



City of Unalaska  
REQUEST FOR PROPOSALS FOR JANITORIAL SERVICES  
**City Hall**

Address:  
43 Raven Way  
P. O. Box 610  
Unalaska, AK 99685

Issue Date: April 30, 2025  
Proposal Due Date: May 23, 2025, 4:00 p.m.

# TABLE OF CONTENTS

INTRODUCTION .....	2
PROPOSAL SUBMISSION .....	2
SCOPE OF WORK .....	2
CONTRACT TERMS .....	2
CITY RESPONSIBILITIES.....	2
CONTRACTOR REQUIREMENTS.....	3
EVALUATION CRITERIA.....	3
ADDITIONAL INFORMATION .....	4
FACILITY WALK-THROUGH .....	4
JANITORIAL SCOPE OF WORK .....	5
JANITORIAL PROPOSAL .....	11
JANITORIAL SERVICE AGREEMENT.....	13

## INTRODUCTION

The City of Unalaska is soliciting proposals from qualified contractors to provide janitorial services for City Hall, as detailed in the attached "Janitorial Scope of Work."

## PROPOSAL SUBMISSION

- **Deadline:** Proposals must be received by 4:00 p.m. Alaska Time on Friday May 23, 2025. Late proposals will not be considered.
- **Delivery:** Four (4) copies of the completed "Janitorial Proposal" form (attached), including reference letters and copies of current business licenses (State of Alaska and City of Unalaska), must be hand-delivered or mailed in a sealed envelope labeled "Janitorial Proposal – City Hall" and include the bidder's name.
- **Address:**

City Clerk  
City of Unalaska  
43 Raven Way, P.O. Box 610  
Unalaska, AK 99685

- **Format:** Proposals must be stapled; do not use folders, covers, or binders. Faxed or emailed proposals will not be accepted.

## SCOPE OF WORK

The specific services required are detailed in the attached "Janitorial Scope of Work."

## CONTRACT TERMS

- The contract term is three (3) years, from July 1, 2025, to June 30, 2028.
- The successful bidder will be required to sign a contract with the City of Unalaska; a sample contract is attached. Do not submit the sample contract with your proposal.
- The proposal must include a "not-to-exceed" cost for all services.

## CITY RESPONSIBILITIES

- The City of Unalaska will provide the contractor with access to the facility to perform the services outlined in the Scope of Work.
- The City will pay invoices monthly within a reasonable time after services are completed.

## CONTRACTOR REQUIREMENTS

- Contractors must demonstrate the ability to perform the work described in the Scope of Work.
- The successful contractor must provide proof of insurance as specified in the sample contract within fourteen (14) days of the Notice of Award.
- Contractors must have current business licenses from the State of Alaska and the City of Unalaska.
- Contractors must not be delinquent in payment of any City of Unalaska real property, personal property, or sales taxes.

## EVALUATION CRITERIA

Proposals will be evaluated by a committee of three (3) persons based on the following criteria, with a maximum score of 100 points:

CRITERIA	Maximum Points
<b>Company Qualifications and Experience</b>	<b>20</b>
Years in Business	5
Experience with Similar Facilities	5
References	5
Financial Stability	5
<b>Technical Proposal and Approach</b>	<b>30</b>
Understanding of Scope of Work	10
Proposed Services and Methodology	10
Staffing Plan and Qualifications	5
Equipment and Supplies	5
<b>Pricing and Value</b>	<b>35</b>
Cost Proposal	30
Value-Added Services	5
<b>Contract Terms and Conditions</b>	<b>15</b>
Acceptance of Terms	10
Insurance, Business License, and Tax Payment Status	5
<b>TOTAL</b>	<b>100</b>

## **ADDITIONAL INFORMATION**

- The City of Unalaska reserves the right to reject any or all proposals.
- **City Employee Bidding:** Qualified City employees may bid on janitorial contracts, except for a) the buildings in which they work and b) City Hall and Public Safety buildings.
- **Conflict of Interest:** City employees and their immediate family members must file a sworn statement with the Finance Department disclosing the nature, type, and extent of any potential financial interest in business transactions with the City.
- Following the filing, the City will publish the statement in a local newspaper and post it publicly. The interested party will bear publication costs. The City's purchasing agent will wait ten (10) days after filing and seven (7) days after publication/posting before taking action.

## **FACILITY WALK-THROUGH**

To schedule a walk-through of the facility, contact Eden Sevilla at (907) 581-1251.

## JANITORIAL SCOPE OF WORK

**Client:** City of Unalaska

**Location:** City Hall, 43 Raven Way, Unalaska, AK

**Building Size:** 13,590 square feet

**Building Description:** City Hall houses Council Chambers, the offices of the Mayor and City Manager, and the Departments of Administration, City Clerk, Planning and Finance, and other auxiliary rooms, restrooms, and public areas. There are public restrooms on both the ground and upper floors, as well as front and rear entrances.

### Service Schedule:

- **Restrooms and Entrances (Both Floors, Front & Rear):** Five (5) times per week on Monday, Tuesday, Wednesday, Thursday, and one (1) day on Friday, Saturday, or Sunday.
- **Other Areas (Offices, Public Areas, Hallways, Break Rooms):** Three (3) times per week on Monday, Wednesday, and one (1) day on Friday, Saturday, or Sunday.
- **Weekly Tasks:** Once (1) per week.
- **Quarterly Tasks:** Once (1) every three (3) months.
- **Annual Tasks:** Once (1) per year.

### Work Hours:

- Weekday services must be performed either **before 7:00 am** or **after 6:00 pm**.
- Weekend services may be performed at the Contractor's discretion.
- **Important:** Cleaning must not occur while public meetings are in session in Council Chambers. The Contractor is responsible for being aware of the Council meeting schedule.

### Scope of Services:

The work required includes, but is not limited to, the following tasks performed at the specified frequencies:

#### I. DAILY CLEANING (FIVE TIMES PER WEEK)

##### A. Restrooms (Both Floors) and Entrances (Front & Rear)

1. Clean and sanitize toilets and urinals, seats, and trim, removing all debris.
2. Clean and sanitize sinks, counters, and door handles.
3. Clean mirrors, windows, and doors (including the side exit door) with glass cleaner.
4. Empty trash containers and sanitary napkin disposal units, spray and damp-wipe with disinfectant, and change liners.

5. Fill hand soap, toilet paper, paper towels, seat covers, and feminine product dispensers as needed.
6. Sweep floors and remove debris as needed.
7. Remove any graffiti that will scrub off; report any irremovable graffiti to the City.
8. Sweep, mop, and vacuum entryways as needed (removing salt, mud, dirt, and debris).

#### **B. All Offices**

1. Empty trash containers and change liners.

### **II. THREE TIMES PER WEEK CLEANING**

1. Empty all trash and paper shredder receptacles throughout the building and replace liners.
2. Vacuum carpet in entryways, public areas, and hallways.
3. Sweep and spot mop entry floors as needed.
4. Dust furniture and surfaces in public areas.
5. Clean, sanitize, and polish drinking fountains.
6. Clean coffee and break areas, wipe down countertops and surfaces, and dust furniture.
7. Sweep, damp mop, and sanitize restroom floors.

### **III. WEEKLY CLEANING (ONCE PER WEEK)**

1. Clean and sanitize restroom walls, partitions, and railings.
2. Dust and polish furniture, file cabinets, and all accessible work areas throughout the building (those free of paperwork and other items).
3. Dust windowsills, fire extinguisher dispensers, sanitary napkin dispensers, and wall air vents.
4. Vacuum all carpeted areas (including offices, stairs, and elevator).
5. Sweep and mop all tile floors.
6. Damp wipe and sanitize all stairway handrails, doorknobs, and door jams.
7. Clean glass doors and fixtures in front and rear entries, lobby, and emergency exit side door.
8. Remove lime and scale buildup from plumbing fixtures.

### **IV. QUARTERLY CLEANING (ONCE EVERY THREE MONTHS)**

1. Dust blinds.
2. Clean inside windows.
3. Strip and wax tile floors.
4. Vacuum dust from ceiling vents in restrooms.
5. Mop all office chair mats.
6. Dust all picture frames throughout the building.

## **V. ANNUAL CLEANING (ONCE PER YEAR)**

1. Shampoo carpets (to be scheduled with the CMO Executive Assistant in City Hall).

## **VI. UNSCHEDULED CLEANING**

The Contractor will be required to perform unscheduled cleaning tasks as necessary to maintain the overall cleanliness and appearance of the premises, addressing immediate incidents that require attention beyond the regular cleaning schedule.

## **VII. SUPPLIES**

### **A. Furnished by the City of Unalaska:**

- Bathroom paper products (toilet tissue, hand towels, wax paper liners, seat covers, and feminine product dispenser refills)
- Hand soap for dispensers
- Trash can liners

### **B. Furnished by the Contractor:**

The Contractor is responsible for providing all other necessary cleaning supplies and equipment to fulfill the requirements of this Scope of Work.

## **VIII. REPORTING AND CHECKLISTS**

The Contractor is required to complete and submit checklists for **every scheduled cleaning service** performed. These checklists must be submitted to the Executive Assistant on a **weekly** and **quarterly** basis.

*(Please refer to the attached Checklist templates)*

**Cleaning Service Checklists**

Here are example checklists based on the Scope of Work. The Contractor may adapt these for their internal use, but the submitted versions should cover all listed items.

**A. DAILY CLEANING CHECKLIST (To be submitted weekly)**

**Area:**  Restrooms (Ground Floor)  Restrooms (Upper Floor)  Front Entrance  Rear Entrance

Tasks	Date:						
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1. Toilets and urinals cleaned and sanitized, debris removed							
2. Sinks, counters, and door handles cleaned and sanitized							
3. Mirrors, windows, and doors cleaned (glass cleaner)							
4. Trash/sanitary napkin disposal emptied, disinfected, liners changed							
5. Dispensers (soap, paper, etc.) filled as needed							
6. Floors swept, debris removed							
7. Graffiti removed (if any) / Reported							
8. Entryways swept, mopped, and/or vacuumed (as needed)							

**Area:**  All Offices

Tasks	Date:						
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1. Trash containers emptied, and liners changed							
Unscheduled cleaning: _____							
Unscheduled cleaning: _____							

**Contractor Representative Signature:** \_\_\_\_\_



**B. THREE TIMES PER WEEK CLEANING CHECKLIST (To be submitted weekly)**

Tasks	Date:				
	Mon	Wed	Fri	Sat	Sun
1. All building trash/shredders emptied, liners changed					
2. Entryways, public areas, and hallways vacuumed					
3. Entry floors swept and spot mopped (as needed)					
4. Furniture and surfaces in public areas dusted					
5. Drinking fountains cleaned, sanitized, and polished					
6. Coffee/break areas cleaned, counters/surfaces wiped, dusted					
7. Restroom floors swept, damp mopped, and sanitized					
Unscheduled cleaning: _____					
Unscheduled cleaning: _____					

**Contractor Representative Signature:** \_\_\_\_\_

---

**C. WEEKLY CLEANING CHECKLIST (To be submitted weekly)**

Tasks	Date:				
	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5
1. Restroom walls, partitions, and railings cleaned and sanitized					
2. Furniture, file cabinets, and accessible work areas dusted/polished					
3. Windowsills, dispensers, and wall air vents dusted					
4. All carpeted areas vacuumed (offices, stairs, elevator)					
5. All tile floors swept and mopped					
6. Stairway handrails, doorknobs, and door jambs damp wiped/sanitized					
7. Glass doors/fixtures (entries, lobby, side door) cleaned					
8. Lime and scale buildup removed from plumbing fixtures					

**Contractor Representative Signature:** \_\_\_\_\_

---

**D. QUARTERLY CLEANING CHECKLIST (To be submitted quarterly)**

**Quarter Ending Date:** \_\_\_\_\_

Tasks	Completed (Yes/No)	Notes/Initials
1. Blinds dusted		
2. Inside windows cleaned		
3. Tile floors stripped and waxed		
4. Restroom ceiling vents vacuumed		
5. Office chair mats mopped		
6. Picture frames dusted throughout building		

**Contractor Representative Signature:** \_\_\_\_\_

---

**E. ANNUAL CLEANING CHECKLIST (To be submitted annually)**

**Date of Service:** \_\_\_\_\_

Tasks	Completed (Yes/No)	Notes/Initials
1. Carpets shampooed		

**Contractor Representative Signature:** \_\_\_\_\_

---

## JANITORIAL PROPOSAL

City of Unalaska – City Hall

**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.

**QUESTIONNAIRE:**

Please answer the following questions:

Question	Response
Did you participate in a walk-through of the facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you fully prepared to successfully complete all janitorial requirements detailed in the Scope of Work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you prepared to obtain the required insurance coverage if you are the successful bidder?	<input type="checkbox"/> Yes <input type="checkbox"/> No
When did you establish your current janitorial business?	
Have you been continuously engaged in the janitorial business since that time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is your total experience in the janitorial business, and in what capacity?	
Have you provided janitorial services for the City of Unalaska in the past?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Question	Response
If yes, for which Department/Facility and when?	
Are you and your business current on all Sales Tax, Real Property Taxes, and Personal Property Taxes due to the City of Unalaska?	Yes No

**References:**

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

Name	Telephone Number

**Attachments:**

Please include the following attachments with your proposal:

- One or more written reference letters signed and dated, regarding your ability to provide contractual janitorial services.
- Copies of your business licenses issued by the State of Alaska and the City of Unalaska.
- A technical proposal detailing their understanding of the scope of work, proposed services and methodology, staffing plan and qualifications, and equipment and supplies. *(Although this is an optional requirement, submitting this proposal will provide additional points, helping the committee assess the qualifications of the bidder.)*

**Certification:**

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

\_\_\_\_\_  
Date

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

## JANITORIAL SERVICE AGREEMENT

### City of Unalaska – City Hall

THIS AGREEMENT IS MADE BETWEEN the City of Unalaska (“City”) and \_\_\_\_\_, doing business as \_\_\_\_\_ (business name), \_\_\_\_\_ (bidder address), (“Contractor”).

1. **SERVICES:** Contractor shall provide to City all labor and supplies necessary to accomplish those janitorial and related services identified in the attached “JANITORIAL SCOPE OF WORK” according to these terms, general conditions and specifications.
2. **TERM:** This Agreement shall be in effect for a three (3) year contract, commencing July 1, 2025, and terminating June 30, 2028.
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, and City may terminate this Agreement without cause at any time by giving thirty (30) days written notice to Contractor.
4. **PRICE:** City agrees to pay Contractor for janitorial services at a rate of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) per month, payable monthly, in a reasonable time following satisfactory completion of services. A monthly invoice must be submitted to the City of Unalaska, Attention 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 terms, general conditions, specifications, service area and frequency outlined in the attached “JANITORIAL SCOPE OF WORK”. 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 by Contractor to furnish services hereunder are employees of Contractor and not employees 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.

9. **CONTRACTOR'S SERVICE PROVIDERS:** Contractor will provide the City with a list of all persons who will be providing janitorial services on behalf of the Contractor (see attachment). Contractor agrees to update this list if and when additional persons are retained to perform the services under this agreement. 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 performing 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. The Contractor agrees that no persons shall enter City facilities with the Contractor or Contractor's employees or agents except for the purpose of performing janitorial services. No friends, family, children or pets will be permitted to enter City facilities with employees or agents of the Contractor.

10. **INSURANCE REQUIREMENTS:**

- a. The Contractor shall carry and maintain throughout the life of this agreement, 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 agreement shall become effective except upon **thirty (30) days prior written notice** thereof to the City of Unalaska.
- b. Within fourteen (14) days of the date of the Notice of Award, the Contractor shall furnish certificates to the City of Unalaska, in duplicate, evidencing the following:
  - i. that the City of Unalaska, its employees, agents, and volunteers are named as additional insureds under the insurance coverage;
  - ii. That a waiver of subrogation is endorsed upon the policies; and that no cancellation or material changes in the policy relative to this agreement shall become effective except upon **thirty (30) 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:
- i. **Workers' Compensation** insurance in accordance with the statutory coverages required by the State of Alaska **and Employers Liability** insurance with limits not less than **one million dollars (\$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 Longshoremen and Harbor Workers Act, Maritime and the Outer Continental Shelf's Land Act.
  - ii. **Commercial General Liability** with limits not less than **one million dollars (\$1,000,000)** per Occurrence and **two million dollars (\$2,000,000)** Aggregate for Bodily Injury and Property Damage, including coverage for Premises and Operations Liability, , Contractual Liability, Broad Form Property Damage Liability and Personal Injury Liability. . Additionally, such insurance shall be considered primary to any insurance carried by the City of Unalaska and the insurer will endorse the policy accordingly.
  - iii. **Commercial Automobile Liability** on all owned, non-owned, hired and rented vehicles with limits of liability of not less than **one million dollars (\$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 (2) years after project completion.
- f. If the Contractor employs 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 all subcontractors.
- g. 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 paragraph 11(f) above, may, at the option of the City of Unalaska, be deemed Defective Work and remedied in accordance with the contract.

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

12. **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.

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

CITY OF UNALASKA  
Attention: City Manager's Office  
43 Raven Way  
P.O. Box 610  
Unalaska, AK 99685  
Telephone: (907) 581-1251

CONTRACTOR CONTACT INFORMATION:

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

14. **APPLICABLE LAW:** This Agreement shall be construed and enforced in accordance with the laws of the State of Alaska, which 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.

15. **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.

16. **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. However, the Contractor shall still clean five (5) times per week.

17. **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.

18. **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.

19. **NONDISCRIMINATION:** Contractor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age or sex.

20. **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.

21. **DEDUCTIONS:** If the City is dissatisfied with the quality of Contractor’s services, in whole or in part, and the City provides the written notice of the specific area of dissatisfaction and the Contractor fails to correct the deficiencies within ten (10) days, the City may, in its sole discretion, make alternative arrangements for the work to be performed and deduct the cost of such services from the amount of payment to the 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**

Business Name

By: *Sample Contract – Do Not Sign*  
\_\_\_\_\_  
William Homka  
City Manager

By: *Sample Contract – Do Not Sign*  
\_\_\_\_\_  
Individual Name

By: *Sample Contract – Do Not Sign*  
\_\_\_\_\_  
Individual Name

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

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

Attachments to contract:

- Scope of Work
- Contractor employee information sheet