

January 20, 2022

CALL FOR BIDS
Janitorial Service

The City of Tonasket will accept sealed bids for Janitorial Service at the City Clerk's office until 7:00 p.m., January 25, 2022 at which time the bids will be publicly opened and read aloud.

The janitorial service will be for the City Hall/Library Complex, TVBRC Public Restroom (Seasonal) and occasionally the Tonasket Youth Center. Bidders must be bonded and provide at least three letters of reference from local citizens or businesses who have used their service.

Contracts and bid forms are available at the City Clerk's office and on the city's website tonasketwa.gov.

The City reserves the right to reject any and all bids and to waive any informalities.

Alice J. Attwood
City Clerk/Treasurer

BID FORM FOR JANITORIAL SERVICE

I submit the following bids for janitorial service for the City of Tonasket, Washington.

City Hall- Library Complex & TVBRC Public Restroom

\$ _____ per mo.

Tonasket Youth Center on request

\$ _____ per hour

Company Name

Authorized Name (please print)

Authorized Signature

Date

Address

Phone Number

Tax Identification No.

CONTRACT FOR JANITORIAL SERVICES CITY HALL & LIBRARY COMPLEX

THIS AGREEMENT, made and entered into this _____ day of _____, _____, by and between the **CITY OF TONASKET**, a municipal corporation of the State of Washington, hereinafter referred to as "**City**", and _____, of Tonasket, Washington, hereinafter referred to as "**Contractor**",

WITNESSETH:

1. Contractor has agreed to provide janitorial services for the municipal complex housing the City Hall, Library, Council Room and Restrooms, and Tonasket Visitor & Business Resource Center (TVBRC) Public Restroom and occasionally the Tonasket Youth Center.
2. Contractor is willing to provide all janitorial services as set forth hereinafter, and on the terms, covenants, and conditions set forth hereinafter.
3. The City hereby contracts with said Contractor and said Contractor hereby accepts and agrees to such engagement and said Contractor hereby agrees as follows:
 - a. To clean the City complex including the City Hall, Library, Council Room, Restrooms, and TVBRC Restroom thoroughly twice per week, once on Wednesday evening and once on the weekend, doing all things necessary to keep the interior and entrance of above-said complex in a neat and clean condition. This includes, but is not limited to: vacuuming, dusting, emptying garbage, washing vinyl and tile flooring, keeping paper hand towels, toilet tissues and soap dispensers full.
 - b. Clean on a regular basis or as needed: drinking fountain; all windows, inside and out; shampoo carpets and keep same spot free with a color fast cleaner; keep the window blinds dust free; wash walls, restroom stalls, woodwork, mop boards and as needed dishes in the sink in the lunch room/office.
 - c. Conduct all other reasonable cleaning practices necessary to keep the facilities neat and clean at all times.
 - d. To notify the City Clerk if supplies of garbage bags, paper hand towels, toilet tissue, and soap are getting low. The City will provide these supplies.

- e. To provide all cleaning supplies, cleansers, carpet shampoo, and cloths or paper towels required to perform cleaning duties.
 - f. To provide all cleaning equipment necessary to carry out the provisions of this contract.
 - g. To inform the City Clerk of any damage or items in need of repair, replacement, or maintenance.
4. The City agrees to pay to said Contractor the sum of \$_____ per month due and payable after the first council meeting held the (2nd) second Tuesday of each month. The Contractor must submit an invoice at least one week prior to the first council meeting of the month. The Contractor may submit an appropriate cost of living raise annually for approval by the Clerk, Mayor, and Council members.
 5. The term of this agreement shall be from _____, and is open-ended. The City or Contractor may terminate the entire agreement at any time without prejudice upon thirty (30) days written notice to the other party.
 6. Upon request, Contractor will clean the Tonasket Youth Center on an hourly basis, at the rate per hour to be agreed upon by all parties. This amount will be in addition to the monthly fee of said Contractor and will not exceed four (4) hours per occasions.
 7. Contractor agrees to furnish to the City of Tonasket a Surety Bond in the amount of \$5,000.00.
 8. Contractor understands and agrees that he/she is an independent contractor and not an employee of the City of Tonasket.
 9. Only those employees and/or agents of the Contractor who have been approved in advance by the City Clerk's office shall be allowed onto the premises for the purposes of carrying out the provisions of this contract and/or while assisting the Contractor in carrying out these provisions. The approval process will require picture identification (driver's license) and/or social security card, fingerprinting and background check. The cost of the fingerprinting and background check will be the responsibility of the Contractor. In the event the contractor chooses to have any or all of the services required hereunder performed by an employee or agent of Contractor, the Contractor agrees to be totally responsible for the actions of said workers and agrees to indemnify and hold harmless the City of Tonasket for any and all acts, or lack of action on the part of said employees and/or agents. The Contractor shall not allow any unauthorized personnel on the premises of the City.

10. Contractor, or contractor's employees and/or agents agrees not to view, read, or remove (other than contents from normal garbage receptacles), any information and/or items from the "Complex". Any information obtained while in the course of performing janitorial services within the "Complex" shall be held by the contractor in strict confidence and shall never be revealed or made accessible, in whole or in part, in any manner whatsoever to any other person, unless required by law.
11. Contractor agrees to perform in a confidential, faithful, and industrious manner, all of the duties that may be required of and from her/him pursuant to the terms hereof to the reasonable satisfaction of the City.

The undersigned have thoroughly read and understand all the terms and conditions as stated above and do hereby agree to abide by same.

City of Tonasket

Mayor Date

Contractor

Authorized signer Date

Witness:

City Clerk-Treasurer