



Rural CAP
Rural Alaska Community Action Program, Inc.

731 E. 8th Avenue
Anchorage, AK 99501
907.279.2511
www.ruralcap.org

REQUEST FOR PROPOSAL ADDENDUM 1

CHILD DEVELOPMENT CENTER JANITORAL SERVICE

Prepared By: Darrel Behymer, CCP

Date: 10/20/2023

CHILD DEVELOPMENT CENTER JANITORAL SERVICE
ADDENDUM 1

Changes in Scope of Work

The Child Development Center started its life as a child development/daycare facility. The facility consists of a single story consisting of approximately 7878 sf. The facility has both solid surfaces as well as carpeted surfaces.

Five (5) nights per week (Monday, Tuesday, Wednesday, Thursday and Friday).

Take out trash in all common areas, classrooms and offices.

Sweep/mop/vacuum all classrooms.

Two Times nights per week (Monday and Thursday)

Clean and disinfect all classroom toilets and sinks.

Clean and disinfect the staff bathrooms.

Refill the paper products in all bathrooms.

Sweep / mop kitchen floors

One night per week

Vacuum the lobby and hallways

Sweep and mop the laundry room

Wipe down entry area front door and glass

Playground-Empty large trash can

Quarterly

Strip and wax the floors

Shampoo the carpet

No changes other changes to this RFP.

Attachment A: Janitorial Cleaning Checklist

Task	Daily	M & Th	Weekly	Twice a Year
Take out trash in all common areas, classrooms and offices.	x			
Sweep/mop/vacuum all classrooms.	x			
Clean and disinfect all classroom toilets and sinks.		x		
Clean and disinfect the staff bathrooms.		x		
Refill the paper products in all bathrooms.		x		
Sweep/mop kitchen floors		x		
Vacuum the lobby and hallways			x	
Sweep and mop the laundry room			x	
Wipe down entry area front door and glass			x	
Playground-Empty large trash can			x	
Strip and wax the floor				x
Shampoo carpets				x



RurAL CAP

Rural Alaska Community Action Program, Inc.

731 E. 8th Avenue
Anchorage, AK 99501
907.279.2511
www.ruralcap.org

REQUEST FOR PROPOSAL (RFP)

CHILD DEVELOPMENT CENTER JANITORIAL SERVICE

Prepared By: Darrel Behymer, CPP
Date: 10/12/2023

CHILD DEVELOPMENT CENTER JANITORIAL SERVICE RFP

REQUEST FOR PROPOSAL

SUBMISSION DEADLINE: October 26 at 4:00PM

QUESTION SUBMISSION DEADLINE: October 23 at 4:00 PM

PRE BID INSPECTION OF THE FACILITY IS SECHDULED: October 17 at 11:00 AM

BID LOCATIONS: 545 EAST 5th AVENUE

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

RFP Contact Name: Darrel Behymer, CPP
Email Address: dbehymmer@ruralcap.org

INTRODUCTION

Rural Alaska Community Action Program, Inc. (RurAL CAP) Facilities Director is requesting bids from qualified janitorial services licensed to do business in Anchorage, Alaska. This Bid is for a 2 year contract with a one year option period.

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 at dbehymmer@ruralcap.org prior to 4:00 p.m. (Alaska Standard Time) on October 26, 2023.

All bids must include the reference, "RurAL CAP Child Development Center Janitorial Service," and be labeled, Attn: Darrel Behymer. Bids received after the deadline specified above will be not be accepted.

All questions regarding this bid request must be emailed prior to October 23 at 4PM (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 dbehymmer@ruralcap.org.

A mandatory pre bid inspection of the facility is scheduled for October 17 at 11 AM.

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.

INDEX

SECTIONS

1. General Information
2. Rules Governing Competition
3. Scope of Work
4. Proposal and Submission Requirements
5. Evaluation and Selection Process

Appendix A: Schedule A Insurance and Indemnification

SECTION 1: GENERAL INFORMATION

Purpose: Rural Alaska Community Action Program, Inc. (RurAL CAP), a non-profit agency providing statewide social services, is requesting bids to provide janitorial services for our Child Development Center at 545 East 5th Avenue. All bidders must provide:

- Provide proof of a minimum of two years' experience operating a successful janitorial service.
- Include a statement of qualifications.
- Demonstrate current knowledge of green cleaning techniques.
- Include business license and proof of liability insurance with the bid

1.1 Background

The RurAL CAP Child Development Center provides low and moderate income families with comprehensive Child Care and Head Start services.

1.2 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 Information

The content of all bids will be kept confidential. A letter will be released to each vendor who submitted their bid if it's been accepted or not after the review committee has completed.

2.3 Proposal Format

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

CHILD DEVELOPMENT CENTER JANITORIAL SERVICE RFP

2.4 Signature Requirements All bids must be signed.

2.5 Bid Submission
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 (date and time) will not be considered and will be returned unopened after recommendation of award.

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.

CHILD DEVELOPMENT CENTER JANITORIAL SERVICE RFP

SECTION 3.0: SCOPE OF WORK

The Scope of work is on page 7 and attach is a check list that generally is scheduled three nights a week (Monday, Wednesday and Friday).

Bidders will be quoting:

1. The monthly fee to maintain the areas covered under the attached scope of work. Consumables will be provided by RurAL CAP.
2. Contractor can identify any discounted consumable purchase options and availability to make the purchases on behalf of the agency. Likewise, the contractor can request the agency purchase consumable products and identify any opportunity for discounts or savings.

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 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. (if the bid sheet is too small, please provide your own).

4.2 Provide a copy of your Certificate of Insurance and Business License.

SECTION 5.0: EVALUATION & SELECTION PROCESS

5.1

Criteria

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

Monthly Fee's / costs	50 points
Meeting the requirements of the RFP*	15 points
Minority and Women Owned Business	5 points
Proven Experience	20 Points
Discounts to RCAP	5 Points
Total:	100 Points
*By providing all requested documents	

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.

RurAL CAP Child Development Center, Janitorial Services
Scope of Work

The Child Development Center started its life as a child development/daycare facility. The facility consists of a single story consisting of approximately 7878 sf. The facility has both solid surfaces as well as carpeted surfaces.

Three nights per week (Monday, Wednesday and Friday).

Take out trash in all common areas, classrooms and offices.

Sweep/mop/vacuum all classrooms.

Clean and disinfect all classroom toilets and sinks.

Clean and disinfect the staff bathrooms.

Refill the paper products in all bathrooms.

Sweep / mop kitchen floors

One night per week

Vacuum the lobby and hallways

Sweep and mop the laundry room

Wipe down entry area front door and glass

Playground-Empty large trash can

Quarterly

Strip and wax the floors

Shampoo the carpet

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

CHILD DEVELOPMENT CENTER JANITORIAL SERVICE RFP

Attachment 1

Bid Sheet (Please use your own bid-sheet for each location if the template below is too small to cover each task on the list below)

LOCATION	SERVICES	Bid Offer
545 EAST 5th AVENUE	Refer to Scope of Work on page 7	Per Month: \$ _____

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

Attachment A: Janitorial Cleaning Checklist

Task	Daily	Weekly	Twice a Year
Take out trash in all common areas, classrooms and offices.	x		
Sweep/mop/vacuum all classrooms.	x		
Clean and disinfect all classroom toilets and sinks.	x		
Clean and disinfect the staff bathrooms.	x		
Refill the paper products in all bathrooms.	x		
Sweep/mop kitchen floors	x		
Vacuum the lobby and hallways		x	
Sweep and mop the laundry room		x	
Wipe down entry area front door and glass		x	
Playground-Empty large trash can		x	
Strip and wax the floor			x
Shampoo carpets			x