

City of Unalaska  
REQUEST FOR PROPOSALS FOR JANITORIAL SERVICES  
Department of Ports & Harbors, including Airport

**Deadline to Submit Proposals**  
**May 27, 2022 - 4:00 p.m.**

1. The City of Unalaska is seeking proposals for janitorial services for the above named Department and Facility pursuant to the attached JANITORIAL SCOPE OF WORK.
2. Contact Peggy McLaughlin or Patrick Bliss at 907.581.1254 to schedule a walk-through of the facility.
3. The Janitorial Proposal submitted must include all costs and must be a not-to-exceed cost bid.
4. Proposals are requested for a five (5) year contract beginning July 1, 2022, and ending on June 30, 2027.
5. The successful bidder will be required to sign a Contract with the City of Unalaska and a sample of this Contract is attached. Do not sign and submit the sample contract with your proposal.
6. Hand deliver or mail four (4) copies of a completed JANITORIAL PROPOSAL (form attached), with attached reference letters and business licenses, in a sealed envelope labeled JANITORIAL PROPOSAL PORTS & HARBORS and the name of the bidder.
7. Do not place proposals in folders, covers or binders; simply staple the pages together.
8. Mail or deliver proposal to the City Clerk at the address below. Proposals delivered by fax or email will not be considered.

City Clerk  
CITY OF UNALASKA  
43 Raven Way  
P. O. Box 610  
Unalaska, AK 99685

9. Proposals must be submitted by 4:00 p.m. on Friday, May 27, 2022. Proposals received after that time and date will not be considered.
10. Contractor Requirements:
  - a. The successful contractor must demonstrate the ability to perform the work described in the Scope of Work.

- b. The successful contractor must have in place the insurance requirements indicated in the attached sample contract within fourteen (14) days after the date of the Notice of Award.
  - c. Contractors may be determined to be unqualified vendors of the City if they fail to file or are delinquent in their payment of any real property, personal property or sales taxes.
  - d. Contractors must have current business licenses issued both by the State of Alaska and the City of Unalaska.
11. City Responsibilities:
- a. It is the responsibility of the City of Unalaska to provide access to the facility for the purpose of performing the duties outlined in the Scope of Work.
  - b. It is the responsibility of the City to pay invoices in a timely manner. The City pays vendors on a monthly basis, in a reasonable time after completion of services.
12. The City of Unalaska reserves the right to reject any and all proposals.
13. Proposals will be reviewed by a committee of three persons. Scoring will be based on the following criteria, with a maximum score of 100:

CRITERIA	POINTS
Proposed Cost	30
Vendor's References	30
Janitorial Experience of Vendor	40
Total	100

*For the cost element, the lowest cost proposal shall receive full points. All other proposals will receive point deductions based on the percentage that the proposal is higher than the lowest bid. The formula will be: lowest bid amount divided by bid amount, multiplied by points possible, equals score (rounded to the nearest whole number).*

14. Notice: City employees and immediate family members shall not transact proprietary business with the City that directly or indirectly results in gain or profit to themselves unless he/she first files with the Finance Department a sworn statement of the intent to have such business transaction, stating the nature, type and extent of his/her interest in the intended transaction. Within seven (7) days following filing, the City shall publish a copy of the statement of intent to do business with the City in a newspaper of general circulation within the City at least once and post a copy of the statement in at least one public place. Publication costs shall be borne by the interested party. The purchasing agent acting for the City in the transaction shall take no action until ten (10) days have elapsed after the filing of the statement by the interested party and until at least

seven (7) days have elapsed after the publication and posting of the required statement.

*SAMPLE CONTRACT – DO NOT SUBMIT WITH JANITORIAL PROPOSAL*

**JANITORIAL SERVICE AGREEMENT**  
**City of Unalaska – Department/Facility**

THIS AGREEMENT IS MADE BETWEEN The City of Unalaska ("City") and \_\_\_\_\_, doing business as \_\_\_\_\_ ("Contractor").

1. **SERVICES:** Contractor shall provide all labor and supplies necessary to accomplish those janitorial and related services identified in the attached "General Area Basic Services" to City according to these terms, general conditions and specifications.

2. **TERM:** This Agreement shall be in effect for five (5) years, commencing on July 1, 2022, and shall terminate on June 30, 2027. All work performed at the Ports and Harbors Office at Latitude 54 must be done three times per week before the hour of 8:00am and after the hour of 5:00pm on weekdays. Work at Tom Madsen Airport must be performed daily between the hours of 2:00am to 6:00am, with twice daily spot checks between 2:00pm - 3:pm and between 6:00pm - 7:00pm. Contractor should be available between 9:00am – 6:00pm each day for emergency cleaning at the Tom Madsen Airport. Contractor will provide the City with a list of all employees that will be providing janitorial services on behalf of the Contractor. In addition, if the Contractor is awarded multiple Janitorial Contracts with the City, the Contractor will submit a work schedule (attached) to the City that reflects the days and times that service will be provided at each location. The Contractor agrees that no persons shall enter City facilities except for the purpose of performing janitorial services. No friends, family, children or pets will be permitted to enter City facilities with employees of the Contractor.

3. **TERMINATION:** If City is dissatisfied with the quality of the services, City will inform Contractor in writing of the specific area of dissatisfaction, and, if contractor shall fail to correct the deficiencies within ten (10) days, City may terminate this Agreement by fifteen (15) days written notice to Contractor. City may terminate this Agreement at any time if the premises are destroyed, or City may terminate this Agreement without cause at any time by thirty (30) days written notice.

4. **PRICE:** City agrees to pay Contractor for the services at a rate of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) per month payable monthly following satisfactory completion of services. A monthly invoice must be submitted/mailed to the City of Unalaska, ATTN: Accounts Payable, P.O. Box 610, Unalaska, AK, 99685, in order for payment to be processed.

5. **CHANGE IN WORK PERFORMED:** The above price is based upon the service area and frequency of services in the attached "General Area Basic Services" according to these terms, general conditions and specifications. If there are any changes in such area or services, City and Contractor agree to negotiate a reasonable price adjustment.

6. **INDEPENDENT CONTRACTOR:** Contractor is an independent contractor and all persons employed to furnish services hereunder are employees of contractor and not of City.

7. **EQUAL OPPORTUNITY:** Contractor and City agree that in the performance of this Agreement, there shall be no discrimination on account of race, religion, sex, age or national origin, and each shall comply with applicable federal, state and local laws and regulations pertaining to fair employment practices.

8. **LABOR RELATIONS:** It is understood and agreed that this contract is awarded without discrimination as to whether employees of contractor are members, or not members, of any labor organization. No dispute between any labor organizations and Contractor shall be permitted to occur, or be manifested on the premises. Contractor agrees to employ personnel for the work who will work at all times in harmony with other personnel. Contractor further agrees not to participate in, or encourage, any cessation of work, which may occur as a result of any such labor disputes.

At the time this Agreement is signed, or at any time thereafter, in response to a request by the City, Contractor shall identify all persons Contractor intends to have perform services pursuant to this Agreement. Contractor shall not use any person identified without the specific approval of the City, which approval shall not be unreasonably withheld.

8. **SAFETY AND COMPLIANCE WITH APPLICABLE LAW:** In performing services pursuant to this Agreement, Contractor shall comply with all applicable federal, state and local laws, statutes, ordinances, rules and regulations. Contractor shall also comply with all Federal, State, and City safety and health requirements while performing cleaning services for City, i.e., OSHA, AKOSH, fire, most and specifically:

- a. Personal Protective Equipment (PPE): Janitorial contractor is responsible for providing and using the appropriate PPE for each task while performing services FOR City;
- b. Chemical Inventory and GHS or SDS: Per the OSHA Hazard Communication Standard 29 CFR 1910.1200, the janitorial contractor will be required to provide the City with an inventory of products used to clean the facility and a

GHS or SDS for each product listed on the inventory. The chemical inventory and GHS or SDS must be updated every six months;

- c. Secondary Containers: The janitorial contractor will be required to label all secondary product containers stored in the facility per 29 CFR 1910.1200;
- d. Storage: If the Janitorial contractor is provided storage for supplies and equipment at a City facility, these items must be stored in such a ways as to not cause a hazard or a safety violation; and
- e. Access: Contractor is required to supervise, store and secure products and equipment when working in areas where the general public is present so that members of the public may not gain access to the products and equipment.

## 9. **INSURANCE REQUIREMENTS:**

- A. The contractor shall carry and maintain throughout the life of this contract, at its own expense, insurance in not less than the amounts and coverage herein specified. Such coverage shall be with an insurance company rated "Excellent" or "Superior" by A. M. Best Company, or a company specifically approved by the City's risk manager. The City of Unalaska, its employees, elected officials, agents, and volunteers shall be named as **additional insureds** under the insurance coverage so specified and where allowed, with respect to the performance of the work. There shall be no right of subrogation against the City, its employees, elected officials, agents, or volunteers performing work in connection with the work, and this **waiver of subrogation** shall be endorsed upon the policies. These policies providing coverage thereunder shall contain provisions that no cancellation or material changes in the policy relative to this project shall become effective except upon **60 days prior written notice** thereof to the City of Unalaska.
- B. Prior to commencement of the work, the contractor shall furnish certificates to the City of Unalaska, in duplicate, evidencing the following:
  - that the City of Unalaska, its employees, agents, and volunteers are named as additional insureds under the insurance coverage;
  - that a waiver of subrogation is endorsed upon the policies; and that no cancellation or material changes in the policy relative to this project shall become effective except upon **60 days prior written notice** thereof to the City of Unalaska.

- C. The contractor shall furnish the City of Unalaska with certified copies of policies upon request. The minimum coverages and limits required are as follows:
1. **Workers' Compensation** insurance in accordance with the statutory coverages required by the State of Alaska **and Employers Liability** insurance with limits not less than **\$1,000,000** and, where applicable, insurance in compliance with any other statutory obligations, whether State or Federal, pertaining to the compensation of injured employees assigned to the work, including but not limited to Voluntary Compensation, Federal Longshore-men and Harbor Workers Act, Maritime and the Outer Continental Shelf's Land Act.
  2. **Commercial General Liability** with limits not less than **\$1,000,000** per Occurrence and **\$2,000,000** Aggregate for Bodily Injury and Property Damage, including coverage for Premises and Operations Liability, Products and Completed Operations Liability, Contractual Liability, Broad Form Property Damage Liability and Personal Injury Liability. Coverage shall not contain any exclusion of Explosion, Collapse, or Underground. Coverage is to be endorsed to include a per-project aggregate. Additionally, such insurance shall be considered primary to any insurance carried by the City of Unalaska and the insurer will endorse the policy accordingly.
  3. **Commercial Automobile Liability** on all owned, non-owned, hired and rented vehicles with limits of liability of not less than **\$1,000,000** Combined Single Limit for Bodily Injury and Property Damage per each accident or loss.
- D. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expense.
- E. All insurance policies as described above are required to be written on an "occurrence" basis. In the event occurrence coverage is not available, the contractor agrees to maintain "claims made" coverage for a minimum of two years after project completion.
- F. If the contractor employs second tier subcontractors to perform any work hereunder, the contractor agrees to require such subcontractors to obtain, carry,

maintain, and keep in force during the time in which they are engaged in performing any work hereunder, policies of insurance which comply with the requirements as set forth in this section. This requirement is applicable to subcontractors of any tier.

G. The contractor is required to maintain all certificates of insurance during the course of the project and for a minimum of three (3) years following the completion of such project. It is further agreed, that upon request by the City of Unalaska, the Contractor will provide copies of any and all subcontractor certificates of insurance for review of compliance.

H. Failure by the Contractor to maintain the required insurance coverage or to comply with F. above may, at the option of the City of Unalaska, be deemed Defective Work and remedied in accordance with the contract.

10. **LICENSES:** Contractor shall keep current all local and state licenses and taxes required by law.

11. **ASSIGNMENT:** Contractor shall not assign any of its rights, or delegate any of its obligations under this Agreement, without prior written consent of City. Any assignment or delegation without such written consent shall become null and void.

12. **NOTICES:** Notices, requests, demands and other communication by either party hereunder shall be in writing and delivered to:

CITY		CONTRACTOR
City of Unalaska Dept. of Ports & Harbors P.O. Box 610 Unalaska, AK 99685 (907) 581-1254 Telephone (907) 581-2519 Fax	Company	
	Contact	
	Address	
	City/State/Zip	
	Telephone	
	Fax	
	Cellular	

13. **APPLICABLE LAW:** This Agreement shall be construed and enforced in accordance with, and the laws of the State of Alaska shall govern the validity and performance under

this Agreement. Venue for any dispute arising under or related to the terms of this Agreement shall lie exclusively with the State of Alaska Superior or District Court for the third Judicial District at Anchorage.

14. **ADVERTISING:** Contractor shall not use City's name, or refer to City directly or indirectly, in any advertisement without receiving City's specific written approval for such use or release.

15. **HOLIDAYS:** Contractor is not obligated to perform janitorial services on the following holidays: New Year's Day, President's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. Call-outs will be permitted on this date when requested by the Ports Office only, at an hourly rate of \$90.00, over and above the monthly contract rate.

16. **ENTIRE AGREEMENT:** This Agreement contains the entire Agreement between the parties. All prior negotiations between the parties are merged in this Agreement, and there are no understandings or agreements other than those incorporated herein.

17. **INDEMNIFICATION:** Contractor agrees to indemnify and hold City harmless against any claims, however presented, based directly or indirectly upon the performance, or failure to perform, by Contractor, its employees, elected officials, volunteers, contractors or representatives, and arising out of this Agreement.

18. **COMPLIANCE WITH APPLICABLE LAW:** In performing services pursuant to this Agreement, Contractor shall comply with all applicable federal, state and local laws, statutes, ordinances, rules and regulations.

19. **DEDUCTIONS:** The City may deduct from the amount of any payment made to Contractor any sums owed to City by Contractor. Before making any such deduction, however, the City shall provide Contractor written notice of the amount claimed by City to be due and owing from Contractor.

CITY OF UNALASKA

CONTRACTOR

By: *Sample Contract – Do Not Sign*

By: *Sample Contract – Do Not Sign*

\_\_\_\_\_  
Erin Reinders  
City Manager

\_\_\_\_\_  
Individual Name

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

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



**GENERAL AREA BASIC SERVICES**  
**ATTACHMENT TO PORTS & AIRPORT JANITORIAL SERVICE AGREEMENT**

The work to be performed pursuant to this Agreement shall be performed at the Department of Ports and Harbors Office at the Latitude 54 Building, located at 748 Ballyhoo Road, Dutch Harbor, Alaska, and at Tom Madsen Airport, located at 105 Terminal Drive, Dutch Harbor, Alaska. The Contractor will be required to clean the Ports and Harbor Office three times weekly, and Tom Madsen Airport daily.

The work to be performed is as follows:

**DEPARTMENT OF PORTS AND HARBORS**

THREE TIMES WEEKLY:

1. Vacuum all carpeted areas
2. Mop Floors
3. Clean entry area floors, including under mat and furniture
4. Clean office bathroom/changing room
5. Empty trash receptacles and replace liners
6. Clean all countertops; disinfect door handles and surfaces
7. Dust furniture and polish as needed
8. Clean interior windows and sills as needed
9. Clean coffee and break areas, including interior and exterior of appliance (refrigerator, microwave, coffee maker,) countertops and shelves

THREE TIMES ANNUALLY:

1. Shampoo all carpeted areas (time of cleaning must be scheduled with Ports Office)

**TOM MADSEN AIRPORT**

DAILY DUTIES:

1. Vacuum all carpeted areas per Shaw Manufacturer's specifications and recommended products(See Appendix #1)
2. Empty trash receptacles and replace liners
3. Sweep and mop restroom floors per Altro manufacturer's specifications and recommended products(See Appendix #2)
4. Clean main terminal flooring per Tuflex manufacturer's specifications and recommended products (see Appendix #3 &5)
5. Replenish all paper products and soap dispensers as needed
6. Clean and sanitize all restrooms and drinking fountains
7. Disinfect door handles, telephones and surfaces
8. Clean furniture (including seating and tables)
9. Clean interior windows (including stainless steel wainscoting in baggage claim area) as needed
10. Clean all glass doors and fixtures
11. Clean front entry doors and windows

TWICE DAILY SPOT CHECKS:

1. Pick up all trash in facility including restrooms
2. Restock paper products as needed X 2 bathrooms
3. Clean any spills
4. Empty exterior ashtray containers
5. Report any maintenance issues such as toilet overflow or broken items to the Ports Office

WEEKLY DUTIES (ONCE PER WEEK):

1. Spot clean carpets per manufacturer's specifications and recommended products (See Appendix #1)
2. Clean interior walls, including wainscoting per Acrovyn manufacturer's specifications and recommended products (See Appendix #4)

MONTHLY DUTIES (ONCE PER MONTH):

1. Clean carpets with hot water extraction machine per manufacturer's specifications and recommended products (See Appendix #1)
2. Buff restroom floors per manufacturer's specifications and recommended products (See Appendix #2)
3. Strip main terminal floors per manufacturer's specifications and recommended products (See Appendix #3)

4. Clean interior windows

SUPPLIES

The Contractor must supply and/or furnish all cleaning equipment and supplies, including manufacturer’s recommended products, that are required to perform the work outlined in this agreement. Paper towel and toilet paper in both restrooms, replenishments for dispensers in the Ladies Restroom and hand soap for dispensers in both restrooms will be supplied by the City of Unalaska.

The City of Unalaska will provide the Roto Wash machine for usage on the Tuflex Rubber flooring in the main terminal area. Usage of the machine will be subject to the guidelines in Appendix #5.

"AS NEEDED"

The City's determination of whether a task is needed to be performed shall be final and will be considered of priority importance to the Contractor once notified.

**CONTRACTOR INFORMATION**

COMPANY NAME: \_\_\_\_\_

<b>INSURANCE INFORMATION</b>	
Insurance Company	
Representative Name	
Address	
City/State/Zip Code	
Telephone Number	
Fax Number	
Policy Number	

<b>CONTRACTOR EMPLOYEE NAMES</b>	


**CITY OF UNALASKA BUSINESS LICENSE INFORMATION**

\_\_\_\_\_

BUSINESS LICENSE NUMBER DATE ISSUED

<b>KEYS ISSUED</b>		
DESCRIPTION	ISSUED TO	DATE

*TO BE COMPLETED ONLY BY CONTRACTORS WITH MULTIPLE CITY CONTRACTS*

<b>LOCATION</b>	<b>LIST TIMES EACH FACILITY IS SCHEDULED TO BE CLEANED</b>						
	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>

## **Appendix 1**

### **Shaw Interior and Exterior Carpets**

#### **Manufacturer's Specifications**

**and**

#### **Product Recommendations**

**for**

#### **Maintenance and Cleaning**

## **Appendix 2**

### **Altro High Performance Safety Flooring**

#### **Manufacturer's Specifications**

**and**

#### **Product Recommendations**

**for**

#### **Maintenance and Cleaning**

## **Appendix 3**

**Tuflex Rubber Flooring  
Manufacturer's Specifications  
and  
Product Recommendations  
for  
Maintenance and Cleaning**



## **Appendix 4**

### **Acrovyn Wall Covering**

#### **Manufacturer's Specifications**

**and**

#### **Product Recommendations**

**for**

#### **Maintenance and Cleaning**

## Appendix 5

### Roto Wash

#### Usage Guidelines

1. The Roto Wash will be provided for use in cleaning the Tuflex Rubber flooring in the main terminal area of the Tom Madsen Airport only. It shall not be removed from the Airport building.
2. The Roto Wash will be operated per the manufacturer's guidelines, using only recommended cleaning products. Any damage to the machine will be the responsibility of the contractor. If the Roto Wash is irreparably damaged, the contractor shall pay the City of Unalaska the remaining value of the Roto Wash per the table below, based on the manufacturer's specified average life of the machine with regular usage and the purchase price of the machine:

Damage Occurs	Contractor Pays
Year 1	\$2000
Year 2	\$1600
Year 3	\$1200
Year 4	\$ 800
Year 5	\$ 400
Year 6	\$ 0

3. The Roto Wash Machine must be cleaned after each use by removing the brushes, cleaning the brushes and cleaning and drying the machine.

JANITORIAL PROPOSAL  
Department of Ports & Harbors, Including Airport

**BIDDER INFORMATION:**

Business Name \_\_\_\_\_

Names of all Business Owners \_\_\_\_\_

Address \_\_\_\_\_ City, ST, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**BID:**

Bidder will perform the janitorial services as outlined in the Request for Proposal and Scope of Work for the sum of \$\_\_\_\_\_ per month.

**PLEASE RESPOND TO THE FOLLOWING:**

1. Did you participate in a "walk through" of the facility?  Yes  No
2. Are you fully prepared to successfully complete all janitorial requirements detailed in the Scope of Work?  Yes  No
3. Are you prepared to obtain the required insurance coverage if you are the successful bidder?  Yes  No
4. When did you start your current janitorial business? \_\_\_\_\_
5. Have you been continuously engaged in janitorial business since that time?  
 Yes  No
6. How long have you worked in the janitorial business overall and in what capacity?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Have you provided janitorial services for the City of Unalaska in the past?  Yes  
 No

If yes, which Department/Facility and when? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

8. Are you and your business current on Sales Tax, Real Property Taxes and Personal Property Taxes with the City of Unalaska?  Yes  No

9. Please provide up to three references from your janitorial customers who can verify your qualifications to provide janitorial services:

\_\_\_\_\_  
Name Telephone number

\_\_\_\_\_  
Name Telephone number

\_\_\_\_\_  
Name Telephone number

10. Attach one or more written reference letters, signed and dated, regarding your ability to provide contractual janitorial services.

11. Attach copies of your business licenses issued both by the State of Alaska and the City of Unalaska.

\_\_\_\_\_  
Signature of Bidder Date

\_\_\_\_\_  
Printed Name