



**REQUEST FOR PROPOSALS
RFP 2021-02 Janitorial Services**

The City of Dillingham is soliciting sealed bids to provide janitorial services at City facilities. The selected firm or individual will enter into a term contract in effect from the date of execution through an initial one (1) year period, with the ability to renew annually for up to three (3) additional years.

Bid documents can be found at: <https://www.dillinghamak.us/rfps>.

Inquiries should be sent to Kelsa Brandenburg, Executive Assistant/HR at 907-842-5148 or via email at assistant@dillinghamak.us.

Bid deadline is 4:00 p.m., Thursday, July 29, 2021, followed by the bid opening. A contract to award will be authorized at a subsequent City Council meeting.

SPECIFICATIONS

Submittal Requirements and Information

To be considered, all proposals must be delivered to the address below, on or before the deadline no later than 4:00 p.m. on Thursday, July 29, 2021. Submissions must include a signed copy of Attachment A, Janitorial Services Bid.

Please mark the envelope to identify the project: **RFP 2021-02 Janitorial Services.**

Delivery instructions – mail or hand deliver in a sealed envelope to:

City of Dillingham – Planning Department
PO Box 889
Dillingham, AK 99576

Required Proposal Content

Return the following attachments to the City of Dillingham by the due date:

- Attachment A. Janitorial Services Bid

Electronic and faxed proposals will not be accepted.

Proof of Insurance and Licensing

Responding bidders will be required to provide the following prior to "Notice of Award":

- Copy of 2021 City of Dillingham Business License;
- Current State of Alaska Business License;
- Certification of Insurance and Workers Compensation as required under AS23.30 naming all employees with waiver of subrogation;
- Proof of commercial insurance, covering bodily injury, death, and property damage with a single limit not less than one million (\$1,000,000) dollars, naming the City of Dillingham as an additional insured with a waiver of subrogation;
- Vehicle liability insurance including applicable uninsured/underinsured coverage with limits of liability not less than one million (\$500,000) dollars per occurrence combined single limit bodily injury and property damage, naming the City of Dillingham as an additional insured with a waiver of subrogation;
- Proof of dishonesty bond or proof of crime coverage;
- Proof of key/lock coverage.

All insurances, workers' compensation insurance, commercial general liability insurance and motor vehicle liability insurance, as described above shall include an endorsement stating the following: sixty (60) days advance written notice of cancellation, non-renewal, reduction change, shall be sent to the City Manager, PO Box 889, Dillingham, AK 99576.

Owner/Operators are eligible to submit a bid, as long as they meet the minimum State requirements for operating as an owner operator.

Scope of Service

The contractor shall provide a bid for janitorial services described below for all City facilities listed, and their associated scope of services:

CITY HALL **JANITORIAL - SCOPE OF SERVICES**

Schedule:

Three days per week; Weekend, Tuesday, and Thursday. Work must be performed after 6:00 p.m. on weekdays. Should the facility still be in use after 6:00 p.m., custodial services may be performed on the 2nd and 3rd floor as long as it does not interfere with any meeting in progress. Services to the 1st floor may take place any time after the conclusion of the meeting and before 8:00 a.m. the next morning. Noise needs to be kept to a minimum when meetings are in progress.

Duties:

1. VACUUM FLOORS: Vacuum floors and mats in the entryway and remove mats before mopping of lobby floor, twice a week or more if needed. Scrub and degrease matting when heavily soiled or stained.
2. RUBBER FLOORING: The lobby, stairs, and business office utilize a natural tile. The manufacturer's instructions specify that certain floor finishes such as wax are not to be used. Instead, the rubber surface should be mopped with a neutral detergent.
3. CARPET: Carpeted surfaces shall be vacuumed twice a week or more if needed. Also, vacuum around desks taking care not to loosen electrical cords. Spot-clean stains when apparent.
4. SHAMPOO: Contractor is required to shampoo all carpeted surfaces **once** during the

course of the contract. The exact date of this service shall be mutually agreed upon between the City and the Contractor, but must be performed on a specified date between December 23rd and January 5th of the contract period. Spot clean stains when apparent.

5. WALLS: Wash all walls in the entrance, stairwells, bathrooms and offices when needed.
6. WINDOWS: On a weekly basis, or more often when needed. Clean entryway and lobby glass surfaces. All office windows should be cleaned twice a year, once in the spring and again in the fall. Glass should be cleaned using appropriate solutions and tools to be free of dirt, tape, prints, and streaks.
7. WASHROOMS: Clean and disinfect porcelain fixtures, mirrors, and paper dispensers once or twice a week as needed. Disinfect door latches on stalls and door knobs twice a week. Refill paper, soap, and air freshener dispensers as needed. Empty and replace can liners in washrooms 3 times a week or as needed. Scrub surfaces of bathroom doors, plastic wall surfaces, when needed. Vinyl flooring in washroom shall be swept and mopped to be free of soil and scuff marks using appropriate detergents, once a week or more frequent as needed.
8. WASTE CONTAINERS: Empty and replace can liners in office areas during each cleaning. Empty and replace can liners in Council Chambers once a week or more often if needed. Clean trash can when needed. Deposit trash bags in dumpster provided in parking lot.
9. DUSTING: Dust file cabinets, countertops, and table surfaces during each cleaning. Clean windowsills and radiators once each week or more frequently as needed. Do not dust desk surfaces.

Contractor's Obligations:

1. Contractor shall notify the City Manager's Assistant if any mechanical problem occurs. In case of an emergency contact the Public Works Director at 843-1379 or the Buildings & Grounds Foreman at 843-3784.
2. Contractor shall notify the City Manager's Assistant when supplies are low.
3. If needed the Contractor shall contact the Dept. of Public Safety at 842-5354.
4. Contractor shall ensure that all windows are closed and doors are securely locked prior to exiting the facility.
5. City agrees to notify Contractor in writing of any deficiencies found in the performance of this contract.
6. Contractor shall notify the City Manager's Assistant of all contract employees working at City Hall. A background check must be done on each employee prior to start of work.

Contractor Shall Supply:

1. All necessary tools and equipment, including, but not limited to, vacuum, and carpet shampooing equipment. All equipment is to be stored off site.
2. All cleaning, polishing, and floor care detergents. Arrangements for storage of said items

may be made through the City Manager.

3. Material Safety Data Sheets posted in the supply area.

City Shall Supply:

1. Paper to refill all dispensers.
2. Liners for all waste receptacles.
3. Hand soap for dispensers.
4. Solution and batteries for air fresheners.
5. Duty check list posted in supply area.

LIBRARY
JANITORIAL - SCOPE OF SERVICES

Schedule:

Two days per week; Saturday and Wednesday. Work must be performed after the Library closes (5pm on Wednesday and 3pm on Saturday currently, but subject to change).

Duties: Twice Weekly

1. TILE FLOORING: Tile flooring in entry way and throughout the library, especially the bathrooms, shall be swept and mopped to be free of soil and debris.
2. WASTE CONTAINERS: Empty and replace all trash can liners in library. Deposit trash bags in the dumpster provided in the parking lot.
3. WASHROOMS: Clean and disinfect porcelain fixtures (sinks and toilets), mirrors, and paper dispensers. Refill paper towels, toilet paper, and soap dispensers as needed.
4. DRINKING FOUNTAIN: Clean and disinfect water fountain.
5. DOOR KNOBS & PHONE IN ENTRY WAY: Disinfect.
6. TABLETOPS: Clean and disinfect, including chairs in the children's area.
7. CHILDREN'S AREA: Vacuum thoroughly all carpets.

Duties: Once Weekly

1. CARPET: Carpeted surfaces (including rugs) shall be cleaned using a vacuum with a hose for cleaning under and around desks, taking care not to loosen electrical cords. Spot-clean stains when needed.

2. WINDOWS: Entry way glass surfaces and windows throughout the library shall be cleaned.
3. DUSTING: Dust computers and computer desks, wood ledge above ramp and other surfaces taking care not to loosen any cords. DO NOT dust Librarian Desktops.

Duties: Once Annually

1. TILE FLOORING: Strip and wax tile flooring.
2. WINDOWS: Clean windows from the outside.
3. SHAMPOO: Cleaner shall shampoo all carpeted surfaces **once** during the course of the contract and once during any extensions. The exact date of this service shall be mutually agreed upon between the Librarian and the Contractor.

Contractor's Obligations:

1. Contractor shall notify the Librarian, or designated personnel, if any mechanical problems occur. In an emergency, Contractor shall contact the Public Works Director at 843-1379 or the Buildings & Grounds Foreman at 843-3784.
2. Contractor shall notify the Librarian, or designated personnel, when supplies are low.
3. Contractor shall insure that all windows are closed and doors are securely locked prior to exiting the facility and the alarm has been set.
4. City agrees to notify Contractor in writing of any deficiencies found in the performance of this contract.
5. Contractor shall notify the City Manager's Assistant of all contract employees working at the Library. A background check must be done on each employee prior to start of work.

Contractor Shall Supply:

1. All necessary tools and equipment, including, but not limited to, vacuum, and carpet shampooing equipment. All equipment is to be stored off site.
2. All cleaning, polishing, and floor care detergents. Arrangements for the storage of said items may be made through the Librarian.
3. Material Safety Data Sheets posted in the supply area.

City Shall Supply:

1. Paper towels and toilet paper to refill all dispensers, liners for all waste receptacles, and hand soap for dispensers.
2. Duty check list posted in supply area.

FIRE DEPARTMENT
JANITORIAL - SCOPE OF SERVICES

Schedule:

Twice annually. Work must be performed after 6:00 p.m.

Duties:

1. VACUUM AND SHAMPOO FLOORS: Contractor is required to vacuum and shampoo all carpeted surfaces at both the Lake Road and Downtown stations twice annually during contract and any subsequent annual extensions. The exact dates of this service shall be mutually agreed upon between the Fire Department Coordinator and the Contractor.

Contractor's Obligations:

1. Contractor shall notify the Fire Department Coordinator, or designated personnel, if any mechanical problems occur. In an emergency, Contractor shall contact the Public Works Director at 843-1379 or the Buildings & Grounds Foreman at 843-3784.
2. Contractor shall insure that all windows are closed and doors are securely locked prior to exiting the facility.
3. City agrees to notify Contractor in writing of any deficiencies found in the performance of this contract.
4. Contractor shall notify the Fire Department Coordinator of all contract employees working at Fire Stations. A background check must be done on each employee prior to start of work.

Contractor Shall Supply:

1. All necessary tools and equipment, including, but not limited to, vacuum cleaner, and carpet shampooing equipment. All equipment is to be stored off site.
2. All cleaning, polishing, and floor care detergents and solutions. Arrangement for the storage of said items may be made through the Fire Department Coordinator.
3. Material Safety Data sheets posted in the supply area.

DEPARTMENT OF PUBLIC SAFETY
JANITORIAL - SCOPE OF SERVICES

Schedule:

Three days per week; Monday, Wednesday, and Saturday. Work will be performed after 6:00 p.m. on weekdays. Custodial services may be performed as long as it does not interfere with the work in progress.

DMV office (floors only) will need to be done at 3:30 pm on Mondays. This includes vacuuming the carpet and cleaning, mopping, and waxing of vinyl floor.

Duties:

1. FLOOR MATS: Vacuum floor mats and remove before scrubbing when heavily soiled or stained.
2. ALL VINYL FLOORING: Including the lobby, DMV, and washroom areas, shall be stripped and waxed bi-annually. Sweep & /or vacuum daily. Mopped bi-weekly and (scrubbed when needed) to be free of soil and scuff marks using appropriate detergents, and finishes. Additionally floors shall be waxed when needed.
3. CARPET: Carpeted surfaces shall be cleaned using a commercial grade vacuum. Spot-clean stains when apparent.
4. SHAMPOO: Contractor is required to shampoo all carpeted surfaces **twice** during the course of the contract. The exact dates of this service shall be mutually agreed upon between the Chief of Police and the Contractor.
5. WALLS: Wash down bathroom and entrance lobby walls on a monthly basis *and whenever it is visually apparent that cleaning is needed*. All other wall surfaces will be checked and cleaned periodically when needed.
6. WINDOWS: Clean lobby glass surfaces on a weekly basis, or more often as needed. Glass should be cleaned using appropriate solutions and tools to be free of dirt, tape, prints, streaks, and dust. The rest of the interior windows shall be cleaned seasonally, once in the spring and again in the fall. Second story windows shall be cleaned using a garden hose and the appropriate window cleaner attachment.
7. WASHROOMS: Clean and disinfect sinks, toilets, washroom door latches, and door knobs 3 days per week, or more often as needed. Clean mirrors, and paper dispensers weekly. Refill paper, soap, and air freshener dispensers as needed. Scrub surfaces of bathroom doors and wall surfaces, monthly, and *whenever it is visually apparent that cleaning is needed*.
8. WASTE CONTAINERS: Empty and replace can liners in office areas, break room area, and washrooms, during each cleaning, or when needed. Deposit trash bags in container provided in parking lot. Scrub waste containers when needed.
9. DUSTING: Dust file cabinets, countertops, desktops, computers, furnishings, and windowsills, twice a week, more frequently as needed. Dust blinds twice a week, using the appropriate dusting device.
10. WORK-OUT ROOM: Disinfect machines, dust shelves, etc. and vacuum floor bi-weekly.
11. JAIL: The jail area is limited to mopping and waxing the floors twice a year. The exact dates will be mutually agreed upon between the Contractor and the Corrections Sergeant.

Contractor's Obligations:

1. Contractor shall notify the Police Chief, or designated personnel, if any mechanical problems occur. In an emergency, Contractor shall contact the Public Works Director at 843-1379 or the Buildings & Grounds Foreman at 843-3784.
2. Contractor shall notify the Police Chief, or designated personnel, when supplies are low.
3. Contractor shall insure that all windows are closed and doors are securely locked prior to exiting the facility.
4. City agrees to notify Contractor in writing of any deficiencies found in the performance of this contract.
5. Contractor shall notify the City Manager's Assistant of all contract employees working at Public Safety. A background check must be done on each employee prior to start of work.

Contractor Shall Supply:

1. All necessary tools and equipment, including, but not limited to, vacuum cleaner, and carpet shampooing equipment. All equipment is to be stored off site.
2. All cleaning, polishing, and floor care detergents and solutions. Arrangement for the storage of said items may be made through the Police Chief.
3. Material Safety Data sheets posted in the supply area.

City Shall Supply:

1. Paper towels and toilet paper to refill all dispensers, liners for all waste receptacles, and hand soap for dispensers. Garden Hose when needed.
2. Duty check list posted in supply area.

**CITY SHOP
JANITORIAL - SCOPE OF SERVICES**

Schedule:

One day per week on Friday. Work must be performed after 6:00 p.m.

Duties:

1. VACUUM FLOORS: Vacuum floors and mats in the entryway and remove mats before mopping of lobby floor once per week. Scrub and degrease matting when heavily soiled or stained.
2. ALL VINYL FLOORING: Including downstairs offices and breakroom, shall be stripped and waxed bi-annually. Sweep & /or vacuum once per week. Mopped bi-weekly and

(scrubbed when needed) to be free of soil and scuff marks using appropriate detergents, and finishes. Additionally floors shall be waxed when needed.

3. CARPET: Carpeted surfaces (upstairs and downstairs) shall be vacuumed once a week or more if needed. Also, vacuum around desks taking care not to loosen electrical cords. Spot-clean stains when apparent.
4. SHAMPOO: Contractor is required to shampoo all carpeted surfaces **once** during the course of the contract. The exact date of this service shall be mutually agreed upon between the City and the Contractor, but must be performed on a specified date between December 23rd and January 5th of the contract period. Spot clean stains when apparent.
5. WALLS: Wash all walls in the entrance, stairwells, bathrooms and offices when needed.
6. WINDOWS: On a weekly basis. Clean entryway and lobby glass surfaces. All office windows should be cleaned twice a year, once in the spring and again in the fall. Glass should be cleaned using appropriate solutions and tools to be free of dirt, tape, prints, and streaks.
7. WASHROOMS: Clean and disinfect porcelain fixtures, mirrors, and paper dispensers once a week as needed. Disinfect door latches on stalls and door knobs once a week. Refill paper, soap, and air freshener dispensers as needed. Empty and replace can liners in washrooms once a week. Scrub surfaces of bathroom doors, plastic wall surfaces, when needed. Vinyl flooring in washroom shall be swept and mopped to be free of soil and scuff marks using appropriate detergents, once a week.
8. WASTE CONTAINERS: Empty and replace can liners in office and breakroom areas during each cleaning. Clean trash can when needed. Deposit trash bags in dumpster provided in parking lot.
9. DUSTING: Dust file cabinets, countertops, and table surfaces during each cleaning. Clean windowsills and radiators once each week. Do not dust desk surfaces.

Contractor's Obligations:

1. Contractor shall notify the Public Works Assistant if any mechanical problem occurs. In case of an emergency contact the Public Works Director at 843-1379 or the Buildings & Grounds Foreman at 843-3784.
2. Contractor shall notify the Public Works Assistant when supplies are low.
3. If needed the Contractor shall contact the Dept. of Public Safety at 842-5354.
4. Contractor shall ensure that all windows are closed and doors are securely locked prior to exiting the facility.
5. City agrees to notify Contractor in writing of any deficiencies found in the performance of this contract.
6. Contractor shall notify the Public Works Assistant of all contract employees working at City Shop. A background check must be done on each employee prior to start of work.

Contractor Shall Supply:

1. All necessary tools and equipment, including, but not limited to, vacuum, and carpet shampooing equipment. All equipment is to be stored off site.
2. All cleaning, polishing, and floor care detergents. Arrangements for storage of said items may be made through the Public Works Assistant.
3. Material Safety Data Sheets posted in the supply area.

City Shall Supply:

1. Paper to refill all dispensers.
2. Liners for all waste receptacles.
3. Hand soap for dispensers.
4. Solution and batteries for air fresheners.
5. Duty check list posted in supply area.

BATH HOUSE
(Seasonal – Typically May 15 to September 15)
JANITORIAL - SCOPE OF SERVICES

Duties: Daily

1. FIXTURES: Clean and disinfect sinks, toilets, urinals, shower stall, and benches.
2. FLOORS AND MATTING: Scrub with disinfectant detergent.
3. WASTE CONTAINERS: Remove garbage and replace can liners.
4. FLOORS: Sweep and mop.

Duties: As Needed

1. SUPPLIES: Refill soap dispenser and replace toilet paper as needed.
2. SHOWER WALLS: Apply a commercial application to remove soap residue, rust, iron, and lime deposits.
3. CEILINGS: Scrub with disinfectant detergent to remove all soil and mildew.

Contractor's Obligations:

1. Contractor shall notify the Port Director or Harbor Office of any maintenance issues.
2. Contractor shall notify the Port Director, or designated personnel, when supplies are low.
3. City agrees to notify Contractor in writing of any deficiencies found in the performance of this contract

4. Contractor shall notify the City Manager's Assistant of contract employees working at the Bath House. A background check must be done on each employee prior to start of work.

Contractor Shall Supply:

1. All cleaning compounds disinfectants, and related janitorial tools and equipment. Arrangements for the storage of said items may be made through the Port Director.
2. Material Safety Data Sheets posted in the supply area.

City Shall Supply:

1. Toilet paper to refill all dispensers, liners for all waste receptacles, and hand soap for dispensers.
2. Duty check list posted in supply area.

Conditions of Offering and Acceptance

This is a Request for Proposal/Bid only and is not a guarantee the City of Dillingham will purchase any or all of the products or services indicated in this invitation.

The City of Dillingham reserves the right to reject or accept any and all bids, to waive irregularities or informalities in the procurement process, and to give particular attention to the qualifications of the proposer.

****The City reserves the right to revise or clarify the Request for Proposal/Bid, respond to questions, and/or extend or shorten the due date of process.****

The City retains the right to cancel the Request for Proposal/Bid process if the City determines it is in their best interest. Any cost incurred by proposers for the preparation and submittal of the bid is the sole responsibility of the bidder.

A bid may be corrected or withdrawn by a written request received prior to the deadline for receipt of bid proposals.

All bid proposals and other material submitted become City property and may be returned only at their option.

The City assumes no responsibility or liability for the transmission, delay, or delivery of bid proposals by either public or private carriers.

Any and all media announcements pertaining to this RFP require the City's prior written approval.

The bidder agrees to allow the City at least 60 days from the bid close date to enter into a contract with the selected bidder for the price offered by the bidder.

The City intends to award a contract, subject to negotiation of a satisfactory agreement based upon the City's standard professional services contract form.

Contractor shall in performance of a contract, comply with all applicable federal, state, and local laws, ordinances, orders, rules and regulations applicable to its performance.

Contractor must be in compliance with Dillingham Municipal Code 4.20.240, Tax Delinquent List.

Attachment A. Janitorial Services Bid

**City of Dillingham
RFP 2021-02 Janitorial Services**

The provision of janitorial services shall be in accordance with the Request for Proposal/Bid and Specifications for the term of the contract. The price shall include the entire supplier costs associated with providing janitorial services for each one (1) year period. The contract shall remain in effect from the date of execution through a one (1) year period, and any annual renewals for up to three (3) additional years.

City of Dillingham Facilities Janitorial Services Bid For One Year Period	
City Hall	\$ _____
Library	\$ _____
Fire Department	\$ _____
Public Safety	\$ _____
City Shop	\$ _____
Bath House (Seasonal)	\$ _____
TOTAL	\$ _____

Contractor Name: _____ Title: _____

d/b/a Company Name: _____

City Business License Number: _____

Alaska State Business License Number: _____

Contractor Signature: _____ Date: _____
(Authorized Agent)

Mailing Address: _____

Phone Contact: _____

Email Address: _____