

Haines Borough
Request for Proposals
Janitorial Services

**Visitor Center Public Restrooms, Port Chilkoot Dock Restrooms,
Parade Grounds Restrooms, Tlingit Park Restrooms,
and Picture Point, Tanani Point and Osland Park Restrooms**

The Haines Borough, Alaska is requesting sealed proposals for a licensed business to provide 2024 contractual janitorial services seasonally for the identified Public Restrooms of the Haines Borough. **Proposal Deadline: 4pm, March 15, 2024.**

I. SCOPE OF SERVICES

A. Services Required

- Fixtures, floors and walls shall be cleaned and disinfected. The Contractor shall furnish cleaning tools and materials.
- Keep paper supplies full. The borough will furnish paper supplies.
- Gather trash and take to Community Waste Solutions, charged to the Borough account.

B. Dates and Frequency of Work

1. MINIMUM WORK (for Base Bid):

The borough seeks an annual-rate proposal to provide janitorial services from May 1, 2024 through October 1, 2024, as arranged with the Tourism Director, for the following facilities:

VISITOR CENTER PUBLIC RESTROOMS - **Monday, Wednesday, and Saturday.**

PORT CHILKOOT DOCK - **DAILY**

PARADE GROUNDS PUBLIC RESTROOMS - **Monday, Wednesday, and Saturday**

TLINGIT PARK PUBLIC RESTROOMS - **Tuesday, Thursday, and Sunday**

PICTURE POINT PUBLIC RESTROOMS - **Tuesday, Thursday, and Sunday.**

TANANI POINT PUBLIC RESTROOMS - **Monday, Wednesday, and Saturday.**

OSLAND PARK PUBLIC RESTROOMS - **DAILY**

2. Additive Alternate #1 (Separate Bid):

The Borough seeks a separate rate proposal to provide additional janitorial services for one-time cleaning of individual restrooms. The Tourism Director will decide when additional services are needed.

C. Janitorial Supplies and Equipment

The contractor shall provide all cleaning supplies and equipment necessary for the performance of the services requested. The borough shall supply all paper products for the restrooms. The contractor is responsible for ordering paper products through the Borough's purchase order system and keeping them stocked in the restrooms.

II. MINIMUM QUALIFICATIONS

- A. Current Haines Borough and State of Alaska business licenses.
- B. May NOT be an employee or officer of the Haines Borough (per HBC 2.73.010).
- C. Can demonstrate janitorial experience and expertise.
- D. Can comply with the following contract conditions.

III. CONTRACT CONDITIONS

- A. **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 (if applicable). A certificate of insurance must be provided to the Borough showing all required coverage prior to the effective date of the contract.
- B. **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.
- C. **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.
- D. **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. Any equipment that needs to be repaired or replaced shall be reported to the Tourism Director.
- E. **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.
- F. **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.
- G. **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.
- H. **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.
- I. **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.

IV. PROPOSAL AND AWARD SCHEDULE

February 29, 2024 Publish Notice & Distribute Proposal Packets

March 15, 2024 Proposal Due Date

March 26, 2024 Contract Award by Borough Assembly

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.

Proposals shall be submitted on the proposal form provided with this RFP. Response to this request for proposals should be delivered or mailed in a sealed envelope marked ***Tourism 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 March 15, 2024. Receipt is made when delivered to the above address either in person or via mail. Postmark date does not constitute receipt. Faxed or emailed responses are unacceptable because of the requirement to be a sealed proposal.

V. SELECTION PROCEDURE

The Borough Manager, the Borough Clerk, Contract & Grants Administrator, and the Tourism Director shall review all written proposals. The Borough will award the contract to the responsive and qualified bidder who submits the lowest lump-sum bid. Based on qualifications, compliance with RFP requirements, and the proposal amount, a contractor will be recommended to the Borough Assembly for approval.

VI. 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 Tourism Director 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 October 1, 2024. Upon mutual agreement between the parties, it may be renewed in **one** year intervals. This contract, including any renewals, may not exceed a total of **three** years (it may be renewed for 2025 and 2026).

HAINES BOROUGH
Janitorial Services
Visitor Center Public Restrooms, Port Chilkoot Dock Restrooms,
Parade Grounds Restrooms, Tlingit Park Restrooms,
and Picture Point Restrooms

PROPOSAL FORM

Proposals for providing 2024 summer tourism season janitorial services for the Public Restrooms must be submitted on this form and submitted in a sealed envelope.

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

Bidder hereby proposes to perform all work as directed by the Borough for janitorial services in accordance with the Borough's Request for Proposals. The Borough will award the contract to the responsive and qualified bidder who submits the lowest lump-sum bid. The Borough 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)

MAIN CONTRACT – Basic Services

The bidder hereby agrees to perform the required MINIMUM 2024 janitorial services (BASE Bid) for the lump sum price not to exceed:

\$ _____ per YEAR

LUMP SUM PROPOSAL _____

Written Amount

ADDITIVE ALTERNATE #1 – Additional Services

The bidder hereby agrees to perform janitorial services for additional cleaning for individual bathrooms as directed by the Tourism Director:

\$ _____ per DAY

Bidder's Signature

Printed Name

Date

**2024 Janitorial Services
AGREEMENT**

A contract for 2024 tourism janitorial services public restrooms was awarded by the Haines Borough Assembly on _____ for the following:

\$ _____ annual not-to-exceed amount for the main contract (base services)

\$ _____ per cleaning of one restroom (additive alternate #1)

This agreement and the terms outlined in the 2024 Janitorial Services Request for Proposals are hereby accepted.

HAINES BOROUGH

by:

by: _____

Annette Kreitzer
Borough Manager

(Contractor Name)

Date: _____

Date: _____

Attest:

Alekka Fullerton
Borough Clerk