



Issue Date: September 11, 2025

Proposal Due Date: October 15, 2025

Contact: Nina Lau, nina@wccda.org

Project Address: 10829 8th Ave. SW, White Center, WA 98146

Request for Proposals (RFP): Janitorial Services – White Center HUB

1. Overview

The White Center Community Development Association (WCCDA) is soliciting proposals from experienced janitorial service providers to support day-to-day cleaning and porter services at the **White Center HUB**** — an approximately 30,000 square foot, community-centered facility that will house four nonprofits, a federally qualified health clinic (HealthPoint), and community event spaces.

As a place-based organization deeply rooted in the White Center community, WCCDA is committed to building local economic opportunity through all aspects of our operations — including vendor and hiring practices. We seek a vendor who shares our values around equity, local employment, and community benefit. **Strong preference will be given to proposals that prioritize hiring White Center residents as frontline staff** and demonstrate thoughtful strategies for community-based recruitment and retention.

**The [White Center HUB](#) is currently under construction but expected to be completed at the end of October 2025.

2. Scope of Services

General Janitorial Services:

Daily cleaning of approximately 20,000 square feet (HealthPoint's leased medical space is excluded).

Areas include:

- Public/common corridors, hallways, stairwells, and lobby areas

- Restrooms and (1) Shower Room
- Conference rooms, classrooms, offices and event spaces (as scheduled)
- Shared-use café seating area
- Elevators, vestibules, and high-touch surfaces

Tasks to include:

- Trash/recycling collection and removal
- Restocking restroom supplies as needed
- Vacuuming, sweeping, mopping
- Surface disinfecting and dusting
- Spot cleaning glass, interior windows, and doorways
- Deep cleaning per agreed-upon schedule (e.g., quarterly)

Day Porter Services (ideally M–F):

- One full-time porter, 8 hours per day, Monday through Friday, during building operating hours (7:00 AM – 7:00 PM). Exact shift timing to be mutually agreed upon.

Responsibilities:

- Mid-day restroom checks and restocking
- Monitoring and cleaning high-traffic areas
- On-call support for cleaning needs during the day
- Coordination with building manager for supply restocks and reporting facility issues
- Light event setup/cleanup assistance (as needed)

Event-Based Support**:

- Optional janitorial coverage available for evening and weekend events on an as-needed (overtime) basis.
- HUB Events Team will coordinate notice and scheduling.

**Bidders should provide an hourly overtime rate for these services.

3. Staffing and Equity Goals

Contractors are expected to prioritize hiring from within the White Center community. Proposals should detail how the company will recruit and retain local staff.

Equal Opportunity Employer

The White Center Community Development Association is an equal opportunity employer. We strongly encourage proposals from minority-owned, women-owned, and locally based businesses. All contractors must adhere to nondiscriminatory employment practices and are expected to support inclusive hiring practices in alignment with WCCDA's equity values.

Additionally, all staff must be trained, uniformed, and capable of communicating professionally with HUB building management. Bilingual or multilingual capabilities are a plus, but not required. All janitorial staff must be legally eligible to work in the United States.

4. Supplies, Storage, and Coordination

- WCCDA will provide all cleaning supplies and consumables (e.g., paper goods, soap, liners).
- Janitorial contractor must coordinate inventory needs with the Building Operations Manager.
- There is no designated breakroom, but day porter staff will be permitted to take breaks in shared/common areas or in CDA office spaces not currently in use. Refrigeration and secure storage for personal belongings will also be provided.
- One (1) Free onsite permitted parking spot is available to staff during work hours. The HUB is also accessible via public transportation.

5. Contractor Responsibilities

- Provide a consistent and professional janitorial team.
- Maintain all required business licenses and insurance coverage.
- Offer full employee benefits to staff assigned to the HUB (including health insurance, paid leave, etc.).
- Comply with all applicable labor laws and safety protocols.

6. Proposal Requirements

Please submit the following:

1. Company profile, including years in operation and relevant experience
2. List of current/recent clients and at least two references
3. Staffing and recruitment plan, including approach to hiring locally
4. Sample cleaning schedule (daily, weekly)
5. Pricing estimates:
 - Monthly cost for base janitorial services
 - Hourly rate for full-time day porter (M–F)
 - Overtime/event staffing rates (evenings/weekends)
6. Description of benefits offered to employees, base hourly wage
7. Proof of insurance and business licensure

7. Evaluation Criteria

- Cost-effectiveness
- Strength of local hiring and equity commitments
- Employee benefits and staff retention practices
- Demonstrated experience and references
- Responsiveness and clarity of proposal

8. Submission Instructions

Submit your proposal via email as a PDF attachment to:

Nina Lau
Neighborhood Development Manager
nina@wccda.org

****Submission Deadline: 12pm, October 15, 2025**

****Late or incomplete proposals will not be considered.**

9. Timeline

- RFP Issued: September 11, 2025
- Proposals Due: October 15, 2025
- ****Group Dates available for site walk** (please email Nina to confirm your attendance for one of the following Tuesdays):
 - **September 23, 11:30am-1:00pm**
 - **September 30, 11:30am-1:00pm**
 - **October 7, 11:30am-1:00pm**
- Interviews/Follow-up (if needed): October 16 – October 24, 2025
- Selected Vendor Notified: October 27, 2015
- Service Start Date: November 3rd, 2025 (exact date to be confirmed)