



# **Snohomish Health District**

**Janitorial Services  
RFQQ 2019-05**



**Snohomish Health District  
Administration  
3020 Rucker Ave., Ste. 306  
Everett, WA 98201**

## REQUEST FOR QUALIFICATIONS AND QUOTATION #2019-05

# Janitorial Services for District Facilities

**RFQQ MUST BE RECEIVED BY:  
3 PM Tuesday, November 19, 2019**

### **PURPOSE/OBJECTIVE**

The Snohomish Health District is soliciting qualifications and quotation from interested firms to perform janitorial service for office and clinic space at our two locations: Snohomish Health District at 3020 Rucker Ave, Everett, WA 98201 and Snohomish Health District/WIC clinic at 6101 200<sup>th</sup> St. SW, Lynnwood, WA 98036.

### **RFQQ SCHEDULE**

The District will follow a schedule, intended to result in the selection of a janitorial firm to provide services commencing immediately upon contract execution, anticipated January 1, 2020. Contract duration shall be one year, renewable annually for a maximum of two (2) additional one year terms.

The Request for Qualifications and Quotation (RFQQ) will be available online Wednesday October 30th, 2019, to interested contractors.

Email your firms' "Notice of Interest" no later than Tuesday, November 5, 2019 to:

Pamela Spence, Purchasing Administrator at [rfqq@snohd.org](mailto:rfqq@snohd.org)

<b><u>DESCRIPTION</u></b>	<b><u>TARGET DATE</u></b>
RFQQ issued	10/30/2019
Facility walk-thru	11/06/2019
Respondent's technical questions due via email	11/11/2019
Addendum to RFQQ issued, if required	11/12/2019
Proposals due to the District	11/19/2019
Contract award	12/10/2019

*The target dates provided are estimates and may be subject to change during the process.*

***The District reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal(s) deemed most advantageous to the District.***

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## I. INSTRUCTIONS TO PROPOSERS

- A. Site Meeting:** Interested contractors are strongly encouraged to participate in a Facilities Walk Through. There will be only one walk through at each site.

Wednesday November 6, 2019 at 10:00 am

Snohomish Health District – 3020 Rucker Ave, Everett, WA 98201. Meet in the 1<sup>st</sup> floor Auditorium

Wednesday November 6, 2019 at 12:00 pm

Snohomish Health District/WIC Clinic – 6101 200th St., SW, Ste.100, Lynnwood, WA 98036

- B. Proposal Documents:** Submittal of the Proposal Documents will be accepted via email to [rfqq@snohd.org](mailto:rfqq@snohd.org) or by delivery of three (3) copies to the District's headquarters in Everett until 3:00 pm PST (our clock) on Tuesday, November 19, 2019. Final decision will be based on complete evaluation of the full proposal.

**Materials shall be addressed to:**

**Pam Spence, Purchasing Administrator  
Snohomish Health District  
3020 Rucker Ave. Ste. 306  
Everett, WA 98201**

**C. Proposer's Checklist:**

The following Attachments must be completed and turned in with your Proposal in order for it to be considered:

BID ACKNOWLEDGEMENT	Attachment A
CONTRACTOR QUALIFICATION STATEMENT	Attachment B
COST PROPOSAL	Attachment C
NON-COLLUSION CERTIFICATE	Attachment D
INSURANCE REQUIREMENTS	Attachment E
CERTIFICATION OF COMPLIANCE w/wage payment statutes	Attachment F

## II. EVALUATION OF PROPOSALS AND AWARD

- A. Evaluation Procedure:** Award will be made to the most qualified respondent obtaining the highest weighed score combining price and qualifications.

Accordingly, the District may hold discussions with all respondents judged reasonably likely to be selected for award so. However, the District also reserves the right to make an award without holding discussions. In either case, the District may determine a respondent to be not responsive and/or a respondent's proposal to be not reasonably likely to be selected for award, at any time after the initial closing date for receipt of proposals and the review of those proposals.

It is the District's goal to award this contract to a single vendor. It is possible however, that the District may instead choose to award the proposal to two contractors, depending on the best business approach or that which best serves the District.

- B. Evaluation Criteria:** A maximum score of 100 points will be used to evaluate Proposals.

Each of the following elements shall have the stated maximum point value:

CRITERIA	SCORE (1-10)	WEIGHT GIVEN	SCORE TOTAL
EXPERIENCE & CAPABILITIES: Demonstrable experience and expertise in providing the services described in the scope of work as judged by evaluating information submitted and list of completed contracts.	10	40%	
COST OF SERVICE: Site service costs to perform requested levels of services	10	40%	
REFERENCES: Value and quality of past performance.	10	10%	
COMPLIANCE: Compliance with RFQQ process and conformance of information submitted with RFQQ requirements.	10	10%	

- C. False or Misleading Statements:** Proposals which contain false or misleading statements, or which provide references which do not support an attribute or condition claimed by the respondent, may, at the District's sole discretion, be rejected.

- D. 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 any such conditions, incompleteness, alterations, or irregularities constitute a material deviation from the RFQQ requirements.
- E. Award:** The District reserves the right to award the contract to the proposer that it deems to offer the best overall proposal in its sole discretion. The District is therefore not bound to accept a proposal on the basis of lowest price, and further, the District has the sole discretion and reserves the right to cancel this RFQQ 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 District.
- F. Negotiation:** The District reserves the right to negotiate any and all elements of this proposal.

### III. GENERAL INFORMATION

- A. Purpose:** The intent of these specifications is to describe services in the form of general janitorial work for Snohomish Health District facilities, as listed in Section IV, Scope of Work, in sufficient detail to secure comparable proposals for the performance of this service. All cleaning and associated activities will be accomplished to the satisfaction of the Administration Director or Building Specialist.
- B. 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 Administration Director.
- C. Temporary Employees:** Successful contractor will not hire temporary-type employees who have not been properly trained hired on the spot through an employment agency. In no case shall any hires be made without national criminal background checks.
- D. Not District Employees:** Contractor, its agents and employees shall not represent to anyone that Contractor, or its agents or employees, is an employee of the District. Contractor shall be an independent contractor and the District shall be neither liable nor obligated to pay Contractor, its employees, agents or representatives for sick leave, vacation pay or any other benefit of public employment, nor to pay any social security or other tax which may arise as an incident of employment; provided, however, that any insurance which is purchased by the District and which has a secondary or incidental benefit to the Contractor, shall not be deemed to convert this agreement for services to an employment contract. No agent, employee or representative of the Contractor shall be deemed to be an agent, employee or representative of the District for any purpose. Contractor shall be solely responsible for all acts of its agents, employees, representatives and subcontractors during the performance of this agreement.
- E. Non-Discrimination:** Contractor shall not discriminate on the basis of race, age, color, sex, religion, national origin, sexual orientation, creed, marital status, political affiliation, or the presence of any sensory, mental or physical handicap. This provision shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, selection for training, and the provision of services under this agreement.
- F. Evaluation:** Evaluation of proposals shall be by a District team, and shall be based on cost, customer service and responsiveness to specifications, proven ability, experience, reliability and references in addition to organizational overview and flexibility of working hours.

- G. Right to Award:** The Snohomish Health District reserves the right to make contract award to multiple Contractors, or on an all-or-none basis, whichever is in the best interest of the District.
- H. Right to Reject:** The Snohomish Health District reserves the right to reject any or all proposals or to accept any presented which meet or exceed these specifications, and which would be in the best interest of the District. The District is not bound to accept the low proposal.
- I. Best Modern Practices:** All work shall be performed and completed in accordance with the best modern practices. No detail necessary for safe and regular completion of the work shall be omitted, although specific mention thereof may not be made in these specifications. Best modern practices include use of "green" products to the greatest extent possible.
- J. Additional Work:** Any additional work found necessary by the proposer that is not specified in this proposal specification shall be listed on a separate sheet entitled "Additional Materials/Labor Required".
- K. Method of Payment:** Contractor is to submit properly completed invoice(s) to the Snohomish Health District, Accounts Payable, 3020 Rucker Ave. Ste 308, Everett, WA 98201 or email to [accountspayable@snohd.org](mailto:accountspayable@snohd.org). To insure prompt payment, each invoice shall cite description of service, and period covered by the bill.
- L. No Insurance provided by District:** It is understood the District does not maintain liability insurance for Contractor and/or its officers, employees, agents, instructors, and/or subcontractors.
- M. Insurance:**  
All Contractors shall have a valid and current business license issued by the City of Everett covering this type of work. Contractor shall be held responsible for any damages caused by their employees due to their actions and/or negligence.

The Contractor shall obtain and maintain in full force and effect during the term of the contract commercial general liability coverage with insurance carriers permitted to do business in the State of Washington. The policies will be written on an occurrence basis subject to the following minimum limits of liability:

Commercial General Liability:

Combined Single Limit:

\$1,000,000

Per Occurrence

\$2,000,000

Annual Aggregate

The Snohomish Health District, its agents, elected and appointed officials, and



employees are to be listed as additional insured's under the policies.

The Contractor shall also maintain workers compensation coverage through the State of Washington.

If at any time during the life of the contract or any extension the Contractor fails to maintain the required insurance 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 District to terminate the contract.

The Certificate of Insurance shall be filed with Snohomish Health District Administration Director prior to commencing work for this contract and shall remain in force throughout the life of the agreement.

**N. Hold Harmless:** The Contractor shall protect, defend, indemnify, and hold the Snohomish Health District, its officers, commissions, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character resulting from the error, omission or negligent act of the Contractor, its agents, employees or representatives, in the performance of the Contractor's duties under any agreement resulting from award of this proposal. Contractor specifically promises to indemnify the District against claims or a suit brought under Title 51 RCW by its employees or subcontractors and waives any immunity that the Contractor may have under that title with respect to, but only to, the District. Contractor further agrees to fully indemnify District from and against any and all costs of defending any such claim or demand to the end that the District is held harmless there from. This paragraph shall not apply to damages or claims resulting from the sole negligence of the District.

**O. Services Bought from Different Supplier:**  
Should the Contractor be unable to or refuse to supply service on any given day against the predetermined work schedule to which the Contractor has agreed and the District is forced to do the work with materials and/or services bought from a different Contractor, the difference in the proposal price of the services and that paid to the new Contractor for the work shall be charged to and paid for by the contracted vendor holding the proposal award for these services.

Contractor shall not, however, be responsible for delays in service due to:

1. Unavoidable mechanical breakdowns
2. Strikes
3. Inability to secure component materials
4. Acts of Nature
5. Fire

provided, however the Snohomish Health District Administration Director is notified in writing by the contracted vendor of such pending or actual delay. In the event of any delay, the date of service completion shall be extended for a period equal to the time lost due to the reason for the delay.

- P. Term:** The term of the Contract shall be for a period of one year from its effective date.

The contract shall automatically renew each year for one (1) additional year thereafter, up to a maximum of three (3) years from the effective date, upon the same terms and conditions, except as may be modified by written agreement to this contract. The District shall have the option to terminate any schedule of this contract due to budget cuts.

- Q. Termination – Cause:**

The District reserves the right to terminate this contract at any time, upon written notice, in the event that the services of the Contractor are deemed by the District to be unsatisfactory, or upon failure to perform any of the terms and conditions contained in this agreement. Failure of the successful Contractor to adequately clean the facility, in the judgment of the Administration Director, is cause for immediate termination of contract. In addition to foregoing right of termination, the District may terminate this contract, with or without cause, upon thirty (30) days written notice to Contractor.

- R. Price Increases:** The rates shown on proposal shall be consistently applied and remain firm throughout the first twelve (12) months of the contract. In the event that the contract term is extended, the Contractor's employees' wages shall be altered annually to recognize and follow the most recently promulgated increases in prevailing wages. Pursuant to WAC 296-127-023, the District shall be responsible for the cost of increases in employee wages to achieve prevailing wages. Surcharges for fuel, hazardous material disposal, or similar will not be allowed.

- S. Existing Conditions:** Before submitting a proposal, the Contractor is required to examine the specifications and contract documents and fully inform themselves of the existing conditions, limitations and contract provisions.

- T. Regulations and Codes:** The Contractor in the performance of this agreement shall comply with all applicable federal, state or local laws and ordinances, including but not limited to provisions of chapter 39.12 RCW and other prevailing wage laws, business licensing (including but not limited to a Washington State business license and a City of Everett business license), tax regulations. To the extent applicable, all equipment, materials and service shall comply with Washington State regulations, federal regulations, OSHA and WISHA requirements, to include EPA standards and City of Everett safety codes.

#### IV. SCOPE OF WORK

##### A. Facilities to be served.

###### Rucker Building

	Square feet	Address
Occupied Space Incl. restrooms & common areas	50,883	3020 Rucker Ave. Everett, WA
Un-Occupied Space Office space only	15,065	NOT TO BE CLEANED

###### Lynnwood WIC Clinic

Occupied Space Incl. restrooms & common areas	4,690	6101 200 <sup>th</sup> St.,SW, Ste. 100 Lynnwood, WA
Un-Occupied Space Office space only	2,361	NOT TO BE CLEANED

The highest standards of cleanliness shall be maintained. It is the intent of these specifications that District facilities present a consistently clean condition at the end of each building servicing. The services outlined in these specifications are to be considered as minimum requirements but in no instance are they to limit the level of cleanliness.

**B. Holidays:** District facilities are closed and no cleaning will need to take place on the major holidays that are observed by the Snohomish Health District. A list of holidays observed by the Snohomish Health District follows:

- o New Year's Day
- o Martin Luther King Day
- o President's Day
- o Memorial Day
- o Independence Day
- o Labor Day
- o Veteran's Day
- o Thanksgiving Day
- o Day Following Thanksgiving
- o Christmas Day

**C. Prevailing Wage:**

The Contractor will comply with all provisions of Chapter 39.12 RCW - Prevailing Wages on Public Work and WAC 296-127-023 - Building Service Maintenance. Prevailing wages will be determined by the type of work being performed. The Employer must pay the rate that applies to the type of work being done. If you need further clarification, you can contact the Department of Labor and Industries to confirm current prevailing wage rate for applicable workers on this particular public work project.

**D. Supplies, Materials, Equipment and Utilities:**

***Furnished by the District:***

1. Electrical power at existing outlets for the Contractor to operate such equipment as necessary in the conduct of their work.
2. Water as necessary.
3. Materials and supplies such as:
  - a. hand soap
  - b. paper towels
  - c. toilet paper
  - d. toilet seat covers
  - e. wastebasket & garbage liners

The District will work with the Contractor to provide storage for supplies and equipment in District buildings. Closets and the stored equipment shall be kept clean and in an orderly manner by the Contractor. The District will replenish paper supplies in storage areas as needed. The District will not be responsible in any way for damage to the Contractor's stored supplies, materials, replacement parts, or equipment but will exercise due care in working around those items to prevent any damage.

***Furnished by the Contractor:***

1. The Contractor shall supply all necessary tools, equipment, and waxes, strippers, cleaners, brooms, mops, buckets, buffers and all other tools and supplies not stated in the work request as being supplied by the District. Equipment must be professional/commercial grade and materials shall be first quality, shall give good service and shall give results satisfactory to the District. Contractor will supply all SDS sheets for all supplies maintained in the building. Only approved environmentally safe biodegradable cleaning supplies will be used. All cleaning supplies and/or chemicals must be pre-approved by the Administration Director.
2. Slip Resistance: The Contractor shall verify that all floor finishes, seals, spray buff solutions and other such chemicals applied to non-carpeted floors provide adequate protection against slippery floors. Any observed instances of slippery or slick floors shall be corrected immediately upon discovery.

3. Indoor air quality protection is a concern for District facilities. Contractor owned vacuum cleaners used in District facilities must be HEPA certified by the manufacturer or meet filtration ratings at HEPA standards, and therefore must be rated to retain all particles to 0.3 microns in size at efficiency rating of 99% or higher. HEPA-rated exhaust filtration and HEPA disposable vacuum bags are required.

**E. District Inspection of Services:** All services, which include services performed, materials furnished or utilized in the performance of service, and workmanship in the performance of services, shall be subject to inspection by the District at all times during the term of the contract. All inspections by the District shall be made in such a manner as not to unduly delay the work by Contractor.

District 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 District management at any time, the Building Specialist will notify the Contractor, its authorized representatives or agents and the Contractor shall increase staff, or take whatever measures are necessary to provide an acceptable level of cleanliness.

**F. Increase or Decrease in Services:** During the term of this contract, the District 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.

**G. Changes:** Any proposed change in this contract shall be submitted to the Snohomish Health District Administration Director for prior approval and then the Administration Director will make the change by a contract modification. Any oral statement or representation changing any of these terms or conditions is specifically unauthorized and is not valid.

**H. Employee Supervision:**

1. The District 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.
2. Contractor shall provide an adequate number of employees to maintain cleaning in accordance with the specifications herein and shall schedule work so that it does not disrupt the functions and normal day-to-day operations of District facilities.
3. 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 his/her employees and other persons performing janitorial work under the Contractor's control at District facilities. The Contractor shall be responsible for repair of any damage to District 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 District. Any repair or restoration of these damages shall be performed at no cost to the District.

**I. Employee Safety and Standards:**

1. Contractor shall select individuals to perform janitorial services for District facilities in conformance with accepted janitorial practices and standards. Custodial staff working in these facilities shall have relevant experience.
2. All employees shall be legally authorized to work in the United States.
3. Contractor shall complete criminal background checks. Results shall be made available to the Administration Director upon request and retained on file by the Contractor in accordance with privacy laws. Throughout the life of the contract, Snohomish Health District reserves the right to require the Contractor to have background checks updated or completed again. There will be no exceptions and no substitutions of personnel without prior background clearance checks.
4. The Contractor shall ensure that its staff is drug free. No alcohol or drug use shall be permitted on District property. Smoking is not allowed in or within twenty-five (25) feet of District buildings. Staff employed by the Contractor shall not work in any District 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).
5. Upon request by the District, Contractor will remove from District premises any employee who, in the sole opinion of the District, has participated in any improper conduct.
6. Contractor shall submit a current list of names, and assignments of all employees who will perform work under this contract. Changes in employment list shall be reported to the Building Specialist no less than twenty-four (24) hours before the changes become effective.
7. Contractor shall provide appropriate training to employees prior to the beginning of service under this contract to ensure competent performance of work during scheduled hours. When submitting names of employees, Contractor shall provide documentation of the type and amount of training received by each employee. All employees must understand correct use of all materials and equipment used to clean, including what to do if problems occur (i.e. proper use of SDS sheets).
8. The Contractor must certify that all employees and representatives are trained to recognize and understand the Universal Safety Symbols.
9. All Contractor employees must sign a HIPPA confidentiality form.

10. 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 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 District staff can contact when contract employee is performing services at any District facility.

**J. Facilities Security:**

1. A major violation of the contract specifications, terms and conditions dealing with building security or confidentiality may result in immediate termination of this contract.
2. Examples of a major violation include but are not limited to: failure to follow established security protocol for each facility; leaving a door or doors unlocked with the building unattended; failure to turn on, or off as appropriate, the security system; breach of confidentiality regarding agency files, personal records, or any other agency information not intended for public disclosure; theft of personal or District property; and the drinking of alcoholic beverages, use of drugs, or being inebriated or under the influence while performing of contractual requirements.
3. The Contractor shall not engage in and shall prohibit the moving and reading of papers on desks, the opening of desk drawers and cabinets, and the use of telephones and office equipment provided for official business.
4. The Contractor's employees shall be instructed in the security of District 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 (i.e. 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.
5. Keys and access codes to District facilities issued to the Contractor may not be reproduced or given to another person. The Building Specialist must issue additional keys. The Contractor will be responsible to obtain any keys that may have been provided to employees who terminate employment with their 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 District. 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.



## V. TECHNICAL SPECIFICATIONS

### 1) **MAINTENANCE HOURS.** District facilities are available as follows:

- a) **Rucker Building - Everett** is available for cleaning after 3:00 p.m.  
Monday through Friday.

*Cleaning for the Internal Revenue Service office must be scheduled to be completed before 4:30 pm.*

- b) **SHD/WIC Lynnwood:** is available for cleaning after 6:00 p.m.  
Monday through Friday.

### 3) **CLEANING/SERVICING FREQUENCY**

Daily Monday through Friday, except holidays

### 4) **SCOPE OF WORK – PERFORMANCE REQUIREMENTS**

Office, Conference and Common Areas – except restrooms

#### **Monday - Friday**

- a. Empty waste receptacles. Replace plastic liners as needed – any liner with food on it shall be replaced.
- b. Empty all recycling containers; recycle contents (deposit in exterior recycle dumpsters provided to District).
- c. Pick up debris from immediate exterior of entrances to buildings.
- d. Damp clean lunchroom tables and counters using sanitizer. Wipe down chairs if needed. Remove stains.
- e. Sanitize and polish all drinking fountains.
- f. Clean interior and exterior glass on all building entrances.
- g. Spot clean interior glass in partitions and doors.
- h. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, stainless steel corner protectors and railings.
- i. Walls: remove spots, stains and marks to hand height. (70")
- j. Vacuum carpeted areas, moving chairs and garbage cans (anything light and easy to move), including under desks. Put back items moved. All visible dirt, dust and soil to be removed.
- k. Spot clean carpet areas to remove spilled or soiled spots.
- l. Dust, sweep or mop all hard flooring. Damp mop kitchen floor (using a cleaning agent).
- m. Clean and sanitize all sinks and counter tops.
- n. Stairs: sweep/damp mop/vacuum (as appropriate). For non-concrete, finished steps, remove visible marks.
- o. Clean conference room tables and arrange furniture.
- p. Lock and secure the building at a designated time every evening, Monday through Friday.
- q. Lock Rucker parking lot gate at a designated time every evening, Monday through Friday.
- r. Empty trash cans in garage (weekly).



## **RESTROOM AREAS**

**NOTE: CLEANING TOOLS USED IN RESTROOMS SHALL NOT BE UTILIZED IN GENERAL OFFICE AND OTHER AREAS (i.e., rags, mops, sponges, gloves, etc.)**

1. Using a germicidal cleaner, clean and sanitize all restroom fixtures including but not limited to toilet seats, toilet bowls, urinals and sinks.
2. Damp wipe and polish all glass and mirrors.
3. Clean and sanitize all flush rings, drain and overflow outlets.
4. Clean and polish all chrome fittings.
5. Damp wipe all counters, doors, etc. using a germicidal cleaner.
6. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.
7. Remove spots, stains and splashes from wall area adjacent to hand basins.
8. Damp mop all floors using a germicidal cleaner.
9. Pay particular attention to stains under urinals when cleaning the grout and tile.
10. Refill all dispensers. Check and refill soap and paper dispensers.
11. Empty all containers and disposals and insert liners as required.
12. Empty and sanitize interior of sanitary containers.
13. Wash and sanitize exterior of all dispensers and containers (weekly).
14. Spot clean all walls, doors and partitions (monthly).

### **MONTHLY – Minimum of once per month (unless otherwise noted) All buildings**

1. Dust and clean customer service countertops unless covered with papers, all furniture including chairs, tables, filing cabinets, bookcases, shelves, window sills, door frames, picture and artwork frames, molding and counters.
2. Clean and remove marks from metalwork anywhere in building, including but not limited to nameplates, trim and handles.
3. Dust the tops of all office partitions.
4. Vacuum under chair carpet protectors and clean, as needed (visible dirt or stains).
5. Using a tank vacuum or pack, vacuum all edges and corners (twice a year).
6. Vacuum edge of all carpets at the wall (twice a year except that observable dirt or debris shall be looked for and removed immediately). Carpet areas against the walls but under office cubicle furniture shall be vacuumed once a year. It is the intent of this performance standard to make sure all carpet not vacuumed during routine cleaning, and if accessible, is vacuumed a minimum of once a year.
7. Damp clean base moldings (once a year).
8. Remove black marks and scuffs from floors.
9. Machine scrub all restroom floors using a detergent (three times a year-Jan., May, Oct.).
10. Remove dust and cobwebs from ceiling areas.
12. Dust or vacuum and spot clean all supply and return air grilles and diffusers, high or low, to remove all visible dust and dirt and fingerprints.
13. All hard floors in areas designated to be cleaned, whether linoleum, tile or terrazzo, shall be stripped, sealed and waxed twice per year.

## VI. GENERAL OBLIGATIONS

**The following general obligations are in effect for each employee working on District facilities**

1. All employees will remain in the designated work area during work shift, with the exception of using the restroom or for designated breaks. At those times employees may be in designated restroom/break areas but are not allowed to roam the District property.
2. The Contractor and its employees shall not use the District's telephone or equipment, or eat or remove food and beverages from District refrigerators, cabinets, or lockers.
3. District facilities are "off limits" to all unauthorized personnel. There will be no unauthorized visits by friends, family, or other people during work shift hours. Authorization must be in writing and come from the Administration Director.
4. 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.
5. 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.
6. 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.
7. Baseboards, walls, furniture and equipment shall in no way be splashed, disfigured or damaged during cleaning operations.
8. 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.
9. 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 without written authorization of the District.
10. 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 Building Specialist or designee within 24 hours of detection or observation.

**ATTACHMENT A:**  
**RFQQ ACKNOWLEDGMENT**

The undersigned agrees that all the terms and conditions of this solicitation and offer may, at the District's option, be made applicable in any contract issued as a result of this solicitation.

Business Firm's Typed Name: \_\_\_\_\_

Name and Title of Person

Authorized to Sign Bid: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Corporate Attestation or SEAL *here*

Signature: \_\_\_\_\_  
(Corporate officer other than above)

Date: \_\_\_\_\_

Name and Title of Person

Attesting to Authorized Signature: \_\_\_\_\_

**NAME AND SIGNATURE REQUIREMENTS FOR PROPOSALS AND CONTRACTS**

The correct legal business name of the respondent must be used in all contracts. A trade name (i.e., a shortened or different name under which the firm does business) should not be used when the legal name is different.

Corporations must have names that comply with State Law. The respondent's signature must conform to the following:

- Where the respondent is a corporation, a corporate seal is required.
- Where the respondent is a partnership, at least one general partner must sign.
- Where the respondent is a sole proprietor, the owner of the company must sign.

**ACKNOWLEDGMENT OF SOLICITATION AMENDMENTS**

**Please note, that it is the respondent's responsibility to check the District's website frequently for Addendums, which may impact pricing, this documents requirements, terms and/or conditions. Failure to sign and return an Addendum with your response may result in disqualification of Proposal.**

The respondent acknowledges receipt of the following amendment(s) to the solicitation:

Amendment Number/Date: \_\_\_\_\_

Amendment Number/Date: \_\_\_\_\_

**NOTE: THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE BID.**

## ATTACHMENT B:

### STATEMENT OF PROPOSER'S QUALIFICATIONS

Contractor must complete all portions of this statement before Proposal will be considered. The following statements as to experience, equipment 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 Proposal evaluation.

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

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Telephone: \_\_\_\_\_

Number of years Contractor has been engaged in custodial services business: \_\_\_\_\_

State of Washington Contractor's Registration No. \_\_\_\_\_

Department of Labor and Industries Workmen's Compensation No. \_\_\_\_\_

City of Everett Business License No. \_\_\_\_\_

Have any adverse legal judgments been rendered against the Proposer in the past five (5) years:

☐ NO ☐ YES If yes, give details:

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

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Contractor must have at least three (3) years' 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:

Location and for who performed:

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Phone \_\_\_\_\_ Contact Person \_\_\_\_\_

Location and for who performed:

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Phone \_\_\_\_\_ Contact Person \_\_\_\_\_

Location and for who performed:

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Phone \_\_\_\_\_ Contact Person \_\_\_\_\_

11. Please give the names and titles for the janitorial staff that you plan to employ for this contract. Indicate how many years they have worked for your company

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(Firm Name of Proposer)

---

(Signature of Proposer)

---

(Title)

---

(Telephone Number)

---

(Email Address)

**NOTE: THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE PROPOSAL.**

**ATTACHMENT C:**  
**COST PROPOSAL**

Proposal of: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

TO: The Snohomish Health District ("District")

Proposer offers to provide the following janitorial services per the specifications contained herein:

DESCRIPTION				
<p>The Snohomish Health District is requesting Qualifications and Quote Proposals to hire a janitorial firm to clean District facilities located as noted under section IV (A), per the specifications of this contract request for proposals. <u>Materials used for cleaning must meet the approval of the Building Specialist</u></p> <p>The successful firm shall furnish all labor, materials, and cleaning equipment.</p> <p>Quote shall be based on cleaning frequency established under section V of this proposal and the square footage of District facilities as noted in the table under Section IV (A) of this proposal.</p>				
ITEM NO.	QTY	UNIT		PRICE
1.	1	Each	Monthly charge for thorough cleaning of <b><u>SHD Everett Facility</u></b> per the schedules listed - Technical Specifications - to include all labor, taxes, cleaning equipment and supervision (prevailing wage).	\$_____
2.	1	Each	Monthly charge for thorough cleaning of <b><u>SHD/WIC Lynnwood Facility</u></b> per the schedules listed - Technical Specifications - to include all labor, taxes, cleaning equipment and supervision (prevailing wage).	\$_____

**NOTE: THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE PROPOSAL.**

## ATTACHMENT D:

### NON-COLLUSION STATEMENT

In order for your application to be considered, it is necessary to furnish the following information:

Has your firm ever been indicted, pled guilty, pled nolo contendere (no contest), or been convicted of any offense that has resulted in your firm being barred from being or performing work for any State, Local, or Federal Government?

Yes \_\_\_\_

No \_\_\_\_

If "Yes", attach a separate sheet(s) to this form giving the details involved, the names of the individuals, and their current employment status with your firm.

Has any officer, employee, or other member of your firm ever been indicted, pled guilty, pled nolo contendere, or been convicted of any illegal restraints of trade, including collusive bidding?

Yes \_\_\_\_

No \_\_\_\_

If "Yes", attach a separate sheet(s) to this form giving the details involved.

Has your firm or any officer, employee, or member of your firm ever been debarred for violation of various Public Constraint Acts incorporating Labor Standards Provision?

Yes \_\_\_\_

No \_\_\_\_

If "Yes", attach a separate sheet(s) to this form giving the details involved.

Is your firm under the protection of the bankruptcy court, has pending any petition in bankruptcy court, or have you made an assignment for the benefit of creditors?

Yes \_\_\_\_

No \_\_\_\_

\_\_\_\_\_  
(Printed Name of Contractor)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**NOTE: THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE PROPOSAL.**



**ATTACHMENT E:**  
**INSURANCE REQUIREMENTS**

A. Contractor shall obtain insurance of the types described below:

1. Automobile Liability Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01
2. Commercial General Liability Commercial General Liability insurance shall be written at least as broad on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse, or underground property damage. The District shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the District using an additional insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the state of Washington.

B. Minimum Amounts of Insurance

Contractor shall maintain the following insurance limits:

1. Comprehensive General Liability. Insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
2. Automobile Liability. \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.

C. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:

1. The Contractor's insurance coverage shall be primary insurance as respect to the District. Any Insurance, self-insurance, or insurance pool coverage maintained by the District shall be excess of the Contractor's insurance and shall not contribute with it.

2. The Contractor's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except in accordance with RCW 48.18.290, or prior written notice by delivery or mail has been given to the District.

Name of Company: \_\_\_\_\_

Name of Insurance Agent: \_\_\_\_\_

Telephone, including Area Code \_\_\_\_\_

**NOTE: THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE PROPOSAL.**

## **ATTACHMENT F:**

### **CERTIFICATION OF COMPLIANCE with Wage Payment Statutes**

The proposer hereby certifies that, within the three-year period immediately preceding the RFQQ solicitation date October 30, 2019, the proposer 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 a 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.

---

Proposer’s Business Name

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Signature of Authorized Official\*

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Printed Name

---

Title

---

Date

---

City

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State

**NOTE: THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE PROPOSAL.**

## **SAMPLE**

### **Janitorial Services Contract**

THIS JANITORIAL SERVICES CONTRACT ("Contract") is made and entered into by and between the SNOHOMISH HEALTH DISTRICT, a Washington State municipal corporation ("District"), and XXXXXXXXXX, ("Contractor").

WHEREAS, the District has determined the need to have janitorial maintenance services performed for the Snohomish Health District office building located at 3020 Rucker Avenue, Everett, WA 98201; and

WHEREAS, the District desires to have the Contractor perform such services pursuant to certain terms and conditions and the Contractor has represented that it has the requisite skill and experience necessary to provide the necessary janitorial maintenance services, and

WHEREAS, the District has solicited qualifications and quotes through the Public Notice and has received and evaluated qualifications/quotations proposals, and has determined that Contractor is the most qualified responsive bidder; and

WHEREAS, the Contractor and the District desire to enter into this Contract for said work in accordance with the terms and conditions of this Contract.

NOW, THEREFORE, in consideration of the terms, conditions and agreements contained herein, the District and Contractor agree as follows:

1. **Scope of Work - Term-Duration.**

A. The Contractor shall perform, carry out and complete the Janitorial Maintenance Services in accordance with this Contract and the incorporated Contract Documents specified in Section 2.

B. **Term-Duration.**

The term of this contract shall be for 1 year from January 1, 20XX, to December 31, 20XX.

Prior to the expiration of the term of the contract or any renewals or extensions thereof, parties may renew the contract for two (2) additional one (1) year terms upon the same terms and conditions.

2. **Contract Documents.**

The following documents are incorporated into the Contract by this reference:

- A. Scope of Work —
- B. Proposal/Bid Submittal (attached).
- C. Addenda (if any)

In the event of any inconsistencies or conflicts between the language of this Contract and these incorporated documents, the language of the Contract shall prevail over the language of the documents.

3. **Commencement of Work.**

A. Work shall not proceed under this Contract until the following conditions have been met by the Contractor:

- B. Contract has been signed and fully executed by the parties.
- C. The Contractor has provided the District with the certificates of insurance required under Section 17.
- D. The Contractor has obtained a City of Everett Business License.
- E. The Contractor has provided the District with satisfactory documentation that Contractor is licensed and bonded as a contractor in Washington State.

These conditions shall be satisfied within ten (10) calendar days of the District's Notice of Award of the Contract to the Contractor. Upon satisfaction of these conditions, the District shall issue a Notice to Proceed and Contractor shall commence work within five (5) calendar days of the date of said Notice.

#### **4. Payment for Project.**

A. Compensation and Method of Payment. Payments shall be made by the District to the Contractor based on month-end billings. The District shall pay the Contractor for services rendered within thirty (30) days after receipt of a billing invoice from the Contractor. The total amount to be paid shall not exceed \$XXX per month (including sales tax). The Contractor shall complete and provide the Department of the Treasury Internal Revenue Service form W-9, Request for Taxpayer Identification Number and Certification, to the District on or before the execution of this Agreement. All payments to Contractor include Washington State Sales Tax.

B. Payments shall be for Performance of Contract Work. Payments for work provided hereunder shall be made following the performance of such work, unless otherwise permitted by law and approved in writing by the District. No payment shall be made for any work rendered by the Contractor except as identified and set forth in this Contract.

C. Right to Withhold Payments if Work is Unsatisfactory. If during the course of the Contract the work rendered does not meet the requirements set forth in the Contract, the Contractor shall correct or modify the required work to comply with the requirements of the Contract. The District shall have the right to withhold payment for such work until it meets the requirements of the Contract.

D. Payments. Subject to F below, progress payments shall be based on the timely submittal by the Contractor of the District's standard payment request form. The form shall be appropriately completed and signed by the Contractor. Applications for payment not signed and/or completed shall be considered incomplete and ineligible for payment consideration. The District shall initiate authorization for payment after receipt of a satisfactorily completed payment request form and shall make payment to the Contractor within approximately thirty (30) calendar days thereafter.

F. Final Payment. The District shall not require a payment and performance bond. However, the parties agree that the District shall not make a payment to the Contractor until the following has occurred:

1. Affidavits of Wages Paid for the Contractor and all Subcontractors are on file with the Washington State Department of Labor and Industries and the District.

2. An Affidavit by the Contractor is on file with the District that sums due from the Contractor and all subcontractors to the Washington State Department of Revenue, Employment Security Department, and Department of Labor and Industries for all taxes and penalties due or to become due with respect this Contract have been paid

3. Releases from all of Contractor's subcontractors and/or suppliers have been provided to the District, or the period for filing claims by said subcontractors and/or suppliers has expired without claims being filed.

4. The Contractor shall provide the District with proof that insurance required under Section 17 remains in effect.

G. Payment in the Event of Termination. In the event this Contract is terminated by the either party, the Contractor shall not be entitled to receive any further amounts due under this Contract.

H. Maintenance and Inspection of Financial Records. The Contractor and its subcontractors shall maintain reasonable books, accounts, records, documents and other evidence pertaining to the costs and expenses allowable, and the consideration paid under this Contract, in accordance with reasonable and customary accepted accounting practices. All such books of account and records required to be maintained by this Contract shall be subject to inspection and audit by representatives of District and/or of the Washington State Auditor at all reasonable times, and the Contractor shall afford the proper facilities for such inspection and audit to the extent such books and records are under control of the District, and all Project Contracts shall similarly provide for such inspection and audit rights. Such books of account and records may be copied by representatives of District and/or of the Washington State Auditor where necessary to conduct or document an audit. The Contractor shall preserve and make available all such books of account and records in its control for a period of three (3) years after final payment under this Contract, and subcontracts shall impose similar duties on the subcontractors.

## **5. Termination of Contract.**

Either party may terminate this Contract upon ten (10) working days' written notice to the other party

## **6. Status of Contractor.**

The Contractor is a licensed, bonded and insured contractor as required and in accordance with the laws of the State of Washington. Contractor is acting as an independent contractor in the performance of each and every part of this Contract. No officer, employee, volunteer, and/or agent of either party shall act on behalf of or represent him or herself as an agent or representative of the District. Contractor and its officers, employees, volunteers, agents, contractors and/or subcontractors shall make no claim of District employment nor shall claim against the District any related employment benefits, social security, and/or retirement benefits. Nothing contained herein shall be interpreted as creating a relationship of servant, employee, partnership or agency between Contractor and the District.

**7. Business License Required.**

The Contractor shall obtain a City of Everett Business License prior to commencement of work under this Contract.

**8. Work Ethic.**

The Contractor shall perform all work and services under and pursuant to this Contract in timely, professional and workmanlike manner.

**9. Job Safety.**

General Job Safety. Contractor shall take all necessary precaution for the safety of employees on the work site and shall comply with all applicable provisions of federal, state and local regulations, ordinances and codes. Contractor shall erect and properly maintain, at all times, as required by the conditions and progress of the work, all necessary safeguards for the protection of workers and the public and shall post danger signs warning against known and unusual hazards.

**10. Prevailing Wages.**

Contractor shall pay its employees, and shall require its subcontractors to pay their employees, prevailing wages as required by and in compliance with applicable state and/or federal law and/or regulations, including but not limited to RCW Chapter 39.12 and RCW Chapter 49.28. Prior to final payment under this Contract, Contractor shall certify in writing that prevailing wages have been paid for all work on the Contract as required and in accordance with applicable law and/or regulations.

**11. Taxes and Assessments.**

The Contractor shall be solely responsible for compensating its employees, agents, and/or subcontractors and for paying all related taxes, deductions, and assessments, including, but not limited to, applicable use and sales taxes, federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Contract.

**12. Nondiscrimination Provision.**

The Contractor shall comply with all applicable equal opportunity laws and/or regulations and shall not discriminate on the basis of race, age, color, sex, sexual orientation, religion, national origin, creed, veteran status, marital status, political affiliation, or the presence of any sensory, mental or physical handicap. This provision shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, selection for training, and the provision of work and services under this Contract. The Contractor further agrees to maintain notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Contractor understands that violation of this provision shall be cause for immediate termination of this Contract and the Contractor may be barred from performing any services or work for the District in the future unless the Contractor demonstrate to the satisfaction of the District that discriminatory practices have been eliminated and that recurrence of such discriminatory practices is unlikely.

**13. The Americans with Disabilities Act.**

The Contractor shall comply, and shall require its subcontractors to comply, with the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq. (ADA), and its implementing regulations, and Washington State's anti-discrimination law as contained in RCW Chapter 49.60 and its implementing regulations, with regard to the work and services provided pursuant to this Contract. The ADA provides comprehensive civil rights to individuals with disabilities in the area of employment, public accommodations, public transportation, state and local government services, and telecommunications.

**14. Compliance With Law.**

The Contractors shall perform all work and services under and pursuant to this Contract in full compliance with any and all applicable laws, rules, and regulations adopted or promulgated by any governmental agency or regulatory body, whether federal, state, local, or otherwise.

**15. Contractor's Risk of Loss.**

It is understood that the whole of the work under this Contract is to be done at the Contractor's risk, and that Contractor has familiarized themselves with all existing conditions and other contingencies likely to affect the work, and has made the bid accordingly, and shall assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

**16. Indemnification and Hold Harmless.**

A. The Contractor shall indemnify, defend and hold the District, its elected officials, agents, officers and/or employees and volunteers harmless from and against any and all claims, demands, liabilities, losses, costs, damages or expenses of any nature whatsoever (including all costs and attorneys' fees) to or by third parties arising from, resulting from or connected with the work and services performed or to be performed under this Contract by the Contractor and/or its directors, officers, agents, employees, consultants, and/or subcontractors to the fullest extent permitted by law and subject to the limitations provided below.

B. The Contractor's duty to indemnify the District shall not apply to liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the District or its elected officials, agents, officers and/or employees.

C. The Contractor's duty to indemnify the District for liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the concurrent negligence of (a) the District and/or its elected officials, agents, officers and/or employees, and (b) the Contractor and/or its directors, officers, agents, employees, consultants, and/or subcontractors, shall apply only to the extent of negligence of Contractor and/or its directors, officers, agents, employees, consultants, and/or subcontractors.

D. 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 District, 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.

E. Nothing contained in this section or Contract shall be construed to create a liability or a right of indemnification by any third party.

F. The provisions of this section shall survive the expiration or termination of this Contract with respect to any event occurring prior to such expiration or termination.

17, **Insurance.**

A. **Insurance Term.**

The Contractor shall procure and maintain for the duration of the agreement insurance against claims for injuries to persons or damage to property which may arise, as required in this Section, without interruption from or in connection with the performance commencement of the Contractor's work through the term of the work hereunder by the Contractor, their agents, representatives, employees or subcontractors contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein.

B. **No Limitation**

Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the District's recourse to any remedy available at law or in equity.

C. **Minimum Scope of Insurance.**

Contractor's required insurance shall be of the types and coverage as stated below:

1. **Automobile Liability** insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on at least as broad as Insurance Services Office (ISO) form CA Automobile 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability **coverage.**

2 **Commercial General Liability** insurance shall be written on at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop gap liability, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide the per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement There shall be no e exclusion for liability arising from explosion, collapse or underground property damage. The District shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the District using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured- Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad of coverage.

3. **Workers' Compensation** coverage as required by the Industrial Insurance laws of the State of Washington

**D. Minimum Amounts of Insurance.**

The Contractor shall maintain the following insurance limits:

- I. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and a \$2,000,000 products-completed operations aggregate limit.

**E. Public Entity Full Availability of Contractor Limits**

If the Contractor maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Contractor.

**F. Other Insurance Provisions.**

The Contractor's insurance coverage shall be primary insurance with respect to the District. Any insurance, self-insurance, or insurance pool coverage maintained by the District shall be in excess of the Contractor's insurance and shall not contribute with it.

**G. Acceptability of Insurers.**

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

**H. Verification of Coverage.**

The Contractor shall furnish the District with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the Automobile Liability and Commercial General Liability insurance of the Contractor before commencement of the work. Throughout the term of this Contract, upon request by the Public Entity, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.

**I. Contractor's Insurance for Other Losses.**

The Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools, Contractor's employee owned tools, machinery, equipment, or motor vehicles owned

or rented by the Contractor, or the Contractor's agents, suppliers or subcontractors as well as to any temporary structures, scaffolding and protective fences.

**J. Subcontractors.**

The Contractor shall include all subcontractors as insured under its policies or shall furnish separate certifications and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the same insurance requirements as stated herein for the Contractor.

The Contractor shall cause each and every subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein. The Contractor shall ensure that the Public Entity is an additional insured on each and every subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as ISO Additional Insured endorsement CG 20 38 04 13.

**K. Waiver of Subrogation.**

The Contractor and the District waive all rights against each other, any of their subcontractors, lower tier subcontractors, agents and employees, each of the other, for damages caused by fire or other perils to the extent covered by other property insurance obtained pursuant to the Insurance Requirements Section of this Contract or other property insurance applicable to the work. The policies shall provide such waivers by endorsement or otherwise.

**L. Notice of Cancellation of Insurance.**

The Contractor shall provide the District and all Additional Insureds for this work with written notice of any policy cancellation within two business days of their receipt of such notice.

**M. Failure to Maintain Insurance**

Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the District may, after giving five (5) business days notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the District on demand, or at the sole discretion of the District, offset against funds due the Contractor from the District.

**18. Assignment and Subcontractors.**

A. The Contractor shall not assign this Contract or any interest herein, nor any money due to or to become due hereunder, without first obtaining the written consent of the District.

B. The Contractor shall not subcontract any part of the services to be performed hereunder without first obtaining the consent of the District and complying with the provisions of this section.

C. In the event the Contractor does assign this Contract or employ any subcontractor, the Contractor agrees to bind in writing every assignee and subcontractor to the applicable terms and conditions of the Contract documents.

D. The Contractor shall, before commencing any work, notify the District in writing of the names of any proposed subcontractors. The Contractor shall not employ any subcontractor or other person or organization (including those who are to furnish the principal items or materials or equipment), whether initially or as a substitute, against whom the District may have reasonable objection. Each subcontractor or other person or organization shall be identified in writing to the District by the Contractor prior to the date this Contract is signed by the Contractor. Acceptance of any subcontractor or assignee by the District shall not constitute a waiver of any right of the District to correct defective work or work not in conformance with the contract documents. If the District, at any time, has reasonable objection to a subcontractor or assignee, the Contractor shall submit an acceptable substitute.

E. The Contractor shall be fully responsible for all acts and omissions of its assignees, subcontractors and of persons and organizations directly or indirectly employed by it and of persons and organizations for whose acts any of them may be liable to the same extent that it is responsible for the acts and omissions of persons directly employed by Contractor.

F. In the event that the Contractor receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Contractor shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the District.

#### **19. District Confidences and Security Checks.**

The Contractor agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the District in each instance, the confidences of the District or any information regarding the District or services provided to the District. The Contractor will insure that each of its employees are aware of this covenant, and each employee agrees to keep District information confidential. Further, the Contractor agrees to provide verification to the District that all employees that perform work at the District's building have cleared a national background check and do not have any charges or convictions for crimes related to fraud or deceit. Additionally, the District has the right to refuse any employee of the Contractor access to the building.

#### **20. Severability.**

A. If a court of competent jurisdiction holds any part, term or provision of this Contract to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Contract did not contain the particular provision held to be invalid.

B. If any provision of this Contract is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

#### **21. Integration and Supersession.**

This Contract sets forth all of the terms, conditions, and Contracts of the parties relative to the Project, and supersedes any and all such former Contracts which are hereby declared terminated and of no further force and effect upon the execution and delivery hereof. There are no terms, conditions, or Contracts with respect thereto except as provided herein, and no amendment or modification of this

Contract shall be effective unless reduced to writing and executed by the parties. In the event of any conflicts or inconsistencies between this Contract and the Declaration, the terms of this Contract shall control in all cases.

**22. Non-Waiver.**

A waiver by either party hereto of a breach of the other party hereto of any covenant or condition of this Contract shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any Contract, covenant or condition of this Contract, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such Contract, covenant, condition or right.

**23. Survival.**

Any provision of this Contract which imposes an obligation after termination or expiration of this Contract shall survive the term or expiration of this Contract and shall be binding on the parties to this Contract.

**24. Contract Representatives and Notices.**

This Contract shall be administered for the District by the {Insert Project Manager Name}, and shall be administered for the Contractor by the Contractor's Contract Representative, [xxx] Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties at their addresses as follows:

To District:

Shawn Frederick  
Intermin Administrator  
Snohomish County Health District  
3020 Rucker Avenue Suite 306  
Everett WA 98201  
Email: sfrederick@snohd.org  
Phone: 425-339-8687

To Contractor:

Contact:

or to such addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

**25. Third Parties.**

The District and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide any right or benefit, whether directly or indirectly or otherwise, to third persons.

**26. Governing Law**

This Contract shall be governed by and construed in accordance with the Laws of the State of Washington.

27. Venue.

The venue for any action to enforce or interpret this Contract shall lie in the Superior Court of Washington for Snohomish County, Washington.

28. Attorney Fees

Should either the District or the Contractor commence any legal action relating to the provisions of this Contract or the enforcement thereof, the prevailing party shall be awarded judgment for all costs of litigation including, but not limited to, costs, expert witnesses, and reasonable attorney fees.

29. Authority

The person executing this Agreement on behalf of Contractor represents and warrants that they have been fully authorized by Contractor to execute this Agreement on its behalf and to legally bind Contractor to all the terms, performances and provisions of this Agreement. The person executing this Contractor on behalf of the District represents and warrants that they have been fully authorized by the District to execute this Contractor on its behalf and to legally bind the District to all the terms, performances and provisions of this Contract.

30 . Counterparts

This Contract may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Contract.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed the day and year first hereinabove written.

Acknowledgement of Waiver of Contractor's Industrial Insurance Immunity:

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