



**RurAL CAP SUPPORTIVE HOUSING
December 20, 2022 Request For Proposal
Central Office, 731 E. 8th Avenue Janitorial Services**

1. SCOPE OF WORK

The Rural Alaska Community Action Program (RurAL CAP) is requesting proposals for janitorial services for common areas and office space at its property located at 731 E. 8th Avenue, Anchorage, AK 99501. This property consists of one 3-story building with interior common hallways, stairways, elevator, laundry room, public and staff bathrooms, meeting rooms and office space. This is for a 2 year contract, with an option to extend another year. Proposers should be prepared to submit a bid for a monthly Firm Fixed Price to maintain areas covered under the attached janitorial cleaning list.

2. PROVISIONS

- a. RurAL CAP is seeking a vendor to furnish all necessary labor, supervision, equipment, and supplies necessary to:
 - i. Provide routine/regular janitorial/cleaning services for five (5) days per week, Monday through Friday, between the hours of 9:00 pm and 5:00 am. Stripping and refinishing hard surfaced floors, quarterly on Saturdays.
 - ii. Provide weekly, monthly, quarterly services as listed in Attachment A - Task Frequency Schedule.
 - iii. The contractor shall refer to the provided Task Frequency Schedule (Attachment A) and the Building Floor Plans (Attachment B). It is the contractor's responsibility to verify square footage.
 - iv. Ensure all lights are off after leaving the area.
- b. Vendor will assign a manager, or designee, to visit and spot-check the work performed at 731 E 8th Avenue at least once per quarter. The person assigned to provide this spot-check will invite the Procurement Coordinator to accompany them during the visit. A brief meeting may follow the visit to discuss any performance issues.
- d. Vendor's failure to provide supervision adequate to ensure compliance with cleaning schedule will be considered deficient performance.
- e. **Supplies and Equipment:**
 - i. RurAL CAP will provide hand soap and batteries for dispensers, paper products such as paper towels for dispensers, toilet paper, trash can liners and trash bags. As the provided supplies run low, Vendor will be required to notify the 731 E. 8th Avenue

Procurement Coordinator in a timely manner so that replacement supplies may be ordered.

- ii. Except as noted in Item e (i), vendor will furnish all supplies and materials necessary for the adequate performance of the janitorial services. Supplies and materials are to include, but are not limited to, brooms, brushes, dust cloths, microfiber mops, sponges, squeegees, liquid and powder detergents, disinfectants, glass cleaners, metal and wood furniture polish, floor polish, waxes, paint/stain stripper and any other compounds necessary to properly clean and maintain the premises. Cleaning products must be environmentally certified green products.
- iii. The Vendor will provide to RurAL CAP Material Safety Data Sheets (MSDS) for all chemicals used or stored in the building.
- iv. The Vendor shall not use any material or supplies that RurAL CAP deems unsuitable for the purpose or offensive or harmful to any part of the premises, its contents, equipment, employees or tenants.
- v. The Vendor shall provide and maintain all cleaning equipment needed for the performance of the requested services, including, but not limited to, buffing machines, vacuum cleaners with HEPA filters, carpet extractors, etc. Any equipment found defective will be removed from the premises by the Vendor in a timely manner.
- vi. The Vendor shall be responsible for keeping all equipment and tools in good repair.
- vii. The Vendor shall be responsible for any damage caused by its employees to the building or furnishings. RurAL CAP shall repair said damage and charge the Vendor for the costs.
- viii. Non-expendable items must be identified as the Vendor's by marking them as such in an identifiable manner.

f. Staffing and Personnel:

- i. Attachment A: Task Frequency Schedule is defined to be a minimum expectation of cleaning frequency.
- ii. Failure to complete the tasks at the frequency listed will be deemed a deficiency in performance which may lead to termination of contract.
- iii. It is RurAL CAP's intention to provide a level of cleanliness suitable for a high quality of living for 731 E. 8th Avenue employees, as well as providing regular and unannounced tours and inspections.
- iv. The vendor will perform the required tasks using the full crew of personnel listed in the Itemized Cost Proposal. If a janitor is absent, either unexpectedly or with advance notice, vendor shall attempt to provide a temporary replacement.
- v. If a replacement janitor is not provided, RurAL CAP will not be charged for the missed time. Under no circumstances will RurAL CAP be charged for hours that were not worked.
- vi. Vendor will provide its employees with all training necessary for the successful

performance of the requested services. Training will include safety procedures; the proper use of all equipment and materials; and protocol for HIPAA-related industries

g. Security Considerations and Procedures

- i. The Vendor will report to RurAL CAP, immediately upon discovery or occurrence, any vandalism, damage to the premises, alarm malfunction or accidental alarm trip. RurAL CAP will provide Vendor with a list of emergency contact numbers.
- ii. The Vendor’s employees will ensure that building exit doors (front doors, office doors and emergency doors) are properly closed and secured upon leaving the premises at the end of the shift.
- iii. All Vendor’s employees shall wear a company badge or uniform visibly identifying the Vendor’s company.
- iv. Vendor will provide list of employee’s who would be working
- v. The Vendor’s employees will comply with the sign-in/sign-out procedures as set forth in the 731 E. 8th Avenue Operations Manual.

h. Other Considerations and Procedures

- i. Vendor shall inform its employees that the use of office equipment (kitchen appliances, office copiers, computers, phones, etc.) located at 731 E. 8th Avenue, is not permitted, except for emergency phone calls.
- ii. The Vendor’s employees will break down any cardboard boxes generated by supplies, materials, or equipment used by the Vendor as well as RurAL CAP- supplied consumables. The janitors will place these cardboard boxes in the dumpster area for recycling.
- iii. Vendor’s employees will not smoke in the building or within 50 feet of the building’s entrance.
- iv. The Vendor’s employees will ensure that office doors and conference rooms doors are left as they were found (open or closed), unless otherwise instructed by RurAL CAP.

3. SCHEDULE OF EVENTS

Advertisement of RFP	December 20, 2022
Pre-submittal Meeting*	January 4, 2023 at 2 PM
Location of Meeting	731 E. 8 th Ave. Anchorage, AK 99501
Due Date for Question	January 11, at 4:00 PM
Due Date for Proposals	January 17 2023, at 4:30 PM
Technical Evaluation Meeting	January 18, 2023
Selection Notification	January 19, 2023
*Attendance at the Pre-submittal Meeting is encouraged but not required.	

4. GENERAL PROPOSAL CONDITIONS:

- a. Responses to the RFP shall be made according to the instructions contained herein. Failure to adhere to instructions may be cause for rejection of any proposal.
- b. Proposers understand and agree that submission of a proposal will constitute acknowledgement and acceptance of, and willingness to comply with, all the terms, conditions, and criteria contained in this RFP, except as otherwise specified in the proposal. Any and all parts of this submitted proposal may become part of any subsequent contract between the selected proposer and RurAL CAP.
- c. False, misleading, incomplete, or unresponsive statements in connection with a proposal may be sufficient cause for rejection of the proposal. The evaluation and determination of the fulfillment of the above requirement will be RurAL CAP's responsibility, and its judgement shall be final.
- d. Proposals shall provide a straightforward, concise delineation of the proposer's capability to satisfy the requirements of the RFP. Each proposal shall be submitted in the requested format and provide all pertinent information, including but not limited to information relating to capability, experience, and other information as specified in this RFP. Each proposal shall be signed in ink by a duly authorized officer of the company.

5. SUBMISSION OF PROPOSALS

- a. Proposals in response to this RFP shall be considered received at the time actually received by the addressee. All proposals and other communications should be addressed to RurAL CAP as follows:

Darrel Behymer, CPP
Procurement Coordinator
RurALCAP
731 E. 8th Ave., Anchorage, AK 99501
Phone: (907) 865-7391
Email: dbehlymer@ruralcap.org

- b. Written proposals must be received by email address listed in paragraph (a) of this section by 4:00 PM on Friday, January 17, 2023.
- c. Proposals received after this specified date and time shall be considered late and shall not be considered for evaluation.
- d. Each proposal shall be in the form specified in the RFP, and in a sealed envelope with outside markings stating: **RFP: Central Office 731 E. 8th Avenue Janitorial Services.**
- e. Minority- and women-owned business are encouraged to participate in the bidding process.

6. REQUIRED ELEMENTS OF PROPOSAL

- a. Cover Letter. Each proposer shall submit a short cover letter including the name and address of the organization submitting the proposal; and the name, address and telephone number of the contact person who will be authorized to make representations for that

organization.

- b. Experience. Brief history of the firm including any fields of expertise, previous experience with jobs of similar scope.
- c. Proposed Work Plan/Schedule. Provide monthly fee and cost for services.
- d. Certification and/or Licenses. Proposer must possess and submit with this bid all valid certification and/or licenses required by federal and state laws at the time of submittal and for the length of the project.
- e. Certificate of Liability Insurance. Proposer must submit proof of liability insurance in the amount of at least \$1M for General Liability and Auto, and \$500,000.00 for Worker Comp. Please review our Schedule A, for more information on our insurance requirements.

7. CLARIFICATION AND ADDENDA PROCESS

- a. A proposer may submit to RurAL CAP a written request for an interpretation or clarification of, or an addenda to, this RFP. Any such request must be received by RurAL CAP no later than 4:00 PM, January 11. The request must be emailed to dbehymmer@ruralcap.org. The subject line of all emails should be “**Central Office 731 E. 8th Avenue Janitorial Services.**” Proposers should specifically note RurAL CAP prefers questions be submitted by email.
- b. RurAL CAP will review and prepare a written response to each request made by a proposer pursuant to this section, all proposers will receive a copy of responses.
- c. RurAL CAP reserves the right to make modifications or addenda to this RFP. If RurAL CAP determines it is appropriate to revise any portion of this RFP, either at the request of a proposer or upon RurAL CAP’s initiative, RurAL CAP will issue, and make available to all prospective proposers via email.
- d. RurAL CAP is not bound by any oral interpretations, clarifications, or changes made to this RFP by any RurAL CAP employee or consultant. Any clarification or change to the RFP must be provided in writing pursuant to this section.

8. COST OF PROPOSAL

Any costs incurred by proposals in responding to this RFP shall be the proposer’s sole expense and will not be reimbursed by RurAL CAP.

9. CANCELLATION OF REQUEST FOR PROPOSALS

RurAL CAP reserves the right in its discretion to cancel this RFP in whole or in part.

10. PROPOSAL REJECTION

RurAL CAP reserves the right to accept or reject any and all proposals submitted in response to the RFP, or refuse to enter into any contract resulting from any proposal submitted, without expense to RurAL CAP.

11. PROPOSAL WITHDRAWAL

Bids will be evaluated promptly after opening and a bid tabulation summary will be provided

upon request. Bid results will not be given over the telephone.

12. AWARD

Award of bid shall be made based upon the following criteria:

	Points
Monthly Fee Schedule / Costs	40 Points
Meeting the Requirements of the RFP	20 Points
Proven Experience	20 Points
References	10 Points
Minority and or Women owned	5 Points
Attended Pre Bid Inspection	5 Points
Total	100 Points

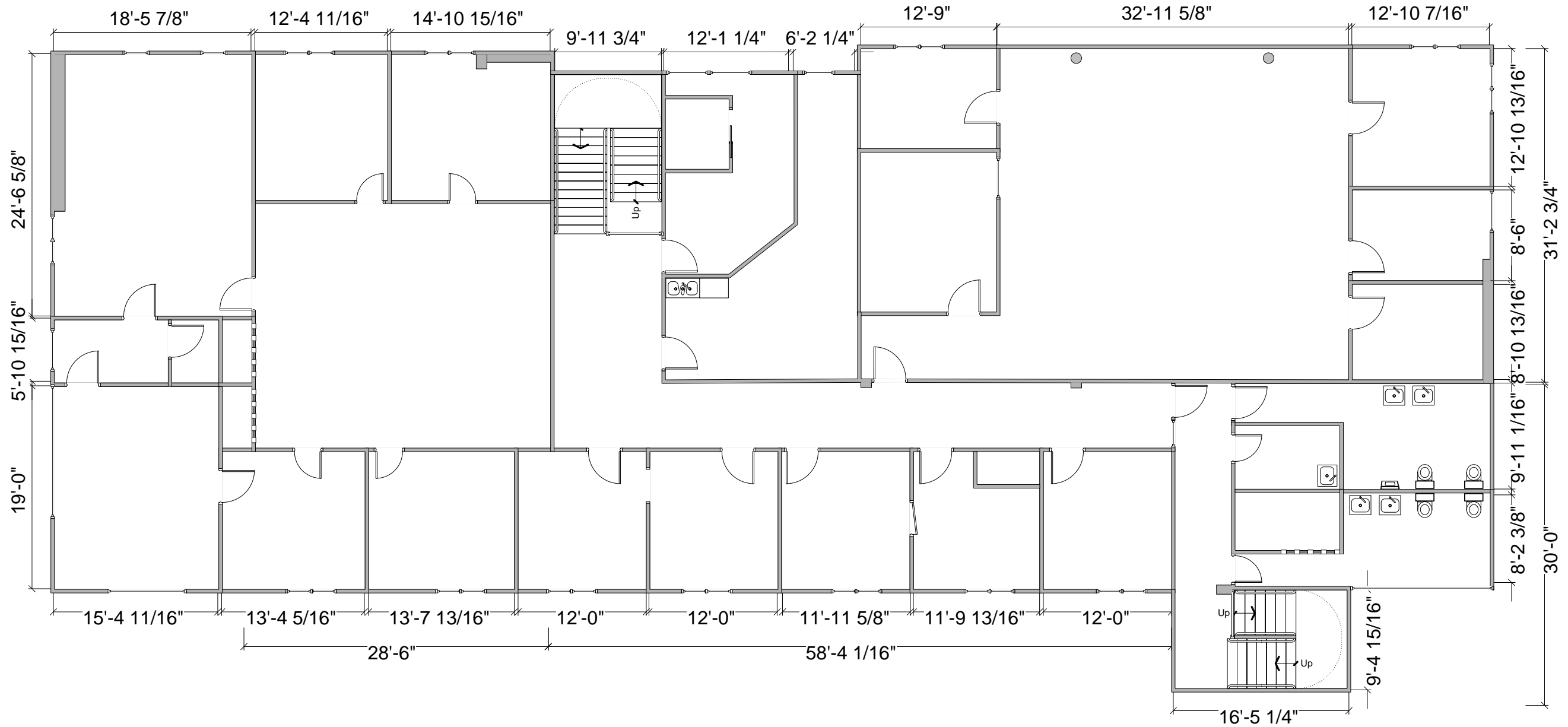
Task Frequency Schedule

		Daily	Weekly	Monthly	Quarterly
Bathrooms					
	Clean toilet (including rear porcelain, bases and flush units)	x			
	Clean and polish wash basins and fixtures	x			
	Wipe and clean wall surfaces around fixtures	x			
	Wipe down mirrors	x			
	Empty wastebasket and replace with new liner	x			
	Refill paper towels and toilet paper	x			
	Wash rest-room partitions		x		
	Sweep, Mop Floors and sanitize floors	x			
	Stripped and refinished floors				x
	Check Soap Dispenser: A) for fullness, if empty, restock soap. B) Replace Batteries when dispenser runs out of power.	x			
Elevator					
	Sweep / Mop Floors	x			
Interior Building					
	Sweep / Mop Hallways, Entryways, Stairwells and Basement Stairwell	x			
	Vacuum carpets and slip mats	x			
	Wipe down Main entrance door	x			
	Wipe down Main entrance windows	x			
	Wipe down Fish Bowl Windows	x			
	Dust flat surfaces, door frames, stair railings and cover base		x		
	Sanitize all Doorknobs, handles, buttons and stairwell railings	x			
	Stripped and refinished Hard Surfaces Hallway floors				x
	Spot clean carpets (as needed)			x	
	Spot clean walls (as needed)	x			

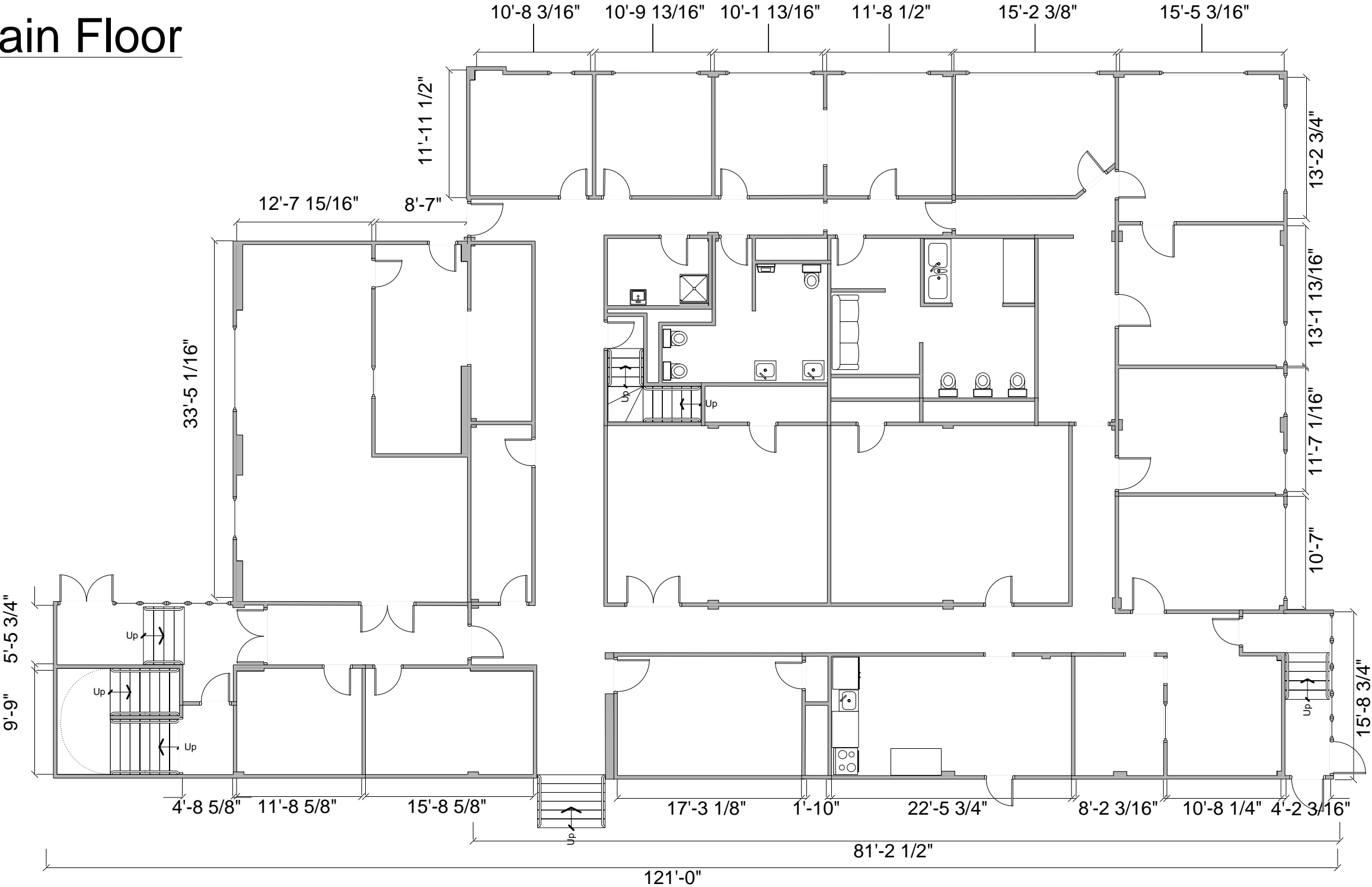
Task Frequency Schedule

	Daily	Weekly	Monthly	Quarterly
Administrative Offices				
Empty wastebaskets and replace with new liner	x			
Empty shredding waste basket / recycle cardboard boxes & paper			x	
Vacuum Carpet	x			
Sweep / Mop Hard Surface Floors		x		
Stripped and refinished floors				x
Conference Rooms				
Empty wastebaskets and replace with new liner	x			
Vacuum Carpet		x		
Clear, clean and polish tables	x			
Arrange chairs neatly around tables	x			
Staff Kitchens / Breakroom				
Sweep / mop floors	x			
Wipe down counter, cabinets, table, sink and microwave	x			
Empty wastebaskets and replace with new liner	x			
Stripped and refinished floors				x
Janitor / Supplies Closet				
Inventory supplies and submit list of consumables to be restacked	x			

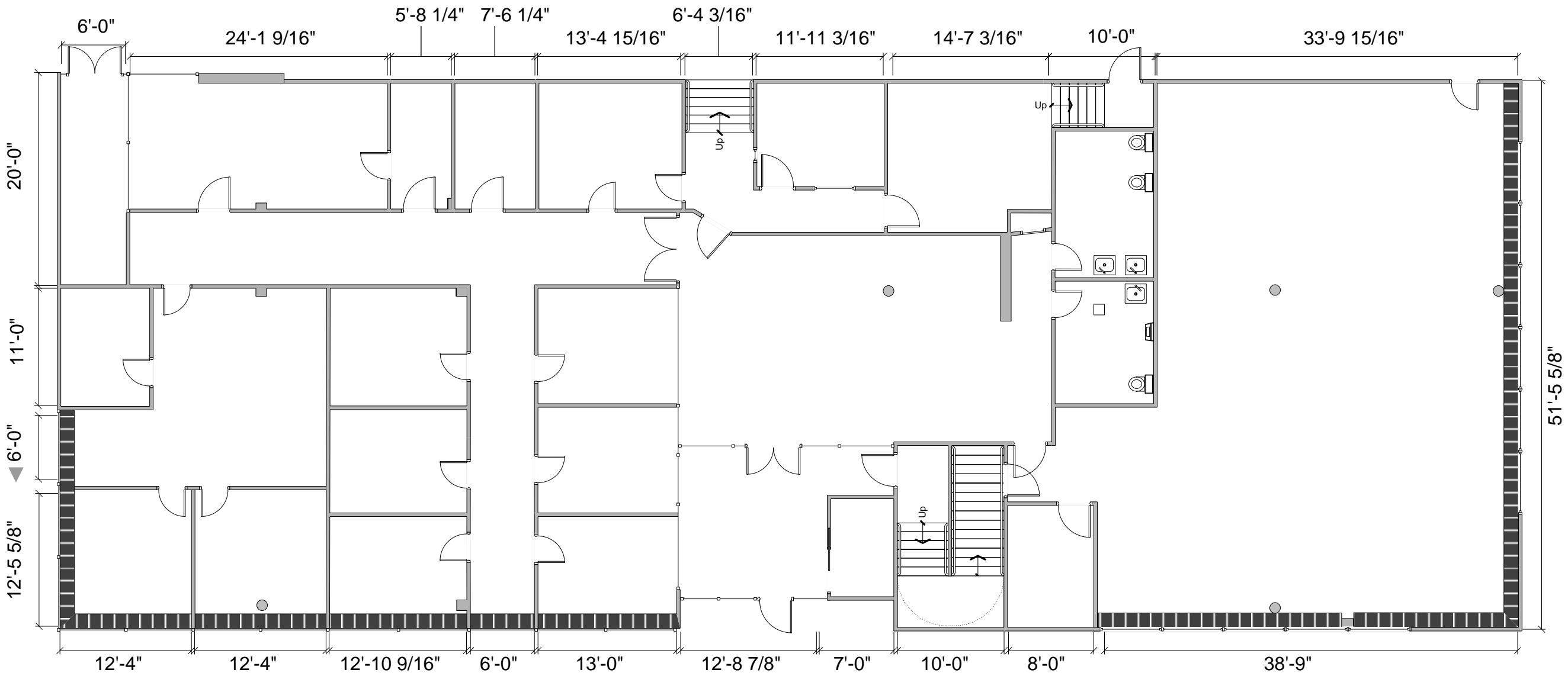
Up Stairs



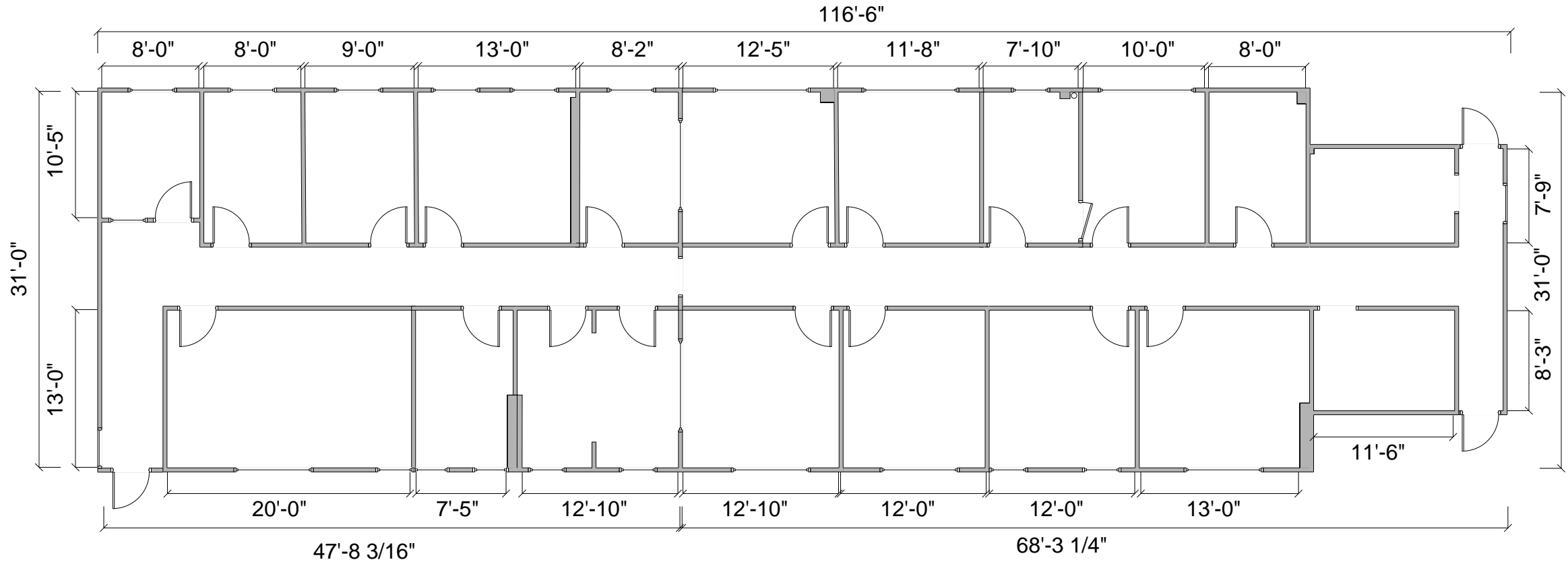
Main Floor



Meeting Room / Comm Dev



Child Development



Weatherization

