

Haines Borough
Request for Proposals
Janitorial Services

**Visitor Center Building, Visitor Center Public Restrooms,
and Port Chilkoot Dock Restrooms**

The Haines Borough, Alaska is requesting sealed proposals for a licensed business to provide 2015 contractual janitorial services seasonally for the Public Restrooms at the Visitor Center and Port Chilkoot Dock and year-round for the Visitor Center. **Proposal Deadline: 4pm, April 17, 2015.**

I. SCOPE OF SERVICES

A. Services Required

Bathroom fixtures and floors shall be thoroughly disinfected during each cleaning. Paper supplies must be kept full. All trash gathered May through October is to be emptied and placed in the dumpster container located at the Visitor Center. Trash which has been separated for recycling shall be properly disposed of. The Visitor Center and offices are to be vacuumed, dusted, and generally cleaned in the most appropriate method for the specific area or item.

B. Dates and Frequency of Work

1. MINIMUM WORK (for Base Bid):

The borough seeks an annual-rate proposal to provide janitorial services for the following facilities and service dates.

PUBLIC RESTROOMS

The **Public VC Restrooms building** shall be cleaned **DAILY** from the date of the Notice to Proceed (approx. May 1, 2015) **through October 12, 2015**. Cleaning will take place after office hours, as appropriately arranged with the Tourism Director.

VISITOR CENTER

The **Visitor Center building** (including employee restroom) shall be cleaned **ONCE EACH WEEK** from the date of the Notice to Proceed (approx. May 1, 2015) **through April 30, 2016**. Cleaning will take place after office hours, as appropriately arranged with the Tourism Director.

PORT CHILKOOT DOCK

The **PC Dock Public Restrooms** shall be cleaned **DAILY** from **May 1, 2015 through September 30, 2015**. Cleaning will take place prior to the Haines Skagway Fast Ferry arrival, as appropriately arranged with the Tourism Director.

2. ADDITIVE ALTERNATE #1 Special Events (Separate Bid):

The borough seeks a separate daily-rate proposal to provide janitorial services over and above the minimum work for the following specified special events. The borough reserves the right to contract separately for this additional scope of work or to choose instead to perform this extra work in-house.

PUBLIC VC RESTROOMS and PC DOCK PUBLIC RESTROOMS

The **Public Restrooms building and PC Dock Public Restrooms** shall each be cleaned **TWICE DAILY** (once midday and once early evening). Note: these facilities are cleaned once-per-day early morning under the main contract.

Cleaning will take place as appropriately arranged with the Tourism Director.

- Beer and Home Brew Festival, May 22-23
- Klauane Chilkat International Bike Relay, June 20-21
- Southeast Alaska State Fair, July 30-August 2
- July 4th Celebration, July 4
- Koot-To-Kat Triathlon, August (date TBD)

3. Additive Alternate #2 Additional Work (Separate Bid):

The borough seeks a separate hourly-rate proposal to provide additional janitorial services for unforeseen or unexpected special events and/or cruise ship dockings that are not specified in this Request for Proposals. The borough reserves the right to contract separately for this additional scope of work or to choose instead to perform this extra work in-house.

C. 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 Director of Public Facilities.

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 2.62.030).
- 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. 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.
- 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

March 27, 2015 Publish Notice & Distribute Proposal Packets

April 17, 2015 Proposal Due Date

April 28, 2015 Contract Award by Borough Assembly

May 1, 2015 Approximate 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.

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 ***VC 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 Friday, April 17, 2015. 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, Community & Economic Development Director, and the Tourism Director 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 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 April 30, 2016 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.

VII. 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
Visitor Center Building, Visitor Center Public Restrooms,
and Port Chilkoot Dock Restrooms**

PROPOSAL FORM

Proposals for providing 2015 summer tourism season janitorial services for the Public Restrooms and year-round for the Visitor Center 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 Owner).

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

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)

MAIN CONTRACT – Basic Services

The bidder hereby agrees to perform the required **MINIMUM** 2015 janitorial services (BASE Bid) for the lump sum price not to exceed:

\$ _____ per YEAR

LUMP SUM PROPOSAL _____
Written Amount

ADDITIVE ALTERNATE #1 – Special Events

The bidder hereby agrees to perform the additional janitorial services during specified special events for the lump sum price of:

\$ _____ per DAY

LUMP SUM PROPOSAL _____
Written Amount

ADDITIVE ALTERNATE #2 – Other Services

The bidder hereby agrees to perform additional unforeseen/unexpected janitorial services at the rate of:

\$ _____ per HOUR

HOURLY PROPOSAL _____
Written Amount

Bidder's Signature

Printed Name

Date: _____