



Request for Interest (RFI) #210000010
Department of Health & Social Services
Janitorial Services for the DPH Craig Public Health Center

The State of Alaska, Department of Health and Social Services, Division of Public Health (DPH) is seeking letters of interest from qualified parties capable and interested in providing Janitorial services to the Craig Public Health Center

Budget:

Budget for this contract is \$50,400.00 for one (1) initial contract term with three (3), one (1) yearlong renewal options.

Building Characteristics

SITE LOCATION: Craig Public Health Center, 1800 Craig-Klawock Highway, Craig, Alaska 99921

One level

Approximately 2,082 square feet of total cleaning area

3 private offices

2 exam rooms

2 restrooms

Large conference room (10x16)

1 lab room

1 workroom

1 receptionist area

1 waiting room

Approximately 3 employees work in this building

AREA INCLUDED: All offices, foyers, hallways, entryways, lobbies, conference rooms, break-rooms, exam rooms, and bathrooms, as applicable to this RFQ. This also includes interior windows, partitions and glass orders, exterior pedestrian entry glass doors, exterior entryway glass, and the inside surface of exterior windows. Maintain janitor rooms in a clean, odor free, and orderly condition.

AREA EXCLUDED: No work is required in the Machine rooms, mechanical equipment areas, including boiler, chiller and fan rooms, plenums, airlocks, electrical/telephone switching rooms, server and storage areas.

WORK WEEK: This RFI is for Janitorial Services covering a five (5) day work week, consisting of Monday through Friday, except State Holidays. Work to be performed after 5:30 P.M. and before 7:00 A.M. each working day.

Scope of Work

- A. Miscellaneous Supplies: The contractor shall furnish and maintain all restrooms supplies such as toilet paper, liquid hand soap, deodorizers, paper towels, toilet seat covers, sanitary napkins and plastic liners for trash cans. The cost of these supplies shall be the responsibility of the awarded contractor.
- B. Dispensers: The contractor shall insure that the sanitary napkin and tampon dispenser in the women's public bathroom is kept supplied with the necessary items. Any proceeds from the dispensers shall become that of the contractor.
- C. Supply and Equipment Storage: Limited storage room(s) will be made available to the contractor for storage of equipment, materials, and supplies used in the performance of the contract. The contractor must keep this area neat, orderly, and odor free at all times.
- D. Dumpsters/Trash Removal from Site: Dumpster service will be provided. Contractor is to place all trash/debris from the facility in the dumpster.
- E. On the last scheduled day of performance, the Contractor shall provide all required services. Clean the building and leave all dispensers full.

Services to be performed:

ITEM A- NIGHTLY SERVICES

- 1. Empty, wipe clean with disinfectant, and replace plastic trash liners in all wastebaskets for all examination rooms, labs, kitchen area and bathrooms.
- 2. Empty all office area wastebaskets; replacing plastic wastebasket liners only if the liner is torn or soiled. Otherwise, replacement of liners in office areas will be done as weekly service (See Item B, #3)
- 3. Secure trash in plastic trash bags and dispose of trash bags away from the premises in a state furnished dumpster. After disposal, the Contractor must close and secure the container lids and/or doors.
- 4. Disinfect and clean exam room and lab sinks, coffee area sinks, fixtures, counters and exam tables, pediatric scale, reception counter, conference room and break room tables, conference room counter, and all doorknobs.
- 5. Clean all bathroom fixtures; i.e. sinks, water closets and shower stall with a liquid disinfectant. Damp wipe all dispensers. Mineral and calcium deposits shall be removed as well as any mold growth.
- 6. Clean all mirrors and interior glass. Leave all interior glass in a clean and streak-free condition.
- 7. Clean all dirt and smudge marks from walls, fixtures and window frames.
- 8. Vacuum all carpeted floors.
- 9. Check daily for spots on all carpeted floors and clean as needed with a solvent or cleaning method recommended for the stain.
- 10. Mop all vinyl floors with liquid disinfectant/detergent and water, rinse vinyl floors with clean water then mop vinyl floors dry.
- 11. Maintain all paper, sanitary napkin, toilet-seat covers, soap and other dispensers that are furnished by the State, in a clean and usable condition, with products of proper size and type. Contractor must report maintenance problems to designated state personnel.

12. Replace burned out light fixture lamps as required and clean the light fixture covers at the same time. Lights bulbs will be furnished by the State. However, it is requested that contractor's staff advise designated Health Center Staff of need to order light bulbs before last ones are used up.
13. Police all sidewalks and parking areas, planter stripes or boxes, landscaped areas and around dumpsters, by collecting and removing all trash and other discarded material.
14. Pick up toys in waiting room and child health screening areas, and in exam rooms. Remove gross soiling if present.
15. Report any maintenance deficiencies, i.e. plugged toilet or sink to the Health Center Staff.

ITEM B – WEEKLY SERVICES

1. Dust all flat surfaces, including file cabinets, bookshelves, and windowsills.
2. Maintain air vent grills in a dust and lint-free condition.
3. Replace plastic wastebasket liners at least once a week in office areas or whenever the plastic wastebasket liner is torn or soiled, except for all exam rooms, labs, kitchen, break room and bathrooms, which must be changed daily.

ITEM C - MONTHLY SERVICES

1. Vacuum fabric furniture and wipe vinyl furniture.

ITEM D – QUARTERLY SERVICES

1. Wash baseboards where accessible.

ITEM E – BI-ANNUAL SERVICES

1. Shampoo carpets ensuring all floors are completely dry prior to the beginning of the State's normal business hours.
2. Dust or vacuum window coverings, such as drapes, curtains, blinds, overhead pipes or molding, etc. that must be reached by ladder (over 6 foot height).
3. Wash windows inside and outside leaving no streaks or unwashed places. Wipe water spots from sill and frames. Use drop cloths as required to protect adjacent surfaces, fixtures and furniture. Wash windows at equal intervals of time, weather and conditions permitting.
4. Wash walls in public halls where wall covering permits.
5. Remove all wax from vinyl floors by mopping or scrubbing with a synthetic detergent or wax remover of a type recommended by floor vinyl manufacturers. Re-wax and when wax is dry, machine buff to smooth sheen.

MISCELLANEOUS INFORMATION CLEANING AGENTS:

1. Never use washing solution stronger than necessary. No bleach is to be used.
2. Apply washing solution only long enough to loosen dirt.
3. Rinse clean surfaces with clear water.
4. Do not spill solutions on surfaces no to be cleaned.
5. Use steel wool, scouring powders, and abrasives only when absolutely necessary.
6. Untreated feather dusters are not allowed.
7. Carpet, tile and vinyl maintenance is to be performed in accordance with manufacturer's specifications.

PLASTIC TRASH BAGS:

1. The contractor shall furnish plastic liners for wastebaskets and shall be changed as needed, but in no case shall they be used longer than one week.

2. Liners shall be of heavy plastic, which resists tearing when filled.

JANITORIAL SERVICES/SUPPLIES/EQUIPMENT: The contractor must provide all of the janitorial services including labor, equipment, supplies, and materials necessary to accomplish the work.

The contractor must provide standard commercial grade products, supplies, equipment, paper goods, and restroom supplies, of types and sizes to fit existing state-provided dispensers. These items are subject to inspection and approval by the State. The contractor may not use alternative restroom product dispensers in lieu of those already in place without the approval of the Procurement Officer.

CONSUMABLE SUPPLIES: Provide and maintain adequate supplies of toilet paper, garbage bags, deodorizers, sanitary napkins, tampons, towels, seat covers and soap. These supplies are to be of standard or better quality and are to be furnished by the contractor.

STANDARD QUALITY: The consumable supplies furnished by the contractor shall be listed brand or equivalent. The equivalent brand must fit the existing dispensers.

- Toilet Paper, KC04460 (Kimberly Clark)
- Garbage Bags, TYCO PXR33, 24" x 33" & TYCO PXR48, 40" x 48"
- Deodorizers, brand not specified
- Sanitary napkins and tampons, brand not specified, must be a brand that fits the existing dispenser.
- Towels, KC1510 C-fold style (Kimberly Clark)
- Soap, 23050 Soft1 Lotion Soap (Asplund Supply)
- Toilet Seat Covers, Discreet Seat #DS-5000

Experience and Minimum Qualifications

COMMUNICATION: At least one person is on the job site that can speak and write English proficiently.

CONTRACTOR AND EMPLOYEE QUALIFICATIONS: The contractor, subcontractors, and all employees shall be capable, and experienced in the contract work performed. They shall be free from communicable diseases. The State may require removal of any worker from the work area whose continued presence is deemed contrary to the public or State's best interests.

MINIMUM EQUIPMENT NECESSARY TO PROVIDE SERVICES: The vacuum must be in good working condition, and are subject to inspection by the State. The contractor must provide adequate backup equipment to assure all services are provided as scheduled.

- One commercial, dual motored upright vacuum cleaner with at least 70 inches of static water lift equipped with beater brush, and attachments, or one commercial backpack vacuum cleaner with at least 90 inches of static water lift, and all attachments necessary to clean carpets, edges, and corners.
- One commercial wet/dry vacuum cleaner with at least 90 inches of static water lift, minimum 10 gallon tank and equipped with attachments for vacuuming up stripper solution and/or water from floods.
- All other tools, and equipment such as brooms, mops, buckets, sponges, etc., necessary to complete the tasks outlined in this RFQ.
- One low speed floor machine (175 RPM) for striping/scrubbing floors.
- One high-speed floor machine (1500 RPM or greater) for polishing floors.
- One commercial grade carpet extractor, minimum 16 inch cleaning path and 8 gallon capacity.

How to Participate

Interested firms must indicate their interest by submitting an electronic response to the Procurement Specialist named below **by 4pm, January 25th, January 2021**. (.pdf format is preferable) with the following information:

- Firm Name;
- Individual authorized to sign contracts;
- Mailing address;
- Physical address;
- Phone number;
- Fax number;
- Email address;
- Address how applicant meets or exceeds the experience requirements;
- Confirmation that the firm can provide the project deliverables within the budget and timeline provided

This Request for Interest does not constitute a formal solicitation. The State of Alaska is not responsible for any costs associated with the preparation of responses. The issuance of the Request for Interest provides no guarantee that the State of Alaska will proceed with a formal solicitation.

Submit an electronic response no later than 4:00 pm, Alaska Prevailing Time, January 25th, 2021, to the attention of:

Kristie Ely
Procurement Officer
(907)465-8209
E-mail: kristie.ely@alaska.gov

BIDDERS/OFFERORS WITH DISABILITIES: The State of Alaska complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to submit a Letter of Interest should contact the Procurement Officer named above, no later than January 25th, 2021.