



REQUEST FOR PROPOSALS

Property Management and Maintenance Services

I. Introduction

The City of Battle Ground is requesting proposals from qualified property management service providers for the management, maintenance and other related services for its facility located at 109 SW 1st Street, Battle Ground, WA.

II. Description of Location

The building is located at 109 SW 1st Street. The building consists of a membrane roofed, steel framed, brick sided building, which includes meeting and office space of approximately 30,000 square feet over two floors housing 35 city staff, and private businesses including a bank, publishing company, and an investment company on the first floor. The east and west perimeters of the property contain drainage swales covered in grassy areas. The property is bordered by a public sidewalk on one side. The building is approximately 8 years old and is in good condition.

III. Requirement and Scope of Work

The service provider will be expected to provide a full range of building maintenance and management service, either directly, or through contracting. These services include but are not limited to:

- Cleaning/janitorial services for private businesses, staff offices, meeting rooms, washrooms and lunchrooms
- Heating, ventilating and air conditioning (HVAC) maintenance
- Fire and safety
- Plumbing
- Elevator Maintenance

In addition to these services, the firm must have a licensed real estate broker on staff that can show prospective tenants unused tenant spaces in city hall and can provide monthly property management services.

More specific, but general in nature, descriptions of the requirements for each of the above noted services are outlined in Appendix B. The City wishes to ensure a scent free/allergen free workspace as much as possible. Proponents will be required to verify and ensure that contractors providing services are using environmentally sound cleaning products wherever practical and reserves the right to inspect products on demand.

The firm must demonstrate its ability to deliver very competitive rates for the above noted services. This would be evidenced in part by tender document templates and documented tendering procedures which will ensure that the City obtains the best value for the services requested. All contracts will be administered and paid for by the proponent – the City wishes to be billed on an all inclusive basis. The City will entertain risk sharing proposals which offer additional cost savings on actual services.

Of particular interest to the City is the ability of the firm to demonstrate pro-active management of City assets by assisting in the development of annual upgrade and maintenance projects with appropriate budgets. Further, the City seeks a firm capable of providing project management support for more complex repair and upgrade projects. Demonstrated familiarity with building codes and construction techniques and materials is essential.

The City is seeking evidence from proponents that they can satisfy the following experience requirements:

- a) show proof that in the last 24 months they have held a government or private sector contract of the type and size described in this request for proposal and have satisfactorily completed the contract
- b) have been employed in the type of service being proposed and can provide references as to their satisfactory performance
- c) can adequately demonstrate that they have the ability to provide the necessary expertise and resources to satisfactorily complete the contract

The City expects to enter into an initial two year contract with two, two year extensions, subject to an annual evaluation of the firm's performance.

IV. General Provisions

The City of Battle Ground reserves the right to reject any or all proposals for any reason or to accept any proposal in whole or in part on the basis of proposals received, which the City in its sole unrestricted discretion deems most advantageous to itself. The lowest proposal may not necessarily be accepted. The proponent acknowledges the City's rights under this clause and absolutely waives any right of action against the City concerning the City's failure to accept its proposal or any proposal whether such right of action arises in contract, negligence, bad faith or any other cause of action. The acceptance of any proposal is subject to budget funds being available, as well as the approval of the City Council or alternatively the employee of the City having authority to accept the proposal.

The City makes no representation or warranty, either express or implied, with respect to the accuracy or completeness of any information contained or referred to in this Request for Proposal. Each proponent is solely responsible to ensure that they have obtained and considered all information necessary to understand the requirements of the Request for Proposal and to prepare and submit their proposal. The City will not be responsible for any loss, damages or expenses incurred by a proponent as a result of any inaccuracy or incompleteness in this Request for Proposal, or as a result of any misunderstanding or misinterpretation of the terms of this Request for Proposal by any proponent.

Unless otherwise requested in writing, a proponent must not contact or communicate with any elected or appointed officer or employee of the City other than Mr. Scott P. Sawyer,

P.E., Public Works Director in relation to the proposal prior to the award of such proposal as outlined herein. Any such communication will result in disqualification of the proposal from further consideration.

Proposals may be withdrawn before the closing time and date noted herein, provided that notice to withdraw is received by the designated City contact person noted herein, at least 24 hours prior to the closing time and date. A facsimile of notice to withdraw will be accepted if sent to 360-342-5057 to the attention of Mr. Scott P. Sawyer. Proposals are irrevocable after the closing time and date.

Proposals must remain valid for sixty (60) days following the closing time and date.

The City of Battle Ground is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. Therefore, while Section 20 of the Act does offer some protection for third party business interests, the City cannot guarantee that any information provided to the City can or will be held in confidence.

V. Proposal Submission

Proponents must submit the following documents in the following order – proposals will be evaluated in part on adhering to these instructions:

1. Cover letter indicating your understanding of the requirements of the Request for Proposal and identifying the primary contact for the contract. The letter must be signed by an authorized company representative.
2. Curriculum vitae of the contract manager including name, contact information, years of experience, specific technical qualifications and three recent contract references.
3. At least three recent references from similar sized/type clients including current contact information. Outline for each client:
 - Type of service provided
 - Number of years services have been provided
 - Square footage of facility(s)
 - Age of facility(s)
 - Approximate annual cost of services provided (excluding management fee)
4. At least two examples of special projects (ie. tendering/replacement of major building components such as HVAC) completed in the last five years:
 - Type of project
 - Original budget and final cost
 - Name and contact information of the client
5. Copy of standard tender template and tendering procedure.
6. Estimates of cost for the following services for the first year (quote prices separately for each component shown):

- Janitorial services – City Hall

7. Fee proposal (quote prices separately for each component shown):

- 2010 – Management Services/Annual Asset Maintenance Report
- 2011 – Management Services/Annual Asset Maintenance Report

Fee proposal should contract be extended for two additional years:

- 2012 – Management Services/Annual Asset Maintenance Report
- 2013 – Management Services/Annual Asset Maintenance Report

8. Briefly describe your proposed billing process.

VI. Proposal Evaluation:

Proposals in sealed envelopes marked “**Property Management Services**” will be received at:

City of Battle Ground
109 SW 1st Street, Suite 127
Battle Ground, WA

up to **5:00 p.m., November 20th, 2009.**

Any proposal received after this time will not be considered. Faxed responses will not be accepted.

Proposals will be evaluated generally as follows:

Quality/Completeness of Proposal Submission	5%
Contract Manager	10%
Special Projects	5%
Overall Service Provision (references/scope of services/procedures)	30%
Fee proposal	<u>50%</u>
	<u>100%</u>

VII. Additional Information

For any additional information regarding this proposal request, please contact Scott P. Sawyer, Public Works Director at (360) 342-5070.

**APPENDIX B
REQUEST FOR PROPOSALS
PROPERTY MANAGEMENT SERVICES DESCRIPTION OF SERVICES**

Cleaning/Janitorial

Includes daily cleaning of the City Hall and Offices:

City Office Building: hard surfaced floor maintenance, vacuuming, carpet cleaning (extraction once per year, traffic lanes 3 times per year), dusting horizontal surfaces, dusting of walls (once per year), windows (twice per year) and doors, and daily (during business days) hygienic cleaning of washrooms (including refill supplies of paper towels, toilet paper, automatic deodorizers, soap and lamps) water plants, remove garbage; project cleaning once per year, including light fixtures, diffusers, door grills, strip/seal finish floors.

Cleaning Inspections: minimum of one formal inspection per month of all locations.

HVAC Maintenance

Will consist of filter changes, belt changes, equipment lubrication, documentation of the above maintenance and chiller system start-up and shutdown. Procure as necessary resources to perform major repairs and replacements to motors, controls and associated drive mechanisms.

Fire and Safety

Includes inspection and servicing of safety equipment such as fire extinguishers, fire alarm system and emergency lighting as per code requirements. Procure necessary resources to replace major system components.

Plumbing

Includes faucet washer replacements, clearing plumbing blockages within the confines of the building perimeter with plunger or snake devices. Procure necessary resources to clear major blockages, replacement of fixtures and valves.

Elevator Maintenance

Includes inspection and regular maintenance as per code requirements.

Window Cleaning

Exterior washing of windows twice per year.

Other Fee Related Services

Annual Maintenance/Asset Management Plan

Review the building assets annually and provide a list for budgeting and planning purposes, of special maintenance projects which will maintain the integrity of the building and improve its life cycle with particular emphasis on energy efficient performance.

Special Projects

Includes assistance with more complex repairs such as roofing, ventilation and interior renovations. Includes providing assistance with project development, costing and supervision. These services would be negotiated separately from the property management services above.