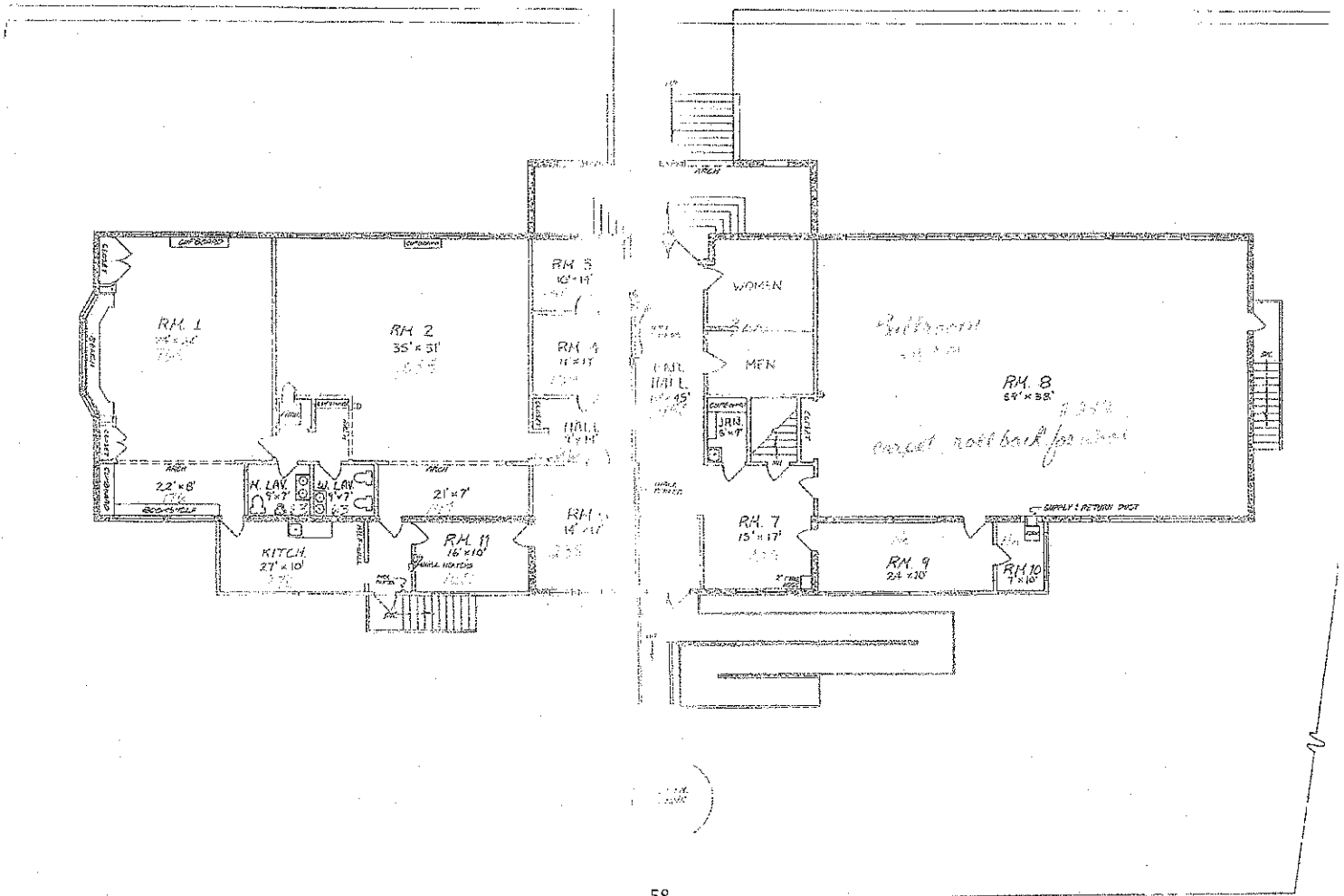
34

crossed out areas are non-carpeted



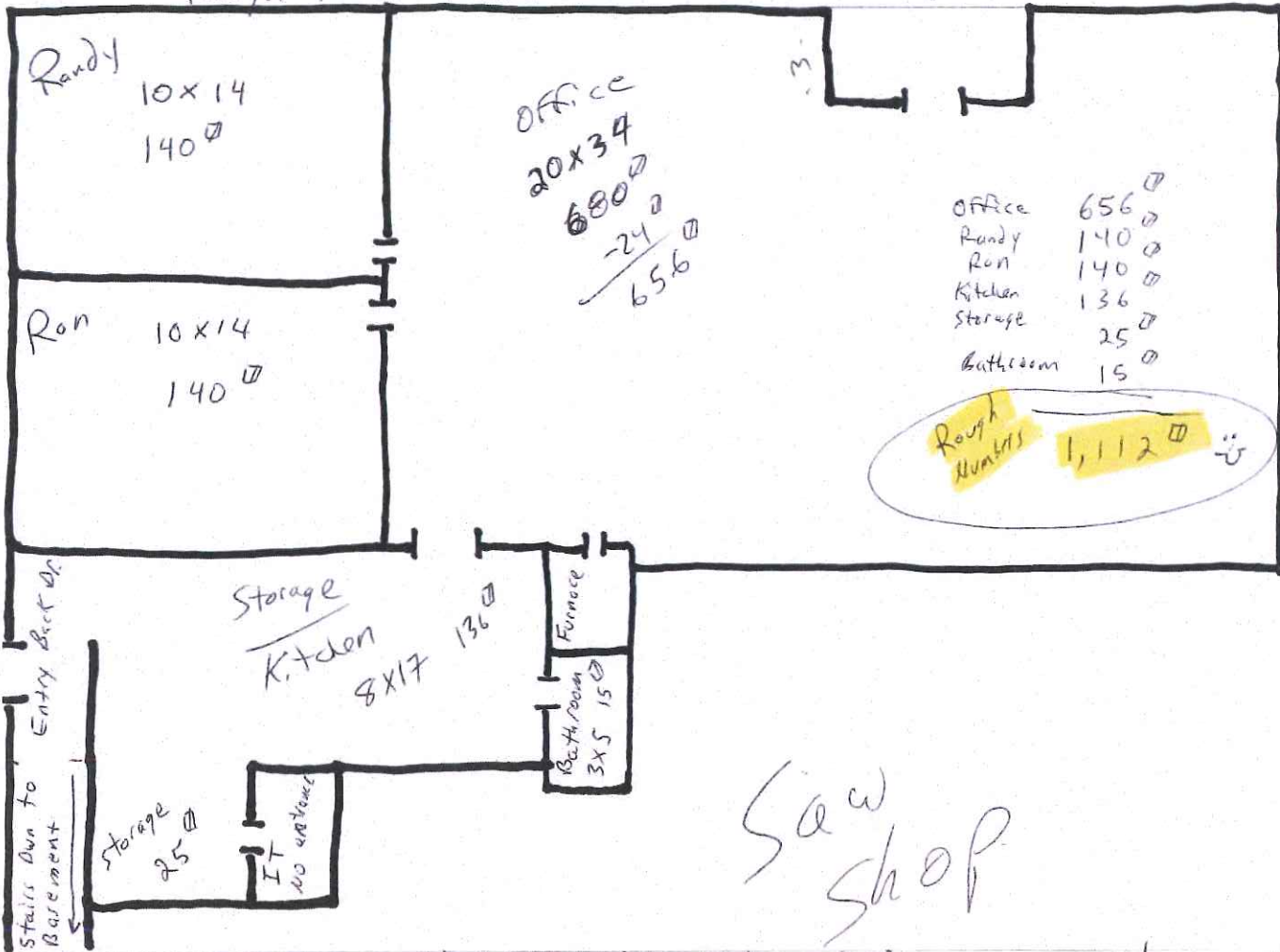
65 E 7TH AVE.

COMMUNITY CENTER



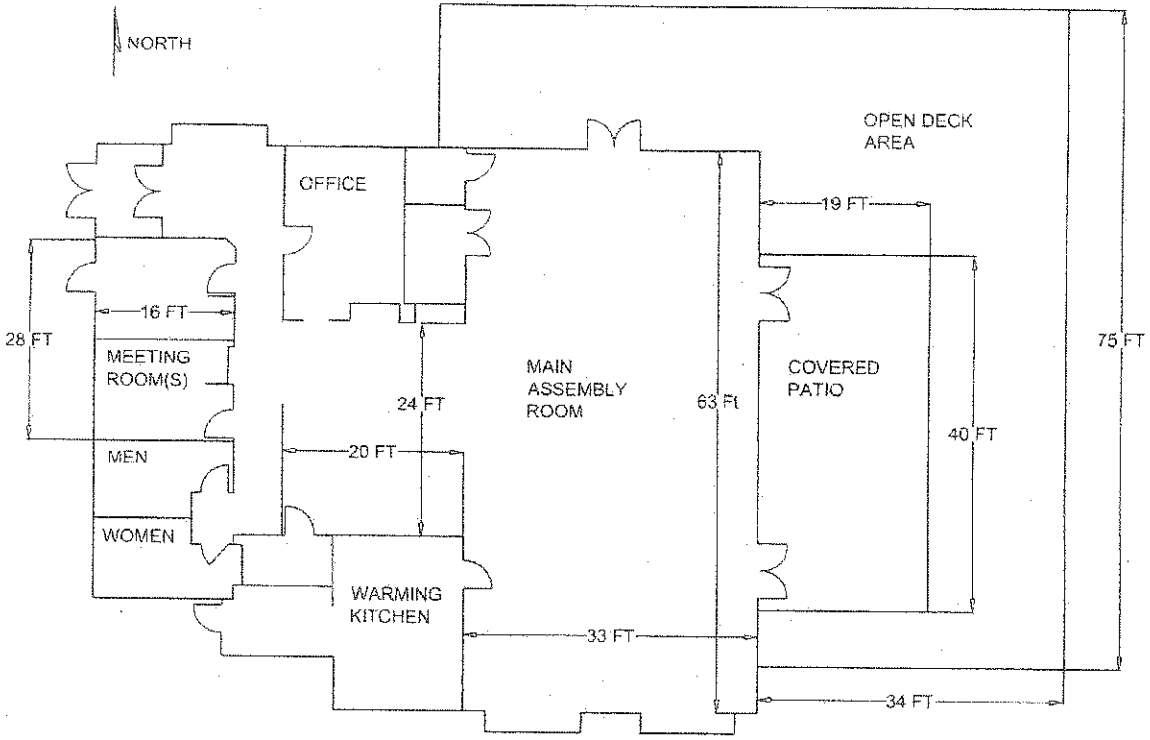
Fire Marshal's Office
Rough Floor Plan

STADTLER
NO. 07416
FLOOR PLAN



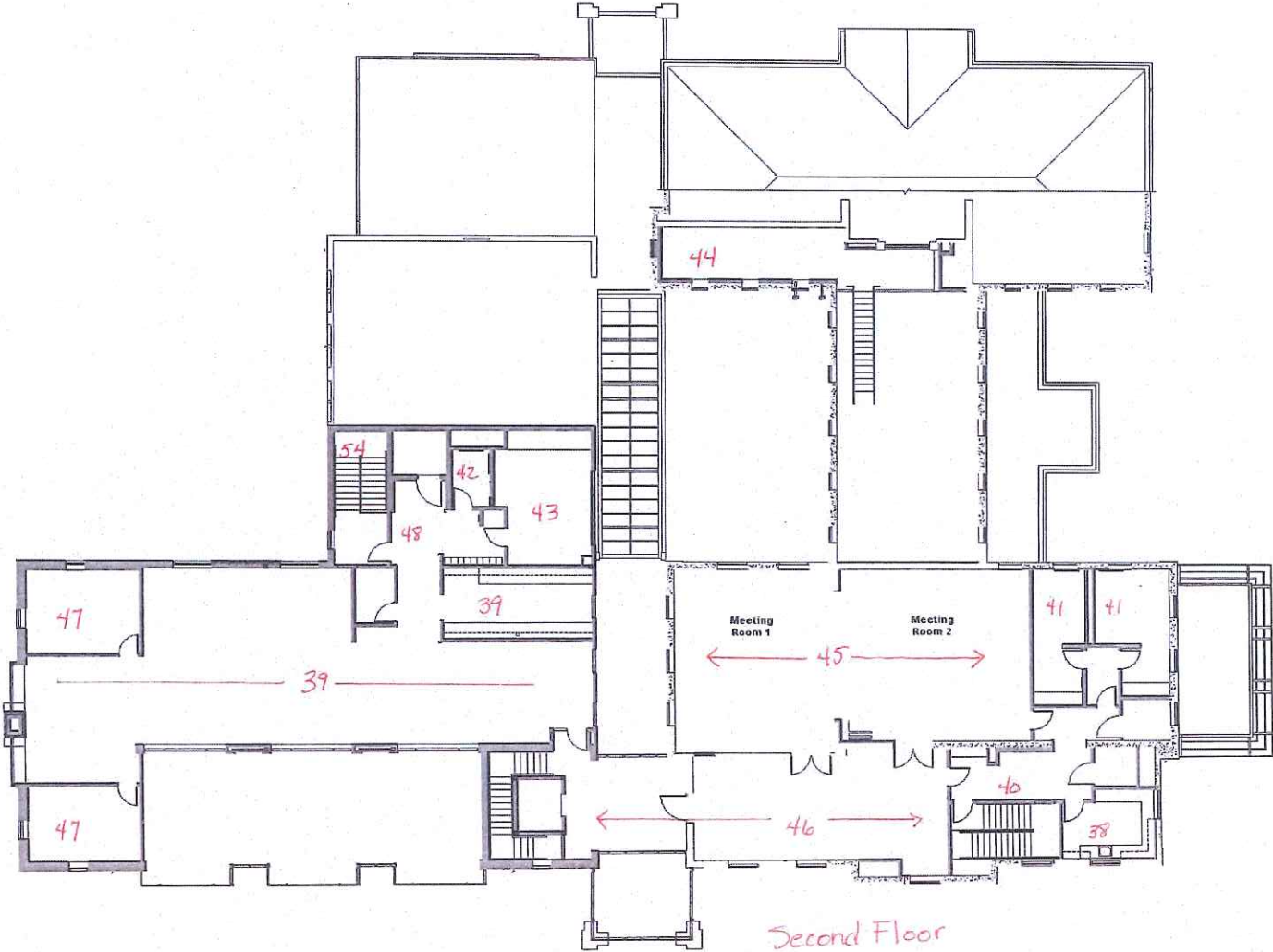
Have you hugged your residential fire sprinkler system today?

11/12/15 (RM)

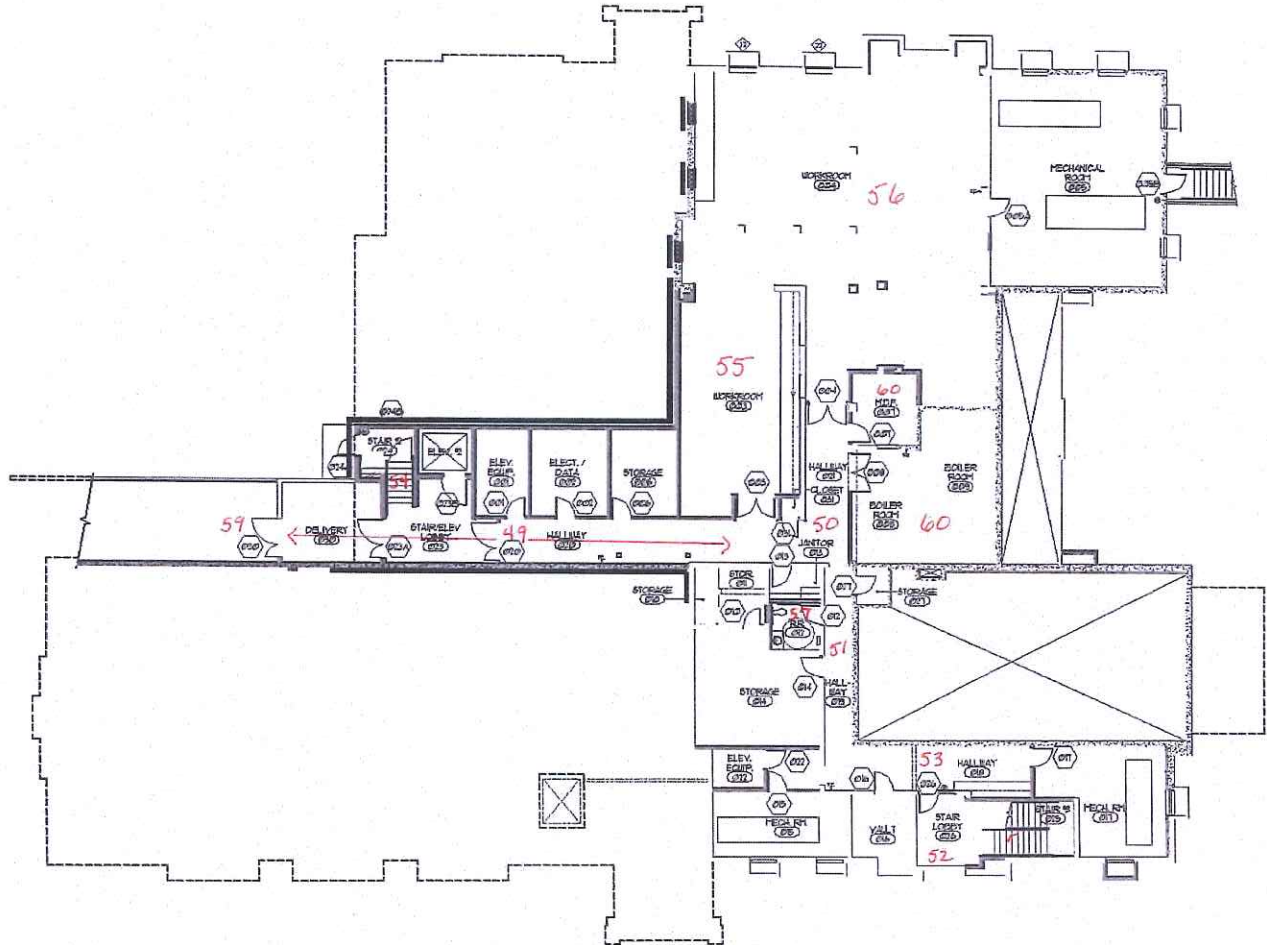


LACAMAS LAKE LODGE BUILDING PLAN
 NOTE: DIMENSIONS APPROXIMATE AND ARE ROUNDED TO NEAREST FOOT

Camas Library



Camas Library



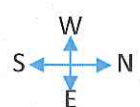
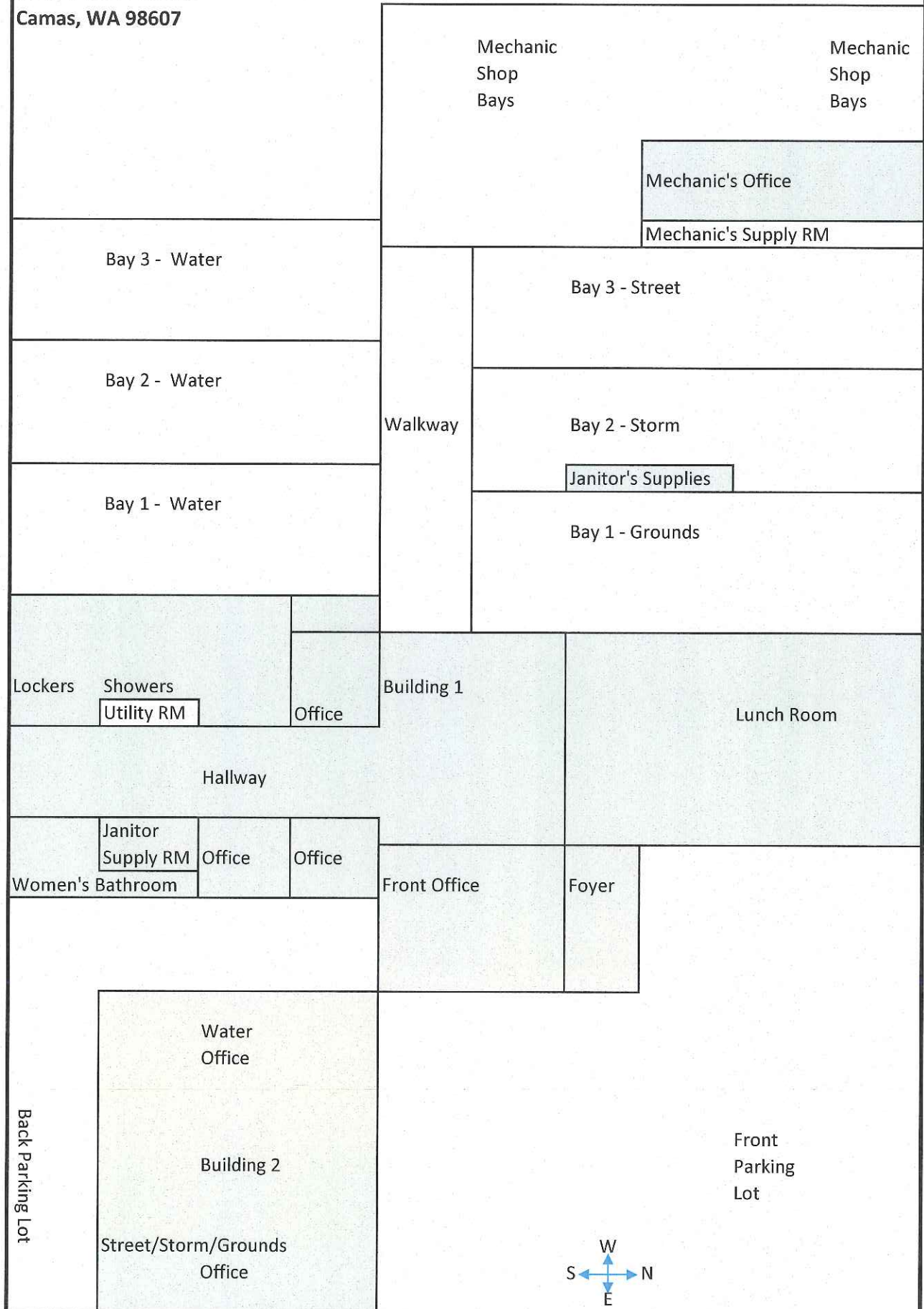
1 BASEMENT FLOOR PLAN
SCALE: 1/8" = 1'-0"
0 2 4 8 16 24



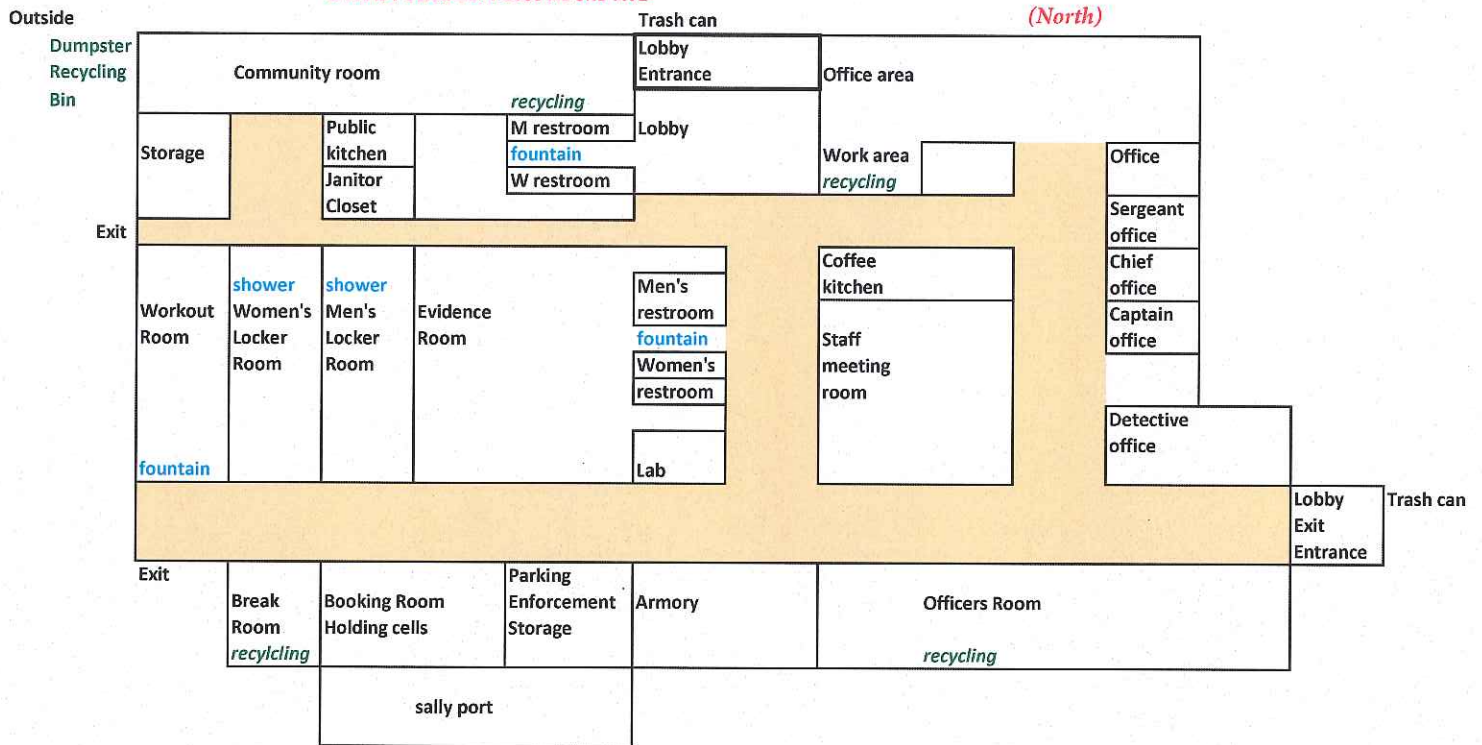
Public Works Operations Center

1620 SE 8th Avenue

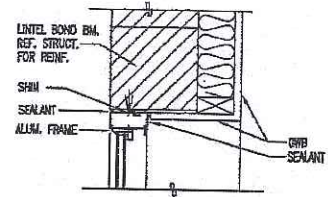
Camas, WA 98607



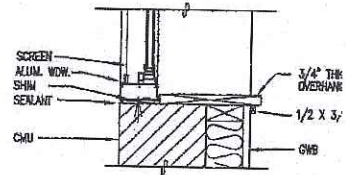
CAMAS POLICE DEPT 2100 NE 3RD AVE



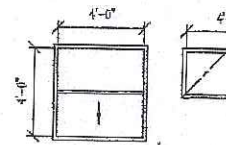
Camas Wastewater Treatment Plant



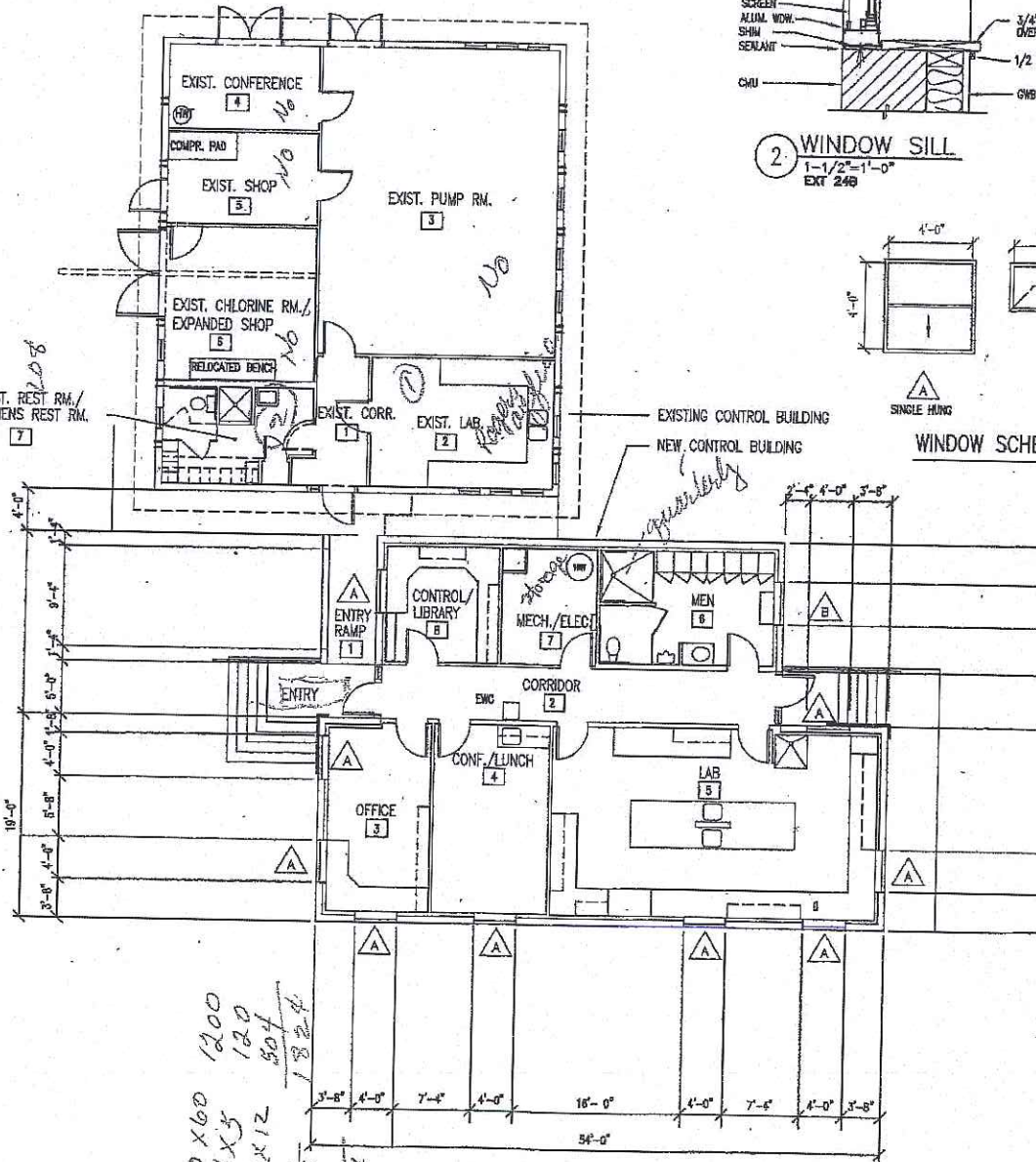
1 WINDOW HEAD (JAMB)
1-1/2" x 1'-0"
EXT 24A



2 WINDOW SILL
1-1/2" x 1'-0"
EXT 24B



A SINGLE HING
WINDOW SCHED



208
5x10 50
16x13 258
18
18

8
2108
EXIST. REST RM./
WOMENS REST RM.

EXISTING CONTROL BUILDING
NEW CONTROL BUILDING

20 x 60 1200
24 x 3 120
12 x 12 304
12
184
42
504



CONTROL BUILDING FLOOR PLAN
1/8" = 1'-0"