



Port of Benton Janitorial Services for all Sites by task orders.

All Supplies shall be purchased by the contractor and billed to the Port of Benton using a separate invoice listing supplies only. Invoices each month should be sent to ap@portofbenton.com

Due to the governmental work and special circumstances of some Port tenants and tenant buildings as a whole, the Port must require that any bidder is able to meet necessary response times for unscheduled work and emergencies. On a 24/7 basis, and bidder must be able to respond to unscheduled or emergency work within sixty (60) minutes of notification.

Attached is a bid sheet that is preferred to be filled out, so each task order is broken down. You can also attach your scope of work for additional clarification.

Task Order 1	2880 Lee Rd., Prosser at the Prosser Wine & Food Park
Services to be performed once per week on Thursday	
<ul style="list-style-type: none"> • Clean and sanitize all restroom fixtures. (sinks, toilets and urinals, door handles) • Clean mirrors. • Wipe down stalls and doors inside and out. • Empty trash and replace liners, including sanitary bins. Wash out trash receptacles as needed. • Sweep the floor and remove debris. • Wet mop floors • Dust/remove all cobwebs from windows and corners. • Restock all supplies in both restrooms. 	
Monthly Services: Clean air vents and return ducts.	
Annual Services: Clean linoleum and vinyl floors and re-wax and/or auto scrub tile flooring	

Task Order 2	111 Nunn Rd., Prosser at the Prosser Airport
Services to be performed once per week on Thursday	
<ul style="list-style-type: none"> • Clean and sanitize all restroom fixtures. (Sinks, toilets and urinals, door handles) • Clean mirrors. • Wipe down stalls and doors inside and out. • Empty trash and replace liners, includes sanitary bins. Wash out trash receptacles as needed. • Sweep the floor and remove debris. • Wet mop floors • Dust/remove all cobwebs from windows and corners. • Restock all supplies in both restrooms. 	
Monthly Services: Clean air vents and return ducts.	
Annual Services: Clean linoleum and vinyl floors and re-wax and/or auto scrub tile flooring	

Task Order 3	2345 Stevens Dr., Richland at HMIS/DOE Facility
Downstairs Services to be performed Monday through Thursday between 8:00 a.m. and 4:00 p.m. (No Fridays)	
Upstairs Services to be performed Monday thru Thursday	
Cleaning includes five (4) sets of restrooms, one (1) lunchroom, two (2) locker rooms and warehouse offices	
<p>Daily Services:</p> <ul style="list-style-type: none"> • Entryways: Clean entry glass inside and outside, remove cobwebs and dust, Vacuum carpet, including mats at entries and offices, wet mop tile and vinyl floors, dust windowsills and ledges. • Offices: Empty trash and replace liners (wash out trash receptacles as needed), sweep and mop vinyl floors, vacuum carpets, dust as needed. • Restrooms & Locker Rooms: Sweep and mop floors, clean and disinfect showers, toilets, urinals and sinks, fill paper and soap dispensers as needed, clean mirrors. Empty trash and replace liners, including sanitary bins. (Wash out trash receptacles as needed) • Lunchroom: Empty trash receptacles (Wash out as needed), clean counters, sinks, tables, stove top and exterior of refrigerator, sweep and wet mop floors. <p>Weekly Services: Dust upstairs conference area, vacuum runners in front of office in warehouse.</p> <p>Monthly Services: Clean air vents and return ducts.</p> <p>Bi-Annual Services: Twice a year – Clean and shampoo carpets Twice a year – Clean linoleum and vinyl floors and re-wax and/or auto scrub tile flooring Twice a year – Clean interior glass in offices and break rooms.</p> <p>Annual Services: Once a year – Clean and seal ceramic tile flooring Once a year – Pressure wash back of building</p>	

Task Order 4	2345 Stevens Dr., Richland for Commons area
Services to be performed Monday thru Thursday after 5:00 p.m.	
Cleaning includes five (5) entry ways, four (4) staircases, two (2) elevators, One (1) restroom, one (1) lunch/break room and commons hallways.	
<p>Daily Services:</p> <ul style="list-style-type: none"> • Entryways: Clean entry glass inside and outside, remove cobwebs, vacuum carpet, including mats, sweep and wet mop tile and vinyl floors, dust windowsills and ledges • Stairs: Wet mop vinyl floors and steps, vacuum carpets, wipe and disinfect handrails and door handles. • Restrooms: Empty trash receptacles, including sanitary bins. (Wash out as needed), sweep and wet mop floors, clean and disinfect toilets, urinals, fixtures, and sinks, fill paper and soap dispensers, clean mirrors, check and fill dispensers as needed, and clean mirrors. <p>Weekly Services:</p> <ul style="list-style-type: none"> • Hallways: Vacuum carpets, dust windowsills and ledges • Lunchroom: Empty trash receptacles, clean counters, sinks and tables, sweep and wet mop floors, clean and disinfect walls, partitions and shelves. • Recycle Bins: Empty recycling bins into the large recycle bin outside the building weekly or as needed. <p>Monthly Services: Clean air vents and return ducts.</p> <p>Bi-Annual Services: Twice a year: clean and shampoo carpets Twice a year: Clean linoleum and vinyl floors and re-wax and/or auto scrub tile flooring Twice a year: clean windows inside and out. Twice a year: pressure wash front half of building exterior.</p> <p>Annual Services: Once a year: clean and seal ceramic tile flooring Once a year: clean interior glass in halls and commons area.</p>	

Task Order 5	2000 Logston Ave., Richland for Manhattan Project
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Services to be performed Monday thru Saturday after 5:00 p.m. (Will slow down cleaning after peak season to 3 times a week)

Please leave designated lights on when locking up and leaving the building

Daily Services: (6 days a week) (3 days a week)

- Empty all trash receptacles and replace liners. (Wash out as needed)
- Dust desks, tables, counters, ledges, other office furniture.
- Sweep and mop all vinyl and linoleum floors. (Including lunchroom)
- Clean tables, counter tops, sink and surfaces of appliances in lunchroom.
- Vacuum carpeted areas.
- Clean and disinfect toilets, urinals, fixtures, sinks, clean mirrors, and fill paper and soap dispensers as needed.
- Clean drinking fountain
- Clean and refill sand urns
- Clean door window
- Clean entryways and remove any cobwebs.
- Sweep entryway landing and steps.

Once a week: Dust high ledges, vacuum places not normally reached by vacuum, clean air vents, clean venetian blinds

Monthly Services: Clean air vents and return ducts and wash out trash cans if needed.

Bi-Annual Services: vacuum drapes and wash inside and outside of windows.
Clean linoleum and vinyl floors and re-wax and/or auto scrub tile flooring

Yearly: Shampoo carpets, clean drapes, clean light fixtures

Task Order 6	2750 Salk Ave, Richland
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Services to be performed one day a week

Weekly Services:

- Vacuum all carpet areas (common area, hallways, conference rooms, etc.)
- Clean and mop all hard area floors.
- Empty all trash receptacles including the outside garbage can.
- Clean and disinfect restrooms including toilets, urinals, fixtures, sinks.
- Fill all paper and soap dispensers in restrooms and lunchroom.
- Clean lunchroom sinks, counters, tables, etc., including washing dishes.
- Clean copy room, conference room including tables, chairs, etc.
- Clean cigarette urns when needed.

Monthly Services: Clean air vents and return ducts.

Bi-Annual Services: Clean interior and exterior windows of Port of Benton portion only.
Clean and Shampoo carpets
Clean linoleum and vinyl floors and re-wax and/or auto scrub tile flooring

Task Order 7	2650 Salk Ave., Richland
Services to be performed one day a week	
Weekly Services: <ul style="list-style-type: none"> • Clean and mop all hard Surface floors. • Empty all trash receptacles including the outside garbage can. • Clean and disinfect restrooms including toilets, urinals, fixtures, sinks. • Fill all paper and soap dispensers in restrooms and lunchroom. 	
Monthly Services: Clean air vents and return ducts.	
Bi-Annual Services: Clean linoleum and vinyl floors and re-wax and/or auto scrub tile flooring	

Task Order 8	1861 Terminal Dr., Richland
Services to be performed one day a week	
Weekly Services: <ul style="list-style-type: none"> • Clean and mop all hard area floors. • Empty all trash receptacles including the outside garbage can. • Clean and disinfect restrooms including toilets, urinals, fixtures, sinks. • Fill all paper and soap dispensers in restrooms and lunchroom. • Clean lunchroom sinks, counters, tables, etc., including washing dishes. 	
Bi-Annual Services: Clean linoleum and vinyl floors and re-wax and/or auto scrub tile flooring	

Task Order 9	2060 Airport Way, Richland
Services to be performed one day a week	
Weekly Services: <ul style="list-style-type: none"> • Sweep and mop floors. • Empty all trash receptacles. (including sanitary bins) • Clean and disinfect restrooms including toilets, urinals, fixtures, sinks, and mirror. • Fill all paper and soap dispensers in restrooms. 	
Bi-Annual Services: Clean linoleum and vinyl floors and re-wax and/or auto scrub tile flooring	

Services to be performed five (5) times per week: Monday thru Friday

Daily Services:

- **Front Entry:** Clean main entry glass doors inside and out, remove smudges and spots from foyer interior glass, clean interior and exterior window frames to remove cobwebs, sweep away debris from front door area and between entry doors, sweep and mop tile floors, vacuum all carpeted areas and mats, dust furniture, tables, wall hangings, ledges and other accessible surfaces, clean smudges from fronts of display glass.
- **Reception/Admin Support/Offices:** Clean and disinfect hard counter surfaces including areas behind reception. Dust accessible areas to include desks, workstations, office equipment and counters. Vacuum carpeted areas. Remove trash and replace trash liners as needed. (Wash out bins as needed) Wipe interior window ledges and remove smudges from interior glass.
- **Conference Rooms:** Clean and disinfect tables. Wipe chairs and chair bases and reset around table. Clean counters and remove any coffee cups, etc. Dust wall hangings and any other accessible furniture. Vacuum carpeted areas. Remove smudges from interior glass and wipe window ledges. Remove trash and replace liners. (Wash out as needed)
- **Kitchen/Coffee Bar:** Clean and disinfect counters and table. Dishes are to be washed and put away. Wipe down all appliances, rinse out coffee servers. Clean microwave inside and out. Vacuum, sweep and mop floors. Remove Empty trash receptacles and replace liners. (Wash out as needed) Refill paper and soap dispensers as needed.
- **Restrooms:** Clean and disinfect toilets, urinals, and sinks. Clean mirrors and wipe down stall doors, handrails, walls, light switches, and door handles. Empty trash receptacles and replace liners, including sanitary bins (Clean out as needed). Sweep and mop floors. Refill all paper and soap dispensers.
- **Hallways/File Room:** Remove smudges from interior glass. Dust wall hangings, furniture and accessible areas in hallways. Check for and remove cobwebs. Vacuum carpeted areas in hallway and vacuum file room as needed.
- **Common Areas Bathroom:** Clean and disinfect toilets, urinals, and sinks. Clean mirrors and wipe down stall doors, handrails, walls, light switches, and door handles. Empty trash receptacles and replace liners, including sanitary bins (wash out as needed). Sweep and mop floors. Refill all paper and soap dispensers. Clean showers as needed and wipe down the front of lockers.
- **Common Areas:** Clean all main south entry glass doors inside and out. Sweep and mop tile entry ways. Vacuum all carpeted hallways. Wipe down drinking fountain.
- **Common Areas Kitchen:** Clean and disinfect counters. Wipe down front surface of all appliances and rinse out coffee servers. Clean microwave inside and out. Sweep and mop floors. Empty trash receptacles and replace liners (wash as needed). Refill paper and soap dispensers as needed.
- **On going services:** Remove marks on walls or report marks found if unable to remove. Spot cleaning carpets as needed.

Weekly Services:

- **South area of building** - Clean all entry glass and sweep and mop tile floor.
- **Common area conference room** – AS Needed – Clean tables, chairs, and chair bases. Empty trash receptacles and replace liners. Clean entry door inside and out. Dust wall hangings and other accessible furniture.
- **Recycle Bins:** Empty recycling bins into the large recycle bin outside the building weekly or as needed.

Monthly Services: Vacuum all edges of all carpeted areas. Dust accessible blinds in offices. Check all office areas for cobwebs. Dust and wipe down air ducts, return vents, and ceiling systems.

Bi-Annual Services: Two (2) times a year interior and exterior cleaning of all windows. Some exceptions to interior tenant spaces. Clean linoleum and vinyl floors and re-wax and/or auto scrub tile flooring

Annual Services: Clean carpets within Port of Benton's space and Commons area space.

Task Order 11	3100 George Washington Way, Richland
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Services to be performed five (5) times per week: Monday thru Friday

Daily Services:

- **Restrooms:** Clean and disinfect toilets, urinals, and sinks. Clean mirrors and wipe down stall doors, handrails, walls, light switches, and door handles. Empty trash receptacles and replace liners. Sweep and mop floors. Refill all paper and soap dispensers.
- **Common Hallways and Corridors:** Clean all entry door glass inside and out. Dust wall hangings. Check for and remove cobwebs. Vacuum carpeted areas.
- **Conference Room (Check nightly for usage and clean as needed)** Clean and disinfect tables. Wipe chairs and chair bases and reset chairs around table. Clean counters and remove coffee servers, cups, etc. Dust wall hangings, sills, and any other accessible furniture. Vacuum carpeted areas. Empty trash receptacles and replace liners.
- **Kitchen off of Conference Room:** Clean and disinfect counters, tables, and reset chairs. Wipe down all appliances, rinse out coffee servers. Clean microwave inside and out. Refill paper and soap dispensers as needed. Vacuum Carpet. Empty trash receptacles and replace liners.

Weekly Services: Recycle Bins: Empty recycling bins into the large recycle bin outside the building weekly or as needed.

Monthly Services: Clean out cigarette urns. Edge vacuum all carpeted areas. Clean air vents and return ducts within common area. Clean interior Conference room and kitchen windows.

Bi-Annual Services: Clean all interior Commons Area windows and all exterior windows. Clean interior Conference room and kitchen windows. Clean carpets in common area. Clean linoleum and vinyl floors and re-wax and/or auto scrub tile flooring

Task Order 12	2579 Stevens Drive, Richland
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Services to be performed daily Monday through Friday

- Clean and sanitize all restroom fixtures. (Sinks, toilets and urinals, door handles)
- Clean mirrors.
- Wipe down stalls and doors inside and out.
- Empty trash and replace liners, includes sanitary bins. Wash out trash receptacles as needed.
- Sweep the floor and remove debris.
- Wet mop floors
- Dust/remove all cobwebs from windows and corners.
- Restock all supplies in both restrooms.

Monthly Services: Clean air vents and return ducts.

Annual Services: Clean linoleum and vinyl floors and re-wax and/or auto scrub tile flooring

Task Order 13	Crow Butte Park, Paterson
Cleaning will be on an as needed basis so will be billed by hourly rate	
<ul style="list-style-type: none"> • Marina/Outhouse Restrooms: Clean and disinfect toilets (base and sides), urinals, sinks. Clean fixtures to include dispensers, faucets, hooks, handrails, and doorknobs. Clean mirrors to remove smudges. Empty trash receptacles and replace liners. (Includes sanitary bins) Clean windowsills. Remove cobwebs as needed, and tracks. Sweep and mop floors. Clean walls as needed. • Camp/Day Use Restroom: Clean and disinfect toilets (base and sides), urinals, sinks. Clean fixtures to include dispensers, faucets, hooks, handrails, and doorknobs. Clean and disinfect showers and benches. Clean mirrors to remove smudges. Empty trash receptacles and replace liners. (Includes sanitary bins) Clean windowsills and tracks. Remove cobwebs from corners. Sweep and mop floors. Clean walls as needed. Dust or wipe clean air ducts and return vents. 	

Task Order 14	Misc one time cleaning.
Instructions will be provided at the time of scheduling a cleaning. This will be billed by hourly rate.	

Please Notify your manager when any issues are found during your routine cleaning.

Mandatory Pre-Bid Meeting on February 15th and February 16th starting at 8:00 a.m. at the Port of Benton Office at 3250 Port of Benton Blvd., Richland. (this will take most of the day)

****Some locations of this project requires that the janitorial staff have a security badge that is issued from U.S. Department of Energy, Richland Operations Office. Low bidder will be provided with badging applications for janitorial personnel.**

Prevailing wages apply for this job.

Contractors and Sub-contractors must be on Port of Benton Small Works Roster.

As of July 1, 2019, all businesses are required to have LNI training before bidding and /or performing work on public works projects unless the business is exempt.

It is the responsibility of the Contractor to make certain that all sub-contractors have had LNI Training.

Contractors must be able to provide proof of insurance and license and bonding.

- Contractors must be able to Provide Insurance with a \$1,000,000.00 Liability naming the Port of Benton as the Certificate Holder and listing the name of the Project in the Description.
- Contractor is required to have a business license for the City in which the work is being performed.

Contractor is responsible for verifying permit requirements and for obtaining any permits needed for this project.

Contractor and Sub-Contractor are responsible for filing Intents to pay Prevailing Wage and Affidavits of Wages Paid with Washington State Department of Labor and Industries.

- Intents must be submitted and approved prior to beginning work for Contractor and Sub-Contractors. All costs incurred in the filing of Intents and Affidavits are the responsibility of the contractor.

Affidavits must be submitted and approved prior to final payment being made.

The procurement of these services will be in accordance with applicable federal, state, and local laws, and Port policies and procedures. The Port reserves the right to reject any and all Proposals.

The Port reserves the right to waive any minor irregularity and/or reject any and all firms and cancel the procurement.

All costs incurred in the preparation of a Proposal, and participation in this negotiation process shall be borne by the proposing firms.

Proposals shall become property of the Port and considered public documents under applicable Washington State laws. All documentation provided to the Port may be subject to disclosure in accordance with Washington State public disclosure laws.

Mandatory Pre-bid Meeting February 15th and February 16th at 8:00 a.m.

3250 Port of Benton Blvd., Richland (North end of Building)

- It is up to the contractor to field verify square footage.

Bids are due to the Port of Benton by March 1, 2023 by 2:00 PM

Bids may be submitted by email to: scollins@portofbenton.com