

Haines Borough
Request for Proposals
Janitorial Services
Administration Bldg. & Portions of the
Public Safety Bldg.

The Haines Borough, Alaska is requesting contract proposals for a business or individual to provide year-round, once weekly janitorial services for the Borough Administration Building and portions of the Public Safety Building.

SCOPE OF SERVICES

• **Services Required:**

The Borough Administration Building, offices and restrooms as well as Assembly Chambers, entry-way, stairs, hallway and the upstairs restrooms in the Public Safety Building are to be vacuumed, dusted, sanitized and generally cleaned in the most appropriate method for the specific area or item. Bathroom fixtures and floors shall be thoroughly disinfected and paper towel and soap dispensers shall be filled regularly. All rugs and carpeted areas shall be vacuumed and any tile or vinyl areas shall be mopped during each cleaning. All trash is to be emptied and placed in the dumpster containers either at the Borough Administration Building or the Public Safety Building. Trash which has been separated for recycling shall be properly disposed of.

• **Minimum Frequency of Work Required:**

BOROUGH ADMINISTRATION BUILDING

The **Borough Administration Building** (including restrooms) shall be cleaned **ONCE EACH WEEK** from the date of the Notice to Proceed (approx. September 10, 2009) **through August 31, 2010**. Cleaning will take place after office hours, as appropriately arranged with the Borough Clerk.

PUBLIC SAFETY BUILDING

The **Assembly Chambers, entry-way, stairs, hallway and upstairs restrooms in the Public Safety Building** shall be cleaned **ONCE EVERY OTHER WEEK** on or just prior to a Tuesday in which a Regular Borough Assembly Meeting is scheduled, from the date of the Notice to Proceed (approx. September 10, 2009) through August 31, 2010. Cleaning will take place after office hours, as appropriately arranged with the Borough Clerk

• **Supplies and Equipment:**

The Haines Borough will provide all cleaning equipment and materials necessary for the performance of the services

requested. The contractor is responsible for ordering routine cleaning supplies and is authorized to charge necessary supplies to the Borough's charge accounts locally. Any supplies which are not available through local purchase must be ordered by the Contractor through the Borough's purchase order system. Purchase of any equipment needing replacement must be authorized by the Borough Clerk.

MINIMUM QUALIFICATIONS

- Current Haines Borough and State of Alaska business licenses.
- May NOT be an employee or officer of the Haines Borough (per HBC 2.62.030).
- Can demonstrate janitorial experience and expertise.
- Can comply with the following contract conditions.

CONTRACT CONDITIONS

- **INSURANCE**: The Borough requires that the Contractor carry public liability insurance insuring the Contractor and its assigns and the Borough against liability for bodily injury to any one person in an amount not less than \$300,000. Contractor shall also carry the State minimum-required workman's compensation insurance coverage. A certificate of insurance must be provided to the Borough showing all required coverage prior to the effective date of the contract.
- **INSURANCE NOT LIMITING CONTRACTOR'S LIABILITY**: The provisions of this contract requiring insurance shall not limit the liability of the Contractor or anyone acting on behalf of the Contractor.
- **INDEMNITY**: Contractor agrees to defend, indemnify and hold the Borough harmless from any and all claims, demands or liability for bodily injury or death of any person, or damage to property arising out of the Contractor's execution of the contractual duties of the Contractor, its agents, employees or assigns.
- **DAMAGE TO BUILDINGS OR EQUIPMENT**: Any problems, including building or equipment damage, caused by or discovered by the Contractor during the execution of the contractual duties of the Contractor should be reported immediately.
- **COMPLIANCE WITH LAWS**: The Contractor and all persons acting on behalf of the Contractor shall comply with all applicable laws and regulations of Federal, State or Local government agencies with respect to the activities of the Contractor or anyone acting on behalf of the Contractor.
- **LIENS AND ASSESSMENTS**: The Contractor agrees that it will pay all employment security contributions required to be paid as a result of any services performed for the Borough regardless of

whether they are performed by the Contractor or someone engaged by the Contractor. The Contractor shall not allow any lien to be placed against the Borough by reason of non-payment of such contributions or any other reason, and shall indemnify the Borough against any such lien.

- **EXPENSES AND ATTORNEY'S FEES UPON DEFAULT:** Contractor agrees to pay all actual costs, expenses and actual attorney's fees incurred by the Borough upon an Event of Default.
- **DEFAULT:** The Contractor shall be declared in default of the contract if the Contractor fails to adequately perform the contract services. If, in the opinion of the Borough, the Contractor's services do not adequately fulfill the intent of the contract (that is, to keep the premises in a clean and sanitary condition), the Borough Clerk shall notify the Contractor in writing of service deficiencies. If the Contractor fails to correct such deficiencies within ten days of receiving this written notice, or consistently fails to provide adequate services as documented in writing by the Borough, the contractor shall be in default of the contract and the Borough shall terminate the contract.
- **BILLING/PAYMENT:** Billings for services shall be submitted to the Borough monthly and will be processed for payment at the time of the next accounts payable check run.

PROPOSAL AND AWARD SCHEDULE

August 17, 2009 Publish Notice & Distribute Proposal Packets
September 2, 2009 Proposal Due Date
September 9, 2009 Contract Award by Borough Assembly
September 10, 2009 Notice to Proceed Date

The Borough Assembly will award the janitorial services contract based upon the amount of the bid, as long as the bidder has the qualifications and experience to perform the contract as specified in HBC 3.60.160. The Assembly may require the submittal of references and/or that the Contractor provide a performance bond on the services to be provided. The Borough Assembly reserves the right to reject any and all bids and to negotiate with the low bidder.

Response to this request for proposals should be delivered or mailed in a sealed envelope marked ***Admin/PSB Janitorial Services Proposal*** to:

Haines Borough
Attention: Borough Clerk
P.O. Box 1209
Haines, AK 99827

Responses will be accepted until 4:00p.m. on Wednesday, September 2, 2009. Receipt is made when delivered to the above

address either in person or via mail. Postmark date does not constitute receipt. Fax responses will be accepted to 907-766-2716, but must be clearly marked "CONFIDENTIAL."

SELECTION PROCEDURE

The Borough Manager and the Borough Clerk shall review all written proposals. Based on qualifications, compliance with RFP requirements, and the proposal amount, a contractor will be recommended to the Borough Assembly for their approval.

CONTRACT PERIOD

Following contract award, all parties shall negotiate and sign a contract, and the contractor will be given a Notice to Proceed. The contractor will be expected to immediately meet with the Borough Clerk to establish a cleaning schedule and needed supplies/equipment. Thereafter, the contractor will provide the required services as noted in the Scope of Services section of this document. This contract period will expire on August 31, 2010 but may, upon mutual agreement between the parties be renewed in **one** year intervals. This contract, including any renewals, may not exceed a total of **three** years.

CONTRACT TERMINATION

Either party may cancel the written contract by giving a minimum 30-day notice, in writing, to the other party.

**HAINES BOROUGH
Janitorial Services**

Borough Administration Bldg. & Portions of the Public Safety Bldg.

BID FORM

Bids for providing janitorial services for the Borough Administration Building and portions of the Public Safety Building must be submitted on this form.

Bid of _____ (hereinafter called Bidder), doing business as (underline one) a corporation, partnership or individual, to the Haines Borough (hereinafter called Owner).

Bidder hereby proposes to perform all work as directed by the Owner for janitorial services in accordance with the Owner's Request for Bids and Information for Bidders.

The Owner will award the contract to the responsive and qualified bidder who submits the lowest lump-sum bid. The Owner reserves the right to reject any and all bids, or to negotiate with the low bidder.

Bidder acknowledges receipt of the following Addendum(s):

Addendum No. _____ Initial: _____

BIDDER INFORMATION:

Company Name: _____

Address: _____ Phone: _____ Email: _____

Alaska Business License No.: _____ (attach copy)

Haines Borough Business License No: _____ (attach copy)

The contractor hereby agrees to perform the required janitorial services at the Borough Administration Building and Portions of the Public Safety Building for the lump sum price of:

\$ _____

LUMP SUM BID _____

Written Amount

Bidder's Signature

Date

Printed Name