

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of Commissioners

FROM: Josh D. Peters, County Administrator
Shawn Frederick, Central Services Director

DATE: October 6, 2025

RE: **WORKSHOP and POTENTIAL ACTION re: RFP for Management of Community Centers and Public Comment Period**

STATEMENT OF ISSUE:

On December 19, 2022, the Board of County Commissioners approved an agreement with Olympic Community Action Programs, OlyCap, to provide community services at Tri-Area, Quilcene, and Brinnon Community Centers. The current grant agreement expires on December 31, 2025. At the September 2nd, 2025 BoCC Meeting, the Board approved a motion to advertise a Request for Proposal (RFP) for the new agreement. At the September 8, 2025 BoCC Meeting, the Board held a workshop to discuss potential RFP requirements providing direction to staff to Draft an RFP for consideration.

ANALYSIS:

The current agreement provided grant funding for 2023-2025. The amount for 2023 was \$173,500, for 2024 it was \$178,705, and for 2025 it is \$184,067, all to be paid out of the Community Services Department – 068 of the General Fund.

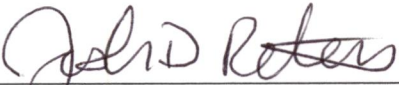
FISCAL IMPACT:

Fiscal impact to the General Fund will be determined once a community service provider or providers is contracted for each of the Community Centers.

RECOMMENDATION:

Review contents of current agreement. Approve draft RFP document for release, direct Staff accordingly if further revisions are necessary.

REVIEWED BY:



Josh D. Peters, County Administrator

10/3/25

Date

REQUEST FOR PROPOSALS (RFP)
ORGANIZATIONS TO OPERATE THE TRI-AREA, QUILCENE, AND/OR BRINNON
COMMUNITY CENTERS FOR JEFFERSON COUNTY, WASHINGTON

Jefferson County is seeking interested and qualified organizations to operate one or more of the Community Centers located in the Tri-Area, Quilcene, and/or Brinnon areas for Jefferson County, Washington.

Background

Jefferson County owns several community centers that are contracted out to a local organization to promote community-based services for the benefit of Jefferson County residents. The current management contract for the three subject community centers expires on December 31, 2025. The Board of County Commissioners is looking to address community feedback on services not currently provided. The successful proposal will address one or more facilities and all scope of work elements.

Scope of Work

1. Provide daily operation of one or more of the Centers, including scheduling events, program planning and activities, basic maintenance, custodial services, and building security.
2. Support and empower youth by helping them identify and meet their social, emotional, and developmental needs, while guiding them in accessing and navigating local, state, and federal programs, services, and community resources designed to promote their well-being and long-term success.
2. Assist the senior population in meeting basic life-sustaining and social needs.
3. Be a conduit and referral center for senior citizens to gain access to local, state, and federal programs.
4. Schedule use of the Centers by community groups and organizations.
5. Purchase of necessary operating supplies. Cleaning and facility operating supplies shall be approved by the Facilities Division of the Jefferson County Department of Central Services (Facilities).
6. Purchase and replace interior light bulbs and linear (tube) lamps as part of the operating supplies referred to in paragraph 5 above. Brand and style of lamps are to be approved by Facilities. All used fluorescent tubes shall be boxed to allow Facilities to dispose.
7. Provide and manage routine custodial functions including but not limited to restrooms, floor care, room set-up, and minor emergency plumbing such as plugged or overflowing toilets. To ensure quality of care, the Center operator shall receive guidance from Facilities as outlined in Attachment A.
8. Provide general landscaping and ground maintenance, including but not limited to cutting grass, weed removal, and bush and hedge trimming.

9. Pay utility service charges, which may include but are not limited to telephone, high speed internet access, garbage, water, and electrical services.

10. Appoint local advisory boards, one for each community center.

11. The selected entity or entities shall coordinate with Jefferson County Extension (JCE) office to provide dedicated access to meeting and classroom spaces within the facility for the purpose of delivering educational programming, community outreach, and training sessions. These time slots shall be scheduled in advance in consultation with WSU Extension staff and shall be made available on a recurring basis, with flexibility to accommodate seasonal programming needs.

As part of the support for the JCE of WSU, the selected entity or entities shall provide secure and accessible storage space within the facility to support WSU Extension's operational needs. This includes, but is not limited to, storage for educational tools and equipment such as weed wrenches, refrigerators for plant sample preservation, and other materials necessary for the JCE programs. The storage area should be clearly designated, climate-appropriate where necessary, and accessible to authorized WSU Extension personnel during mutually agreed hours.

To further promote community partnership, the selected entity is encouraged to actively collaborate with WSU Extension to support shared use of upgraded infrastructure, including technology installations funded through external grants. This partnership may include co-hosting events, sharing resources, and supporting youth and adult education initiatives.

12. Work cooperatively with the American Red Cross and Jefferson County Department of Emergency Management in the event of an emergency to provide the use of the county-owned facilities as mass care shelters.

13. As part of the Brinnon Community Center, provide space allowing for County network gear for transmitting security camera feeds over supplied access point.

14. As part of the Quilcene Community Center, provide tenant agreement for Quilcene Foodbank space. Provide sublet agreements for all other community groups utilizing space within the Quilcene Community Center.

Photos of the three subject Community Centers are attached.

Submittals

Organizations must email a letter of interest, a summary of qualifications, and a cost estimate to Josh D. Peters, Jefferson County Administrator, at the email address below, no later than 4:00 p.m. Nov 11, 2025 jdpeters@co.jefferson.wa.us

Reservation of Rights:

The County reserves the right, if it deems such action to be in the best interest of the County, to reject any and all submittals or to waive any irregularities or informalities therein.

The County reserves the right to extend the proposal submittal date, if needed.

Inquiries:

Any questions related to this Request for Qualifications must be directed to Josh D. Peters, at jdpeters@co.jefferson.wa.us, and be submitted no later than 4:00 p.m. on October 27, 2025

Schedule:

The following schedule identifies major milestones of the selection process and may be modified at the discretion of the County:

RFP distributed: October 6, 2025

Deadline for RFP questions: October 27, 2025

Deadline for RFP submissions: November 11, 2025

Review of proposals completed: November 17, 2025

Interviews with selected submitters: December 1, 2025

Contracts approved by the Board of County Commissioners: By December 31, 2025

Attachment "A"

Custodial Duties

Daily Routine

Sinks

- Sinks should be disinfected daily
- Wipe down all faucets
- Sides of sinks and counter tops wiped down
- Wipe down mirrors, paper towel dispensers

Toilets

- Toilets cleaned daily depending on use for large events at least twice daily
- Toilet seats should be raised and cleaned under and around the bowl with a disinfectant
- Wipe down toilet flush handles
- Light cleaning inside toilet bowl with bowl brush
- Handicap stall wiped down and handrails disinfected

Floors

- Floors mopped daily with a disinfectant, with emphasis on the men's urinal: at least twice daily, depending on use, for large events. (Peroxide based anti-viral Sanitizer Cleaner.). Using urinal mats are to be used to protect flooring
- Sweeping of floors daily depending on size use a large dust mop or a broom
- Vacuum heavy traffic areas daily
- Spills on carpets should be cleaned ASAP; Facilities should be contacted if assistance is required

Supplies

- Make sure all restrooms are properly supplied with toilet paper, paper towel multi-folds, hand soap, and toilet seat covers

Weekly Routine

Sinks

- All sinks deep cleaned weekly with a green scrub brush/pad with (ultra-light abrasive cleaner) to help keep sinks white

Toilets

- Toilets cleaned with ultra-light abrasive cleaner (like Comet or Ajax) with a strong bristle brush to keep the ring from building up on toilet
- Urinals cleaned with ultra-light abrasive cleaner (like Comet or Ajax) and strong bristle brush

Monthly Routine

- Wipe down stalls and handrails
- Wipe down light fixtures, bathroom fans, and windows
- Remove spider webs in restrooms
- Scrub floors with floor scrubber

Floors

- Mopping in all areas should be done as needed but monthly at a minimum
- All carpeted floors should be vacuumed monthly regardless of use

Annual Routine

Washing windows

- Outside windows are done twice annually