

City of Unalaska
REQUEST FOR PROPOSALS FOR JANITORIAL SERVICES
Parks, Culture & Recreation
Community Center and Burma Road Chapel

**Deadline to Submit Proposals
September 15, 2016 - 4:00 p.m.**

1. The City of Unalaska is seeking proposals for janitorial services for the Community Center and Burma Road Chapel.
2. Hand deliver or mail four (4) copies of the JANITORIAL PROPOSAL FORM, reference letter and licenses, in a sealed envelope labeled "Janitorial Proposal PCR" and the name of the bidder on the outside of the envelope.
3. Janitorial Proposals must be received no later than 4:00 p.m. on Monday, September 15, 2016, at the City Clerk's office in City Hall, 43 Raven Way, P. O. Box 610, Unalaska, Alaska, 99685. Proposals received after that time and date will not be considered. Proposals delivered by fax or email will not be considered.
4. Please see the attached JANITORIAL SCOPE OF WORK for details of the janitorial work to be performed.
5. Telephone Nick Cron at (907) 581-1297 to schedule a walk-through of the facility.
6. The Janitorial Proposal must include all costs and must be a not-to-exceed cost bid.
7. Proposals are requested for a contract beginning on September 26, 2016 ending on June 30, 2017. At the City's option, the contract may be extended one (1) year until June 30, 2018.
8. The successful bidder will be required to sign a Contract with the City of Unalaska and a sample of the Contract is attached. Do not sign and submit the sample contract with your proposal.
9. Contractor Requirements:
 - a. The successful contractor must demonstrate the ability to perform the work described in this request for proposal.
 - 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 by the City of Unalaska prior to submitting janitorial proposals.

10. 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 this proposal.
- 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.

11. The City of Unalaska reserves the right to reject any and all proposals.

12. 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 AVAILABLE
Proposed Cost	34
Vendor's References	33
Janitorial Experience of Vendor	33
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).

13. 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.

JANITORIAL SCOPE OF WORK
Department of Parks, Culture & Recreation (PCR)
Community Center and Burma Road Chapel

The Community Center (37 South 5th Street, Unalaska) is a 23,324 square foot, two story facility housing the PCR administrative offices, gym with a wood floor, weight room, cardio equipment room, two running tracks, locker rooms, four restrooms, art room, two racquetball courts, teen room, kitchen, conference room, after school program room for children and other support and public areas.

The Burma Road Chapel building (28 East Broadway, Unalaska) is 1,000 square feet and has a small kitchen, two small restrooms and a large activity room. This building contains offices leased to other companies, and these areas are not included in the janitorial contract.

The janitorial contractor will be required to clean the buildings seven days per week at both locations. All janitorial work must be performed around the activity schedule supplied by the PCR Facilities and Operations Manager.

All wood, rubberized and tile type flooring shall be cleaned with materials and solutions according to the Manufactures Specifications, which will be provided to the janitorial contractor. Alternative cleaning materials and solutions shall not be used without Department Facility and Operations Manager's approval. The work required shall include, but is not limited to, the following:

COMMUNITY CENTER

Entrance and Reception Areas

Daily:

1. Empty trash receptacles inside and outside of facility, spray and damp-wipe with disinfectant and change liners
2. Clean, sanitize and damp-wipe reception counter walls, baseboards and display windows with glass cleaner
3. Clean glass entrance windows and doors with glass cleaner
4. Sweep/vacuum and damp mop entry way and lobby floors twice per day
5. Damp wipe benches and seating areas

Weekly (once each week):

1. Spot Clean floors and carpet runners

Hallways and Public Areas

Daily:

1. Vacuum all stairways and carpeted areas
2. Empty trash receptacles, spray and damp-wipe with disinfectant and change liner
3. Clean, sanitize and polish drinking fountains
4. Clean, and damp-wipe all appliances, pictures and furniture
5. Clean, sanitize and damp-wipe baseboards, stair railings, walls, and doors.

Weekly (once each week):

1. Clean all indoor windows and window ledges with glass cleaner.
2. Spot clean all carpets.

Teen Room, Kids Room, Multipurpose Room, and Conference Room Areas**Daily:**

1. Clean, sanitize, spot clean and damp mop all flooring areas
2. Empty trash receptacles, spray and damp-wipe with disinfectant and change liner
3. Clean, sanitize and damp-wipe all tables, furniture, game equipment, TV's and appliances
4. Clean, sanitize and damp-wipe sinks, drinking fountains, faucets and counter tops

Weekly (once each week):

1. Clean inside windows and window ledges with glass cleaner

Monthly (Once each Month):

1. Scrub and buff Teen Room Floor
2. Use floor scrubber to clean Multi-purpose room and kids room floor

Cardio Equipment Room**Daily:**

1. Clean and damp-wipe window ledges, TV and counters
2. Spot Clean mirrors and windows with window cleaner
3. Spot Clean, sanitize cardio equipment

Weekly (once each week):

1. Clean inside windows with window cleaner and damp wipe ledges
2. Clean mirrors with window cleaner
3. Damp Mop Floor
4. Clean, sanitize, and damp-wipe all cardio equipment

Restrooms and Shower Areas**Daily:**

1. Refill hand soap, toilet paper, paper towels, baby-changing stations, seat cover dispensers and if applicable sanitary napkin dispensers
2. Empty trash receptacles and sanitary napkin disposal units, spray and damp-wipe with disinfectant and change liner
3. Clean mirrors with glass cleaner
4. Clean and sanitize toilets, urinals, baby-changing stations, seats and flushing devices
5. Clean, sanitize and damp-wipe sinks, faucets and counter tops
6. Clean, sanitize, sweep and mop floors
7. Clean and sanitize shower area floors, walls, and fixtures and keep shower area free of hair, lime, scale or scum build up off walls, floors and drains daily as needed.
8. Dust tops of all wall mounted boxes and stalls
9. Pour 1 bucket of bleach water down each floor drain

Weekly (once each week):

1. Remove and wash shower curtains
2. Clean, sanitize and damp wipe locker doors, tops and inside of lockers
3. Clean, sanitize and damp-wipe walls, partitions, railings, and door handles
4. Dust tops of lockers in both the men's and women's locker rooms

Gymnasium and Racquetball Court Areas**Daily:**

1. Clean, sweep bleachers and seating area
2. Sweep and dust mop gym floor and racquetball courts
3. Vacuum carpet runners
4. Clean edges of racquetball courts of any debris
5. Clean and sanitize drinking fountains.

Weekly (once each week):

1. Spot Clean and damp mop gymnasium and racquetball court floors with manufactures recommended cleaning solutions a minimum of three times per week and as needed
2. Clean all glass walls, windows, partitions with glass cleaner
3. Spot clean carpet runners
4. Clean all inside windows with glass cleaner
5. Pull out bleachers sweep and mop them

Monthly (Once each Month):

1. Clean gym and racquet ball floors with approved floor cleaner

Weight Room**Daily:**

1. Clean, sanitize, damp-wipe all weight room exercise equipment
2. Clean, sweep and spot mop floor as needed
3. Refill all paper dispensers
4. Empty trash receptacles, spray and damp-wipe with disinfectant and change liner

Weekly (once each week):

1. Clean and damp wipe windows and window ledges with glass cleaner
2. Damp Mop Floors

Art Room**Daily:**

1. Empty all waste baskets, trash receptacles and replace liners if needed
2. Vacuum rugs
3. Clean, sanitize and damp-wipe sink and Pottery Room counter top

Weekly (once each week):

1. Clean and damp-wipe the front of cabinets in the Pottery Room

Music Room

Daily:

1. Empty all waste baskets, trash receptacles and replace liners if needed
2. Vacuum all carpet areas

Weekly (once each week):

1. Dust pianos and keyboards

Office Area and Break Room

Daily:

1. Empty all waste baskets, trash receptacles and replace liners if needed
2. Vacuum all carpet areas

Weekly (once each week):

2. Clean windows and window ledges with glass cleaner
3. Spot clean carpets
4. Clean, sanitize and damp-wipe all counters, desks, table tops, appliances, and bookcases

Running Track Area

Daily:

1. Spot damp mop and sweep track area
2. Clean, sanitize hand and guard rails

Weekly (once each week):

1. Clean windows and window ledges with glass cleaner
2. Sweep track area and damp mop
3. Damp wipe all metal structural supports and coat rack of dust

Monthly (Once each Month):

1. Use floor scrubber to clean track

Kitchen Area

Daily:

1. Clean and damp wipe counters
2. Sweep and damp mop floor
3. Empty trash receptacles, sanitize and damp wipe and replace liners

Weekly (once each week):

1. Clean drain tray a minimum of once per week and as needed
2. Clean stove tops, microwave and sanitize sinks and faucets
3. Clean behind and tops of refrigerators/freezers

Monthly (once per month):

1. Clean and buff all linoleum and tile floors

Community Center**Annually (once per year):**

1. Shampoo Carpets a minimum of two times per year but may need additional spot cleaning depending on programs and need
2. Shampoo all upholstered furniture: Teen Room furniture and benches in Hallways and waiting areas
3. Dust all window blinds
4. Wash the outside windows as needed (No more than 10 times per year)
5. Clean behind bleachers quarterly
6. Power wash front concrete sidewalk in May and September

BURMA ROAD CHAPEL**Daily:**

1. Clean, sweep front porch stairway and door entrance
2. Sweep and vacuum all entryway rugs and runners
3. Clean, sweep and mop wood floors
4. Clean and damp-wipe all window ledges in activity room
5. Clean, sanitize and damp-wipe and mop kitchen floors, sinks, counters and refill all paper products as needed
6. Empty trash receptacles, damp wipe and replace liners
7. Clean, sweep and mop back storage area

First Floor Hallway and Restrooms**Daily:**

1. Refill soap dispensers, paper products including toilet paper, seat covers and hand towels in restrooms
2. Clean sanitize and deodorize toilets and sinks
3. Clean, sanitize and damp mop floors

Monthly (once per month):

1. Clean inside windows with glass cleaner

Annually (once per year):

1. Clean window blinds.
2. Clean outside windows as needed (Not to exceed 10 times per year)

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.

SUPPLIES:

Contractor will supply all cleaning equipment and supplies required to perform the work outlined. The City of Unalaska, Department of Parks, Culture, and Recreation, will supply the products necessary to replenish the paper products (toilet paper, hand towels, toilet seat covers, sanitary napkins), trash can liners and hand soap and shower shampoo.

DEFINITIONS:

- a) Clean – No visible film, odors, stains, dust, lint, or spots can be detected on floors, walls, partitions, ledges, trim, doors, molding, or fixtures with the room. Free from dirt, impurities or contamination.
- b) Sanitize – Areas have been disinfected with a product approved by the City, in an effort to free elements such as bacteria and germs that may endanger health.
- c) Damp Mop – Areas have been mopped with a wet cleaning solution and upon completion floors are free of dirt, dust, film, streaks, debris and standing water and shall present a uniform appearance when dry.
- d) Maintain – To keep appliances, furniture, carpet, equipment etc. in a desirable and useable condition.
- e) Spot Clean – To clean, sanitize, or maintain on an as needed basis what is required to bring appliance, furniture, carpet, equipment etc. back to the required conformity.
- f) Manufactures Cleaning Specifications - Recommended flooring cleaning solutions and products.

SAMPLE CONTRACT – DO NOT SUBMIT WITH JANITORIAL PROPOSAL

JANITORIAL SERVICE AGREEMENT

City of Unalaska - Department of Parks, Culture & Recreation
Community Center and Burma Road Chapel

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 commencing on September 26, 2016, and terminating June 30, 2017. At the City's option, this contract may be extended one (1) year, until June 30, 2018.
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. **MULTIPLE CONTRACTS:** If the Contractor is awarded more than one janitorial contract with the City, the Contractor will submit a work schedule to the City that reflects the days and times that services will be provided at each Department and/or Facility (see attached).

11. **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.
12. **LICENSES:** Contractor shall keep current all local and state licenses and taxes required by law.
13. **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.
14. **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:

15. **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.
16. **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.
17. **HOLIDAYS:** Contractor is not obligated to perform janitorial services on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

18. **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.

19. **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.

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

21. **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.

22. **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

By: Sample Contract – Do Not Sign
David A. Martinson
City Manager

Date: _____

CONTRACTOR

Business Name

By: Sample Contract – Do Not Sign
Individual Name

By: Sample Contract – Do Not Sign
Individual Name

Date: _____

Attachments to contract:

- Scope of Work
- Contractor employee information sheet
- Multiple contract cleaning schedule (if applicable)

JANITORIAL PROPOSAL FORM
City of Unalaska

Department of Parks, Culture & Recreation
Community Center and Burma Road Chapel

BIDDER INFORMATION:

Business Name _____

Names of all Business Owners _____

Address _____ City, ST, Zip _____

Telephone _____ Email _____

BID:

Bidder proposes to perform the janitorial services as outlined in the Request for Proposal for the sum of \$_____ per month.

PLEASE RESPOND TO THE FOLLOWING QUESTIONS:

1. When did you start your janitorial business? _____

2. Have you continuously been engaged in janitorial business since that time? _____

3. How long have you worked in the janitorial business overall and in what capacity?

4. Have you provided janitorial services for the City of Unalaska in the past? If so, which Department/Facility and when? _____

5. Are you current on Sales Tax, Real Property Taxes and Personal Property Taxes with the City of Unalaska? _____

If no, please explain: _____

6. Please provide three references who can verify your qualifications to provide janitorial services:

Name Telephone number

Name Telephone number

Name Telephone number

7. Attach at least one written reference letter, preferably from a client for whom you have provided janitorial services, which is signed and dated, regarding your ability to provide contractual janitorial services and the quality of your work.

8. Please attach copies of your business licenses issued both by the State of Alaska and the City of Unalaska.

Bidder Signature

Date

Printed Name