

City & Borough of Wrangell
REQUEST FOR PROPOSALS
Janitorial Services

Issue Date: May 2nd, 2022

General Overview

The City and Borough of Wrangell (CBW) is soliciting proposals from qualified individuals, firms or companies for janitorial services based on a yearly contract basis. Those seeking to fill this position will act as his or her own contractor. Proposals must be submitted to Cyni Cray by email at cyni@nolancenter.org, or hand-delivered to the Nolan Center, 296 Campbell Dr., Wrangell, Alaska 99929, and are **due by 3:00 p.m. on Friday, May 13, 2022**. Any questions as to the meaning of the scope of work should be directed to Cyni Cray to 907-874-3699.

General Notes

1. All Contractors are required to have a current Alaska business license prior to award.
2. All Contractors are required to provide, prior to an award, a Certificate of Insurance evidencing current insurance coverage. The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater, where required by law and shall remain in effect for the duration of the contract period:
 - A. Workers' compensation insurance, in accordance with AS 23.30.045, for the State of Alaska.
 - B. Public liability insurance and property damage insurance, in accordance with AS 08.18.101, for the State of Alaska, listing the CBW as an additional insured party
 - C. All policies shall provide for thirty (30) days written notice prior to any cancellation or nonrenewal of insurance policies required under contract.
3. Submit the proposal as a monthly lump sum for all required labor.
4. Length of contract will be twelve (12) months.
5. Payment will follow the receipt of a monthly invoice for services rendered.

Scope of Work

The Contractor shall provide janitorial services for The Nolan Center facility. The Contract will cover all facility areas. This includes areas such as the lobby, hallways, bathrooms, kitchen, civic room, classrooms, offices, gift shop, gallery and the grounds outside.

Janitorial Services for The Nolan Center

Cleaning Schedule

- Monday through Friday after business hours: dusting to a height of seven feet as needed
- Vacuuming carpeted floors and carpeted rugs
- Dust mopping and damp mopping all hard floors
- Trash removal and replacement of can liners as needed
- Spot washing interior glass to height of seven feet as needed
- Cleaning and sanitizing the kitchen area as needed
- Cleaning and sanitizing bathrooms including toilets, urinals, sinks and countertops
- Restocking soap dispensers, paper towels, and toilet paper
- Occasional laundry and light groundskeeping

Miscellaneous

The contractor shall report to the Nolan Center Directors weekly and monthly as work is completed. The contractor shall report in writing to the Nolan Center Directors any and all building or system deficiencies or failures observed in the course of providing janitorial services so that the Borough may remedy the condition before damage or failure occurs.

Materials and Supplies

The Nolan Center shall furnish hand soap, paper towels, toilet tissue, seat covers, and any other consumables. The Contractor must keep all storage areas neat, orderly and odor free at all times. Any additional items or excess materials that do not fit in the designated areas will be the responsibility of the contractor to store.

Cleaning Agents

Cleaning agents shall be comparable to those normally and commonly used with the industry and shall be used as follows:

- A. Use washing solutions in strengths as noted in their directions. Never use a washing solution stronger than necessary.
- B. Apply washing solution only long enough to loosen dirt, grime or mold.
- C. Rinse clean surfaces with clear water
- D. Avoid spills on surfaces not to be cleaned
- E. Use steel wool, scouring powders and abrasive only when absolutely necessary and NOT on any wooden surfaces.
- F. Untreated feather dusters shall not be used.

Building Security

The Contractor shall ensure that outside doors are kept locked at all times except when the building is normally open to the public. All exterior doors shall be checked and locked by the contractor when the contractor or contractor's employees leave the building.

Keys

The Contractor shall be furnished with necessary keys to the buildings. The Contractor shall return all such keys in good condition upon termination of the contract. Should any such keys be lost, stolen, damaged, misplaced or otherwise removed from the custody of the Contractor, the Contractor shall be responsible for, and shall pay, all replacement costs associated therewith including, but not limited to the change of locks. Under no circumstances shall the Contractor directory or indirectly duplicate or allow the duplication of any keys to the building or any part thereof. Contractor further agrees it shall be liable and responsible for paying any and all claims and damages, including claims and damages resulting from loss of use, for any theft or loss of any funds, or other property in or about the building or facility committed or caused by an employee, agent, representative or other person allowed or authorized by the Contractor to be on the premises.

Conduct of Work

The janitorial services shall be performed in accordance with the time and frequency schedules prescribed in the Scope of Work. The Contractor's work shall be performed without interfering with the proper performance of tenants and Borough business or work being done by other Contractors. The Contractor shall see that Contractor's employees do not disturb material on desks, open drawers or cabinets, or use telephones provided for Nolan Center use. If removed for cleaning, furniture and wastebaskets will be replaced in their original location and all electrical items shall be reconnected to their original outlets. Should certain offices be designated as DO NOT DISTURB, those areas or offices shall not be entered into and cleaned.

Safe Practices

Accepted safe practices must be followed in performance of the work. After each work period or other services during non-office hours the Contractor shall:

- A. Turn off unnecessary lights.
- B. Inspect the area for hazards which are caused by Contractor or Contractor's employees and take appropriate corrective action. The contractor shall also comply with standards prescribed by the State of Alaska, Department of Labor, Division Occupational Safety and Health.

Inspection

Random inspection by a Borough representative may occur. If during any inspection, it is found that cleaning standards are below those stated in this Scope of Work; written notice will be given to the Contractor. The Contractor will be given a time frame from the date of the Notice to correct the problem(s). If after the time allowed, the problem(s) have not been corrected to the satisfaction of the Borough, the Borough will hire an agency to perform the work and will deduct the amount charged by the outside agency from the Contractor's future payments. In addition, if after corrections have been made to the Borough's satisfaction, the Contractor's work continues to be unsatisfactory during the month following, the Agreement shall be subject to termination for cause as set forth in the Agreement.

RFP Submittal Requirements

Proposals should be prepared providing a straightforward, concise description of the contractor's qualifications.

A. **Letter of Transmittal**

1. Briefly state the proposer's understanding of the services to be performed and describe the commitment to provide the services as specified.
2. Give the name(s) of the person(s) who are authorized to make representations for the proposer, their titles, email addresses and telephone numbers.

B. **Statement of Qualifications**

1. Provide a statement of qualifications of the contractor.
2. Provide a statement of qualifications of others employed by the contractor.
3. List at least three other Janitorial Service contracts held in the past five years and describe the specific duties involved in each.

C. **Availability/Flexibility**

Specify the availability of services and flexibility considering weekend events and other special events at various times. State the current workload and the priority of this contract.

D. **References**

Provide a minimum of five references from similar clients. The Borough may contact all references for validation of information submitted and other information relative to the proposal.

Proposal Evaluation Criteria

Weight: Each criterion has an assigned weight which will be used to establish the relative importance of each aspect of the contractors' qualifications.

Rating: The Nolan Center Director and two additional department heads will rate the proposals. Ratings will be from 0 - 5 points with 5 being the best. Ratings from all members of the review team will be averaged together to determine an aggregate rating score for each criterion.

1. Qualifications (weight 20)	5 x 20 = 100
2. Availability/Flexibility (weight 20)	5 x 20 = 100
3. References (weight 20)	5 x 20 = 100
4. Interview (weight 20)	5 x 20 = 100
5. Cost (weight 20)	5 x 20 = 100

Total Possible Points/Score = **500**

In the event the bids received are higher than anticipated, the Borough reserves the right to negotiate with the lowest responsive and responsible bidder. The CBW reserves the right to waive any bid irregularities.