



RurAL CAP
Rural Alaska Community Action Program, Inc.

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Anchorage, AK 99501
907.279.2511
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REQUEST FOR PROPOSAL (RFP)

Supportive Housing Cleaning Services

Prepared By: Darrel Behymer, CPP
Date: 9/14/2023

Supportive Housing Cleaning Services RFP

REQUEST FOR PROPOSAL

SUBMISSION DEADLINE: October 5, 2023 at 4:00

QUESTION SUBMISSION DEADLINE: September 28, 2023 at 4:00

BID LOCATIONS: Stated on Page 5 of the RFP.

Questions may be submitted in written form no later than to:

RFP Contact Name: Roy Buy

Telephone Number: (907) 868-4600

Email Address: roy.buyse@ruralcap.org

INTRODUCTION

Rural Alaska Community Action Program, Inc. (RurAL CAP) Facilities Project Manager is requesting proposals from qualified licensed to do business in Alaska. Enclosed is pertinent information for use in preparing your bid. This information will be used as a guide in the preparation of any subsequent contract. Bids must be received via email to dbehymmer@ruralcap.org by **October 5** at 4:00 PM. All bids must include the reference on email subject, " Supportive Housing Cleaning Services RFP," and addressed to: Darrel Behymer, CPP. Bids received after the deadline specified above will be accepted. All questions regarding this bid request must be emailed prior to **September 28** at 4 pm (Alaska Standard Time). Responses to questions will be sent to all parties who have received bid packages, proposals and who have registered their email address. To register your email, email Darrel Behymer, CPP.

One (1) copy of your proposal is required for submission to RurAL CAP. Proposals are encouraged from Minority and Female owned business.

RurAL CAP reserves the right to reject any and all bids and waive informalities in procedures.

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SECTION 1: GENERAL INFORMATION

The Rural Alaska Community Action Program (RurAL CAP) is soliciting proposals for janitorial cleaning in multiple locations for our supportive housing projects. This is for a 2 years contract, with a one-year extension based upon good review.

The following proposal request will outline the project goals and detail the format you should submit your proposal. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines included in the timeline on page 2.

Preparation Costs & Fees

RurAL CAP shall not be responsible for bid preparation costs, nor for costs including attorney's fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked bidder and/or award of a contract and/or rejection of bids. By submitting a bid each bidder agrees to be bound in this respect and waives all claims to such costs and fees.

SECTION 2: RULES GOVERNING COMPETITION

2.1 Examination of Bids

Bidders are encouraged to thoroughly review the complete RFP package prior to preparing and submitting a response.

2.2 Confidentiality and Public Information

The content of all bids will be kept confidential until the selection of the successful bid is announced. After contract award all bids will be open for review and will become public information.

2.3 Proposal Format

Bids are expected to be brief and specifically address the criteria listed under the scope of work.

2.4 Signature Requirements All bids must be signed.

2.5 Bid Submission

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Bids shall be emailed to dbehymmer@ruralcap.org

2.6 News Releases

News releases pertaining to any award that may result from the RFP shall not be made without prior written approval of the RurAL CAP CEO.

2.7 Disposition of Bids

All materials submitted in response to this RFP shall become the property of RurAL CAP. The original shall be retained for the official file and will become public record after the award of the Contract or Contracts.

2.8 Modifications/Withdrawal of Proposals

A respondent may withdraw a bid at any time prior to the final submission date by sending written notification of its withdrawal and signed by an agent authorized to represent the respondent. The respondent may thereafter submit a new or modified bid prior to the final submission date. Modifications offered in any other matter, oral or written, will not be considered. A final bid cannot be changed or withdrawn after the time designated for receipt except for modifications requested by RurAL CAP after the date of receipt.

2.9 Oral Change/ Interpretation

No oral change or interpretation of any provision contained in this RFP is valid.

2.10 Late Submissions

Bids received after the RFP deadline will not be considered.

2.11 Rejection of Proposals

RurAL CAP reserves the right to reject any or all bids if determined to be in the best interest of RurAL CAP.

2.12 Equal Employment Opportunity Reporting Requirements

The successful bidder may be required to execute and return EEO reporting forms if required.

2.13 License and Insurance Requirements

The successful bidder is required to provide, with the bid, a current Alaska Business License, Proof of Liability Insurance, Workers Compensation Insurance and other required federal, state or local licenses. Please review attached Schedule A, this covers RurAL CAP's insurance requirements to consider while submitting your bid.

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SECTION 3.0: SCOPE OF WORK

Mopping concrete/tile floors, wiping down washers, dryers, window ledges, walls, and baseboard heat. Vacuuming all carpet areas. Picking up trash around the exterior of the building and all common areas. Notifying Facility Manager of any issues with the building, like vandalism or leaking pipes in the laundry rooms. Sweeping up cigarette butts in the smoking area.

LOCATION List	SERVICES
Bragaw 525 & 535 N Bragaw St., Anchorage, AK 99501	<ul style="list-style-type: none"> • Cleaning 4 common areas • 2 laundry rooms • picking up trash at the exterior of both buildings Weekly*
324 North Park	<ul style="list-style-type: none"> • Cleaning common area • cleaning laundry room • picking up trash at exterior Weekly*
702 North Park	<ul style="list-style-type: none"> • Cleaning laundry room • picking up trash around exterior Weekly*
TARWATER 3201, 3209 & 3145 Tarwater Ave., Anchorage, AK 99508	<ul style="list-style-type: none"> • Cleaning 2 laundry rooms • picking up trash at exterior Weekly*
MEDFRA 1255 E 11 th Ave., Anchorage, AK 99501	<ul style="list-style-type: none"> • Clean common area • Clean laundry room • Picking up trash at the exterior Weekly*
PETERKIN	<ul style="list-style-type: none"> • picking up trash around the exterior • sweeping smoke shack Weekly*
100 Davis	<ul style="list-style-type: none"> • Picking up trash around the exterior Weekly*

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400 NORTH LANE	<ul style="list-style-type: none">• Vacuuming all common areas on multiple floors• Wiping walls and window seals• Cleaning laundry facility• picking up trash and• sweeping smoke shed <p>Weekly*</p>
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3.1

SECTION 4.0: PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform and expedited review process and ensure the maximum degree of comparability, it is required that the bids be organized in the manner specified. Bids shall not exceed 5 pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, attachments, or dividers). Information in excess of those allowed will not be evaluated or scored. One page shall be interpreted as one side of single lined, typed, 8 1/2" x 11" paper.

4.1 Title Page

Show the bid name (RFP), bidders name, company name if applicable, address, telephone number and date.

4.2 Table of Contents

Clearly identify the materials by section and page number.

4.3 Letter of Transmittal (limited to 1 page)

- Briefly state your understanding of the services to be performed and make a positive commitment to provide the services as specified.
- Give the name of the person who is authorized to make representations for your company if applicable, their titles, address, and telephone numbers.

4.4 Proven Experience

The bidder must describe their experience as described under the scope of work. Please include

- Specific or specialized training or qualifications
- Include 3 references (name, phone number and/or e-mail address)

4.7 Proposed Fee Schedule/Costs/Budget Limits

Bids must be submitted on Attachment 1: Bid Sheet, for services described under this scope of work. The email must clearly state the RFP name and company name.

SECTION 5.0: EVALUATION & SELECTION PROCESS

5.1 Criteria

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The criteria that will be considered during evaluations, and the associated point values, are as follows:

Monthly fee schedule/costs	35 points
Meeting the requirements of the RFP	20 points
Proven Experience	20 points
Minority and Women Owned Business	5 points
References	20 points
Total	100 Points

5.2 Evaluation Process

A committee of RurAL CAP staff will evaluate and rank all bids received prior to the deadline.

Oral interviews are not expected to be used in the selection of the successful bidder however, RurAL CAP reserves the right to interview the highest ranked bidder if deemed necessary.

5.3 Selection Process

The highest ranked bidder may be invited to enter final contract negotiations with RurAL CAP for the purposes of contract award. If an agreement cannot be reached, the second highest bidder may be contacted for negotiations. RurAL CAP reserves the right to terminate negotiations with any bidder should it be in RurAL CAP's. RurAL CAP reserves the right to reject any and all bids submitted.

Appendix A

Schedule A INSURANCE & INDEMNIFICATION

CONTRACTOR shall comply with the provisions herein entitled, Schedule A Insurance & Indemnification. CONTRACTOR, at its sole cost, shall purchase and maintain the required insurance with coverages, endorsements, waivers, and limits as described therein.

All insurance shall be maintained continuously during the life of the Contract. CONTRACTOR shall furnish to Rural Alaska Community Action Program (RurAL CAP), certificates showing the type, amount, class of operation, effective dates and dates of expiration of policies. Such evidence is to be provided by CONTRACTOR to RurAL CAP no less than ten (10) days prior to CONTRACTOR commencing work. It is understood and agreed that RurAL CAP shall be entitled to notification at least 30 days prior to the expiration of such policies. Failure by CONTRACTOR to maintain insurance coverage as agreed shall be a material breach of this Contract and will result in termination of this Contract. Certificates shall be addressed to: Rural Alaska Community Action Program (RurAL CAP).

RurAL CAP shall not be required to confirm that CONTRACTOR has provided evidence of coverage and/or renewals and no waiver by RurAL CAP of any of CONTRACTOR's obligations pursuant to this or any other provision of this Contract shall occur or be inferred or implied by any failure of RurAL CAP to insist upon strict performance of this or any other section of this Contract.

All insurance required to be maintained by CONTRACTOR shall be primary to any and all insurance (including self-insurance) obtained or maintained by, or otherwise available to RurAL CAP and all policies shall be endorsed accordingly. RurAL CAP's insurance shall not be called upon to contribute or participate with CONTRACTOR's insurance on any basis.

Except for Worker's Compensation and Professional Liability, each and every insurance policy required of CONTRACTOR shall include an insurer's waiver of subrogation rights in favor of RurAL CAP. Each and every insurance policy required of CONTRACTOR shall be endorsed to name RurAL CAP as Additional Insured with respect to liability arising out of CONTRACTOR's operations and/or its services hereunder.

In the event the terms of the current Contract and this Schedule A conflict, the terms of the contract shall control.

Insurance Type and Limit Requirements:

- Workers Compensation for not less than \$ 500,000.00 per occurrence
- Commercial General Liability not less than \$ 1,000,000.00 per occurrence
- Automobile Liability Insurance not less than \$ 1,000,000.00 per occurrence for bodily injury and property damage

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Attachment 1

Bid Sheet (if you have your own proposal / quote sheet, please submit that in place of attachment 1)

LOCATION	Bid
Bragaw 525 & 535 N Bragaw St., Anchorage, AK 99501	Charge Per Month: _____
324 North Park	Charge Per Month: _____
702 North Park	Charge Per Month: _____
TARWATER 3201, 3209 & 3145 Tarwater Ave., Anchorage, AK 99508	Charge Per Month: _____
Huntsman 7341 Huntsman Circle Anchorage, AK 99518	Charge Per Month: _____
MEDFRA 1255 E 11 th Ave., Anchorage, AK 99501	Charge Per Month: _____
PETERKIN	Charge Per Month: _____
DAVIS	Charge Per Month: _____
400 NORTH LANE	Charge Per Month: _____

Supplier Bid Offer By:	
Authorized Name:	
Authorized Signature:	
Title:	
Date:	