REQUEST FOR PROPOSAL

Glennallen Janitorial Services

May 22, 2023

Notice to Proposers

Copper Valley Electric Association (CVEA) is seeking a “Contractor” to perform janitorial services for the CVEA office, operations building, and apartment in Glennallen, throughout 2023.

Scope of Work

Weekly Services

- Glennallen Office, located Mile 187 Glenn Hwy:
  - The Contractor would be responsible for regular cleaning of the Glennallen office facility, to include all offices, hallways, supply room, all common areas, two bathrooms, kitchen, and boardroom
  - 13 Offices (full-time use) 2 Offices (part-time use)
  - Cleaning shall be accomplished after 6 p.m., two times weekly
  - Tuesday and Friday preferred, but days can be flexible
  - Cleaning shall be based on the Office Cleaning Checklist provided

- Glennallen Operations Building, located Mile 187 Glenn Hwy:
  - The Contractor would be responsible for regular cleaning of the operations building, to include Line Crew and Fleet Mechanic offices, kitchen, hallways, and two bathrooms
  - Cleaning shall be accomplished after 6 p.m., two times weekly
  - Tuesday and Friday preferred, but days can be flexible
  - Cleaning shall be based on the Operations Building Checklist provided

- Apartment, located Mile 187 Glenn Hwy:
  - The Contractor would be responsible for cleaning one apartment on an as needed, on call basis
  - Apartment consists of two bedrooms, living room, kitchen, and bathroom
  - Cleaning shall be based on the Apartment Cleaning Checklist provided

Quarterly Services

- The Contractor would be responsible for completing quarterly cleaning for the Glennallen office, operations building, and apartment
- Cleaning shall be completed in February, May, August, and November
- Cleaning shall be based on the Quarterly Cleaning Checklist provided
Twice-Yearly Services

- The Contractor would be responsible for completing twice yearly cleaning for the Glennallen office, operations building, and apartment
- Cleaning shall be completed twice per year, dates to be determined based on weather and scheduling
- Time to accomplish these duties will be arranged prior to the duties being performed
- Cleaning shall be based on the Twice-Yearly Cleaning Checklist provided

* Contractor shall provide cleaning supplies and equipment
* Contractor shall request paper products, consumables, lightbulbs, laundry supplies, and apartment bedding and software items from the Executive Assistant on an as-needed basis; supplies shall be requested in advance to maintain an inventory on hand

Bids are due by 6 p.m., Thursday, June 1, 2023. The winner will be notified no later than Thursday, June 8, 2023. Bids may be submitted via email to tdaniels@cvea.org.

The Proposal shall include the following:
- Rates for services. Rates can be submitted in total, or separated into two categories:
  1. On call apartment cleaning services
  2. All other janitorial services to include weekly office and operations building, all quarterly, and all twice-yearly services. Please provide a breakdown of costs summarizing weekly, quarterly, and twice-yearly within your proposal.
- A resume and list of references
- Copy of the Contractor’s current insurance certificate

Proposal Submitted By: __________________________________________________________

Signature: _________________________________________________________________

Printed Name: _______________________________________________________________

Date: ______________________, 2023

CVEA may, when in its best interest, reject any and all bids or waive any informality in bids received. CVEA may accept any item or combination of items of a bid, unless precluded by invitation for bids or the bidder includes in bid a restrictive limitation.

Attachments: Office Cleaning Checklist, Line Crew Building Checklist, Quarterly Cleaning Checklist, and Twice-Yearly Cleaning Checklist
Office Cleaning Checklist, regular cleaning duties shall include the following:
- Vacuum all carpets
- Spot clean carpets as needed
- Dust all wood and metal surfaces (such as desk, table, countertops, filing cabinets, windowsills, picture frames, etc.) *Note: please do not move items on desks
- Wipe down phones and computer monitors
- Empty all garbage cans and put trash into dumpster
- Stock consumables in bathrooms and kitchen
- Dust light fixtures as needed, monthly
- Dry mop ceiling corners as needed, monthly
- Clean all entry doors glass
- Spot wash walls as needed
- Clean windows, sills, and blinds as needed
- Dust surfaces and chairs in the boardroom
- Clean bases of chairs in offices and boardroom as needed
- Clean kitchen counter
- Clean interior and exterior of microwave
- Fill/Empty dishwasher
- Clean kitchen floor/mop
- Clean interior and exterior of refrigerator monthly
- Sanitize the basins and toilets in all bathrooms
- Wet mop all linoleum floors

Operations Building Cleaning Checklist, regular cleaning duties shall include the following:
- Vacuum entryway carpets
- Empty all trash cans, excluding main shop area
- Stock consumables in bathrooms and kitchen area
- Mop bathroom, hallway, kitchen, and office floors
- Sanitize the basins, showers, and toilets in both bathrooms
- Sanitize bathroom stall walls
- Clean kitchen counter and sink
- Clean interior and exterior of refrigerator monthly
- Wipe down phones and computer monitors
- Clean windows, sills, and blinds as needed
- Dust light fixtures as needed, monthly
- Dry mop ceiling corners as needed, monthly

Apartment Cleaning Checklist, regular cleaning duties shall include the following:
- Vacuum all carpets
- Empty all trash cans
- Dust all wood and metal surfaces (such as tabletops, lamp bases, televisions and other equipment, dressers, headboards, etc.)
- Wash and replace bedding
• Stock consumables in bathrooms and kitchen area
• Clean interior and exterior of microwave
• Sanitize the bathtub, basin, and toilet
• Wet mop kitchen and bathroom floors
• Clean interior/exterior and top of refrigerator
• Wipe down interior/exterior of stove

In the event an apartment is not used within a month, the following shall be done at least once in that month:

• Vacuum all carpets
• Mop all floors
• Dust all wood and metal surfaces (such as tabletops, lamp bases, televisions and other equipment, dressers, headboards, etc.)

**Quarterly Cleaning Checklist shall include the following:**

- **Office**
  - Dust and/or clean kick boards in hallway
  - Clean kitchen cabinet exterior
  - Clean window tracks

- **Operations Building**
  - Wash interior windows
  - Dust all wood and metal surfaces (such as desk, table, countertops, filing cabinets, windowsills, heaters, baseboards, etc.) *Note: please do not move items on desks

- **Apartment**
  - Move all furniture and vacuum under furniture
  - Clean window tracks
  - Launder all blankets and bedspreads (only if not done recently; please do on an as-needed basis, or quarterly at a minimum)
  - Launder/replace shower curtains as needed
  - Clean oven interior and exterior
  - Clean refrigerator interior and exterior
  - Clean walls, doors, and closets as needed

**Twice-Yearly Cleaning Checklist shall include the following:**

- **Office**
  - Clean interior all windows
  - Wipe down interior walls
  - Steam vacuum all carpets

- **Operations Building**
  - Clean exterior windows
  - Wipe down interior walls

- **Apartment**
  - Flip mattresses
  - Clean interior all windows
  - Wipe down interior walls
  - Steam vacuum all carpets