

City of McCleary
Home of the McCleary Bear Festival

**PROPOSAL SPECIFICATIONS AND INSTRUCTIONS JANITORIAL
SERVICES FOR CITY OF MCCLEARY FACILITIES**

1. All fields in the attached “Janitorial Services – Bid Sheet” (Exhibit A) shall be completed entirely. Blank fields will be considered as an incomplete bid. Bidders shall review the “Schedule of Janitorial Services” (Exhibit B) and provide bid quotes accordingly.
2. Five (5) copies of the RFP must be placed in a sealed envelope and clearly labeled in the lower left corner “Proposal for Janitorial Services.”
3. RFP proposals shall be delivered to:
City of McCleary
Attn: Jon Martin - City Administrator
100 S. 3rd Street
McCleary, WA 98557

All Proposals shall be sealed and submitted to the City Administrator on or before 2:00 pm on Thursday, March 26, 2026. Bids not received by the date and time due will not be considered – no exceptions.
4. The following information must be included in all proposals:
 - A statement delineating proven experience and expertise in providing the services requested in this RFP.
 - Resumes for the individual(s) to be assigned to complete the required services.
 - Identification of the individual in charge of contractual arrangements or managing contracts (i.e., contract manager, supervisor).
 - Disclose how many employees will be required to complete the scope of work.
 - Description of how work will be performed and how tasks will be tracked.
 - All proposals shall include: the names and contact information of persons as a reference for current or prior clients. The City will contact references for any bidder being considered.

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5. All bidders shall apprise themselves of the facilities and conditions of the equipment to be cleaned and maintained by scheduling a mandatory tour of facilities prior to submitting a bid. Bidders may contact Jon Martin (City Administrator) by calling 360-495-3667 ext 101 to schedule a tour. Tours will be conducted from 8:00 am to 4:00 pm. Bids will not be considered unless a tour of facilities is completed.
6. Successful bidder will enter into a service agreement or contract with the City for the specified janitorial services (Exhibit C). Such agreement or contract must be approved by the City Attorney, and may provide for a month to month continuation after the first calendar year. Such agreement shall also provide for methods of keeping city facilities secure during cleaning activity.
7. Successful bidder will provide City with notice of intent to pay prevailing wages. The prevailing wage rates for **Building Service Employees** can be found at www.lni.wa.gov. Please select **Grays Harbor County** and use the effective date of **March 1, 2026** to find the correct rates.
8. Successful bidder will provide City with e-verify documentation, proof of insurance, proof of bonding for each employee that will be working on city property, and any other documentation required by local, state, or federal statutes relating to the type of services provided.
9. The City retains the right to reject any and all bids, waive informalities in any bid, request clarification of any bid, consider relevant performance information, and to award the bid in the best interest of the City.
10. All employees of the successful bidder will be required to pass a background check prior to performing services on any city premises.

**EXHIBIT A
JANITORIAL SERVICES – BID SHEET**

| | | |
|---------------------------------------|-------------------------------------|------------------------|
| Name of Company | Street Address | Mailing Address |
| | | |
| Contact Person | Contact Telephone | Contact Email |
| | | |
| Insurance Carrier and Policy # | Bonding Company and Policy # | |
| | | |

COST FOR SERVICES (PER MONTH):

| | |
|------------------------------|--|
| Library Building | |
| City Hall Building | |
| Public Works Office Building | |
| Public Works Break Room | |
| Light and Power Office | |
| Police Department | |
| Community Center | |
| Fire Department Office | |
| Treatment Plant Office | |
| TOTAL COST PER MONTH | |

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Successful Bidder will perform hard surface floor treatment (Strip wax, seal and apply wax to all linoleum and tiled floor), Wash mini blinds, and wash windows (inside and outside) on the following buildings. The number of times per year will be dependent on the cost per occurrence.

COST FOR SERVICES (PER OCCURRENCE):

| | Wash windows inside and outside | Wash mini blinds | Strip wax, seal and apply wax to all linoleum and tiled floor surfaces | Carpet Cleaning |
|----------------------------------|--|-------------------------|---|------------------------|
| Library Building | | | | |
| City Hall Building | | | | |
| Public Works Office Building | | | | |
| Public Works Break Room | | | | |
| Light and Power Office | | | | |
| Police Department | | | | |
| Community Center | | | | |
| Fire Department Office | | | | |
| Treatment Plant Office | | | | |
| Total Cost per Occurrence | | | | |

***City Hall carpet cleaning does not include Police Department in current bid.

Cost for unscheduled cleaning: \$_____ per hour
State mandated wage and benefit increases initiated on January 1 of each year.

COMMENTS OR CLARIFICATIONS

| |
|-----------------------------|
| Submitted By (print): _____ |
| Signature: _____ |
| Title: _____ |
| Date: _____ |

EXHIBIT B
SCHEDULE OF JANITORIAL SERVICES

NOTE: City will supply toilet paper, paper towels, soap for dispensers, and can liners. Contractor shall make sure an adequate supply of these items is available in storage at each facility. City will supply all equipment (brooms, mops, vacuum, rags, etc.) and chemicals (cleaning agents) necessary to perform the activities listed. City will supply key to access areas scheduled for cleaning during stated times.

LIBRARY BUILDING – 121 S. 4th St

FREQUENCY: One day either Saturday or Sunday or one evening Sunday through Saturday (Contractor's Preference)

TIMES: Between 8:00 am and 8:00 pm

ACTIVITIES:

- Vacuum all carpeted flooring
- Sweep all tile / hard surface flooring
- Clean and sanitize all restroom fixtures / equipment, including toilets, sinks, urinals, mirrors, doors, handles, grab bars, etc.
- Clean and sanitize all kitchen fixtures / equipment, including sinks and countertops
- Damp mop and sanitize bathroom and kitchen floors, and all hard surface flooring, including at main entryway and front desk area
- Clean and fill all dispensers – soap, paper towels, toilet paper, etc.
- Clean all glass entry doors – remove fingerprints, etc.
- Clean / dust window sills – remove bugs, etc.
- Empty all garbage cans in bathrooms, kitchen, common areas, and offices into outdoor receptacles and place new liners in cans.
- Remove cobwebs from all entryways
- *Desktops are not to be cleaned.*

CITY HALL BUILDING – 100 S. 3rd Street (Bld. A.)

Five primary areas: City Hall Offices, Council Chambers, Building Department, Kitchen, and Hallways

FREQUENCY: One day either Saturday or Sunday or one evening Sunday through Saturday (Contractor's Preference)

TIMES: Between 8:00 am and 8:00 pm

ACTIVITIES:

- Vacuum all carpeted flooring
- Sweep all tile / hard surface flooring
- Clean and sanitize all restroom fixtures / equipment, including toilets, sinks, urinals, mirrors, doors, handles, grab bars, etc.
- Clean and sanitize all kitchen fixtures / equipment, including sinks and countertops
- Damp mop and sanitize bathroom and kitchen floors, and all hard surface flooring, including at main entryway
- Clean and fill all dispensers – soap, paper towels, toilet paper, etc.
- Clean all glass entry doors – remove fingerprints, etc.
- Empty all garbage cans in bathrooms, kitchen, lunchroom, and offices into outdoor receptacles and place new liners in cans.
- Remove cobwebs from all rooms
- *Desktops are not to be cleaned.*

PUBLIC WORKS OFFICE BUILDING – 100 S. 3rd Street (Bld. E)

Primary area. Activities below relate only to the main office

FREQUENCY: One day either Saturday or Sunday or one evening Sunday through Saturday (Contractor's Preference)

TIMES: Between 8:00 am and 8:00 pm

ACTIVITIES:

- Vacuum all carpeted flooring
- Sweep all tile / hard surface flooring
- Damp mop and sanitize hard surface entryway
- Clean all glass on entry door – remove fingerprints, etc.
- Empty all garbage cans in offices into outdoor receptacles and place new liners in cans.
- Remove cobwebs from room.
- *Desktops are not to be cleaned*

PUBLIC WORKS BREAK ROOM – 100 S. 3rd Street (Bld. G.)

Two primary areas: Public Works Shop Building and interior restroom facility. Activities below relate to all areas unless noted.

FREQUENCY: One day either Saturday or Sunday or one evening Sunday through Saturday (Contractor's Preference)

TIMES: Between 8:00 am and 8:00 pm

ACTIVITIES:

- Empty all trash cans and dispose of waste in dumpster
- Sweep, Damp Mop and Disinfect Break Room Floor
- Damp mop all hard surfaced flooring, including bathrooms, area in front of sink, and area in front of food/beverage counter
- Bathroom cleaning: 1. Clean and Disinfect Toilet | 2. Clean and Disinfect Wash Basin and Fixtures | 3. Clean all Bathroom Mirror | 4. Clean and Wipe Down Partition and Doors | 5. Refill all Toilet Paper, Soap Dispensers, and Paper Towels | 6. Sweep, Damp Mop and Disinfect Bathroom Floors
- Clean and sanitize all kitchen fixtures / equipment, including sinks and countertops
- Wipe down and disinfect all door handles and light switches
- *Desktops are not to be cleaned*

LIGHT AND POWER OFFICE – 100 S. 3rd Street (Bld. C)

Primary area: Light and Power Building. Activities below relate to all areas unless noted.

FREQUENCY: One day either Saturday or Sunday or one evening Sunday through Saturday (Contractor's Preference)

TIMES: Between 8:00 am and 8:00 pm

ACTIVITIES:

- Vacuum all carpeted flooring
- Sweep all tile / hard surface flooring in bathroom, office, and kitchen/lunchroom
- Clean and sanitize all restroom fixtures / equipment, including toilet, sink, mirrors, doors, handles, grab bars, etc.
- Clean and sanitize all kitchen fixtures / equipment, including sinks and countertops
- Damp mop and sanitize bathroom floors, and all hard surface flooring in office and kitchen/lunchroom
- Clean and fill all dispensers – soap, paper towels, toilet paper, etc.
- Empty all garbage cans in bathrooms, kitchen/lunchroom, and offices into outdoor receptacles and place new liners in cans.
- Remove cobwebs from all cleaning areas
- *Desktops are not to be cleaned.*

POLICE DEPARTMENT – 100 S. 3rd Street

Persons having access to the Police Department areas will be required to be fingerprinted and pass a background investigation.

Primary area. Activities below relate only to the Police Department.

FREQUENCY: One day either Saturday or Sunday or one evening Sunday through Saturday (Contractor's Preference)

TIMES: Between 8:00 am and 8:00 pm

ACTIVITIES:

- Vacuum all carpeted flooring
- Sweep all tile / hard surface flooring
- Clean and sanitize all restroom fixtures / equipment, including toilets, sinks, urinals, mirrors, doors, handles, grab bars, etc.
- Clean and sanitize all kitchen fixtures / equipment, including sinks and countertops
- Damp mop and sanitize bathroom and kitchen floors, and all hard surface entryways
- Clean and fill all dispensers – soap, paper towels, toilet paper, etc.
- Empty all garbage cans in bathrooms, kitchen, and main area into outdoor receptacles and place new liners in cans.
- Remove cobwebs from all areas
- *Desktops are not to be cleaned.*

COMMUNITY CENTER – 726 W. Simpson Ave

Primary area. Activities below relate to the whole Community Center Building.

FREQUENCY: One day either Saturday or Sunday or one evening Sunday through Saturday (Contractor's Preference)

TIMES: Between 8:00 am and 8:00 pm

ACTIVITIES:

- Sweep all tile / hard surface flooring
- Clean and sanitize all restroom fixtures / equipment, including toilets, sinks, urinals, mirrors, doors, handles, grab bars, etc.
- Clean and sanitize all kitchen fixtures / equipment, including sinks and countertops
- Damp mop and sanitize all hard surface flooring, including bathrooms, kitchen, and main area
- Clean and fill all dispensers – soap, paper towels, toilet paper, etc.
- Empty all garbage cans in bathrooms, kitchen, and main area into outdoor receptacles and place new liners in cans.
- Remove cobwebs from all areas

FIRE DEPARTMENT OFFICE – 100 S. 3rd Street (Bld. D)

FREQUENCY: One day either Saturday or Sunday or one evening Sunday through Saturday (Contractor's Preference)

TIMES: Between 8:00 am and 8:00 pm

ACTIVITIES:

- Sweep all tile / hard surface flooring
- Clean and sanitize all restroom fixtures / equipment, including toilet, sink, mirrors, doors, handles, grab bars, etc.
- Clean and sanitize all kitchen fixtures / equipment, including sinks, countertops, refrigerator, and stove/oven
- Damp mop and sanitize all hard surface flooring, including bathrooms, kitchen, and main area
- Clean and fill all dispensers – soap, paper towels, toilet paper, etc.
- Empty all garbage cans in bathrooms, kitchen, and main area into outdoor receptacles and place new liners in cans.
- Remove cobwebs from all office areas
- *Desktops are not to be cleaned.*

WATER TREATMENT PLANT OFFICE – 700 W. Maple St.

FREQUENCY: One day either Saturday or Sunday or one evening Sunday through Saturday (Contractor's Preference)

TIMES: Between 8:00 am and 8:00 pm

ACTIVITIES:

- Sweep all tile / hard surface flooring
- Clean and sanitize all restroom fixtures / equipment, including toilet, sink, mirrors, doors, handles, grab bars, etc.
- Damp mop and sanitize all hard surface flooring, including bathroom, office, lab and main area.
- Clean and fill all dispensers – soap, paper towels, toilet paper, etc.
- Empty all garbage cans in bathroom, office, lab and main area into outdoor receptacles and place new liners in cans.
- Remove cobwebs from all areas
- *Desktops and Countertops are not to be cleaned.*

EXHIBIT C

CONTRACT OR AGREEMENT FOR JANITORIAL SERVICES

Note: This exhibit shall be negotiated by and between the successful Bidder and the City upon determination of actual cleaning schedule (days, times, holiday, etc.) and shall include all other provisions of the bid document and provisions required by City ordinance.