WASILLA

• ALASKA •

Date of Ac	tion: /O.	13.14
Approved		Denied
By:	48n	2.X

CITY COUNCIL ACTION MEMORANDUM

AM No. 14-38: Awarding a three (3) year contract to Premier Janitorial Services in the amount of \$129,173 for Janitorial Services at Wasilla City Hall and Meta Rose Square.

Originator: April Dwyer, Purchasing/Contracting Officer

Date: 9/24/2014 Agenda of: 10/13/2014

Route to:	Department Head	Signature	Date
	Chief of Police	0	492
X	Public Works Director		9/34/4
	Recreation & Cultural Services Director		8 8
X	Finance Director	Montant	9-30-14
X	Deputy Administrator	Comment of the second	15/1/14
X	City Clerk	- gomit	9.30.4

Reviewed by Mayor Verne E. Rupright:

Fiscal Impact: ⊠yes or □ no

Funds Available: \boxtimes yes or \boxtimes no

Account name/number/amount:

Properties – Cleaning 001.4330.433.40.20 \$92,681 Meta Rose Square - Cleaning 001.4332.433.40.20 \$36,492

Attachments: Scope of Work (2 pages)

Premier Janitorial Services RFP (9 pages)

Summary Statement: In accordance with WMC 5.08.120, on August 22, 2014, the City of Wasilla issued Request for Proposals (RFP) 0822-0-2014/AD for Janitorial Services at City Hall and Meta Rose Square. Proposals from Little Diamond Cleaning, Premier Janitorial Services, and MY House were reviewed and scored by the scoring committee consisting of the Deputy Director of Public Works, Finance Accounts Receivable Clerk, and the Public Works Utilities Clerk.

After evaluation and review of the three proposals, the scoring committee assigned Premier Janitorial the highest number of points. It is recommended that the City award a three (3) year contract to Premier Janitorial Services beginning on November 1, 2014 through October 31, 2017. The below table reflects the fiscal impacts for each fiscal year related to the contract term. Appropriation amounts for FY2016 through FY2018 are contingent upon Council adoption of future years budgeted amounts.

Location	FY2015	FY2016	FY2017	FY2018	Total
City Hall	\$ 19,600	\$ 30,380	\$ 31,897	\$ 10,804	\$ 92,681
Meta Rose	7,800	12,004	12,476	4,212	36,492
Total:	\$ 27,400	\$ 42,384	\$ 44,373	\$ 15,016	\$129,173

^{*} Note: An RFP was previously issued in May for Janitorial Services at City Hall and Meta Rose Square. The cost of the proposals received was too high and it was decided that an adjustment in the scope of services was necessary due to budget constraints.

Staff Recommendation: Adopt AM No. 14-38.

4.8. Contractor shall be responsible for the supervision and direction of the work performed by Contractor's employees, and shall serve as the main point of contact for this contract.

5. SCOPE OF SERVICES

City Hall

This building is to be cleaned five (5) nights a week with a Monday through Friday schedule. Nightly cleaning services are to begin after 5:30 p.m. and will be completed no later than 6:00 a.m. with the following exceptions:

The Council Chambers are used to host various meetings several times a month. Cleaning needs to be scheduled after the meetings are over.

5.1. Nightly Cleaning Services

Restrooms (6) - the following services MUST be conducted Nightly

- Clean and disinfect all fixtures
- Clean and polish mirrors and all stainless steel fixtures
- Clean and disinfect all surfaces and sinks
- Clean and sanitize all dispensers
- De-scale toilets and urinals
- Empty all trash containers and replace liners
- Empty sanitary trash and replace bags in sanitary napkin dispensers
- Fill all dispensers (toilet tissue, soap, hand towels, seat covers, etc.)
- Sweep and mop all floors with disinfectant
- Clean and disinfect the baby diaper changing stations

Building - the following services MUST be conducted Nightly:

- Clean and disinfect drinking fountains
- Clean and disinfect handrails in stairway
- Clean and disinfect all public counters and tables
- Clean and disinfect all sinks and surrounding surface areas
- Empty all trash containers and replace liners
- Sweep and mop all non-carpeted areas (to include under the mats at the entrances)

Building - the following services MUST be conducted twice a week:

- Vacuum stairwells
- Vacuum all carpeted areas and walk off mats

Building –The following services MUST be conducted every other week:

- Clean and disinfect bathroom partitions and walls
- Clean window sills and door jambs
- Clean all glass, doors, and frames at building entrance/exit(s)
- Spot clean walls

Monthly Cleaning Services-The following services MUST be conducted monthly:

- Dust light fixtures and baseboards
- Dust picture frames/art work in common areas

RFP 0822-0-2014/AD

- Dust all air duct grills and vents
- Dust blinds, verticals and draperies
- Clean and dust all bookcases and cleared desktops
- Polish woodwork
- Clean all window frames
- Clean and sanitize all trash cans

As Needed In All Areas

- Respond to all special job assignments
- Maintain janitor's closets in orderly, clean and safe condition

Meta Rose

This building is to be cleaned six (6) days a week on a Monday through Saturday schedule. Services are to be performed in the morning and should be finished no later than 8:00 a.m.

Restrooms (1) - the following services MUST be conducted Daily

- Clean and disinfect sink and surrounding area, faucet, and grab bars
- Clean and polish mirrors and all stainless steel fixtures
- Clean and sanitize toilet paper and paper towel dispenser
- De-scale and sanitize toilet
- Empty trash container and replace liners
- Fill all dispensers (toilet tissue, soap, hand towels, seat covers, etc.)
- Sweep and mop floor with disinfectant
- Clean and disinfect the baby diaper changing station
- Clean and sanitize drinking fountain

Building (Atrium) - the following services MUST be conducted Daily:

- Clean and disinfect handrails in stairwell leading to upper units
- Clean/polish all tables
- Empty all trash containers and replace liners
- Sweep and mop main floor to include stairwell leading to the upper units
- Clean all glass and doorframes in front entrance and rear exit
- Sweep/mop under mats at entrance/exits

Monthly Cleaning Services-The following services MUST be conducted monthly:

- Dust all areas/fixtures in the Atrium
- Clean and sanitize all trash cans

As Needed In All Areas

- Respond to all special job assignments as instructed by the Purchasing Officer
- Maintain janitor's closets in orderly, clean and safe condition
- Spot clean walls/baseboards

See Section 20, for instructions on submitting proposals. Use this page as the first page of the proposal. See Section 23, Submission Checklist.

Company Name Remier Janitorial Services Contact Person Jason Johnson
Address 1030 Serrano Dr. City Wasile State AK Zip 99(054
Telephone (907) 232-9454 Fax (907) 357-2862 Federal Tax ID No. 46-08 70686
E-Mail Address: Premier JS egci. net
I have read, understand, and agree to all terms and conditions herein. Date $9-3-3014$
Signed Kim Johnson Ouwer

Attachment A

CERTIFICATION OF INDEMNIFICATION AND COMPLIANCE WITH TERMS AND CONDITIONS OF RFP

Submitted proposals are confidential until the contract is awarded and only specific parts of the proposal may be labeled a "trade secret." In the event a governing board acts as the final authority, there may be public discussion regarding the submitted proposals that will be in an open meeting format, the proposals will remain confidential.

proposals will remain confidential.
This proposal contains proprietary information Yes No
By signing below, I understand it is my responsibility as the company to act in protection of the labeled information and agree to defend and indemnify the City for honoring such designation. I duly realize failure to so act will constitute a complete waiver and all submitted information will become public information; additionally, failure to label any information that is released by the City shall constitute a complete waiver of any and all claims for damages caused by the release of the information.
I have read, understand and agree to comply with the terms and conditions specified in this Request for Proposal. Checking "YES" indicates acceptance, while checking "NO" denotes non-acceptance and should be detailed below. Any exceptions MUST be documented.
YES NO SIGNATURE Company Officer
EXCEPTIONS: Attach additional sheets if necessary. Please use this format.

EXCEPTION SUMMARY FORM

RFP SECTION NUMBER	RFP PAGE NUMBER	PROPRIETARY INFORMATION AND/OR EXCEPTION (PROVIDE A DETAILED EXPLANATION)
		EXI EXIVITORY

Premier Janitorial Services "It's Our Business to make Your Business Shine"

Premier Janitorial has been in business for just over 2 years. We started our company because we wanted to provide a service that lived up to our word. We not only regularly check our employees work and train them but also visit our customers to foster an open relationship so we can meet their needs as they may change.

We have our State, Mat-Su Borough and City of Wasilla licenses. We have all the required insurances to at least the minimum levels or higher. Copies of all these are attached with our proposal.

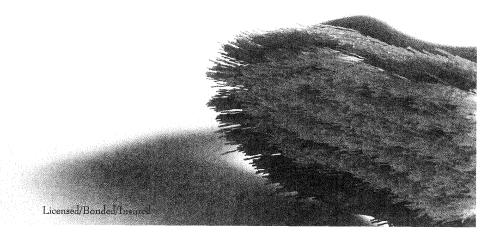
We have provided four references on our proposal packet as requested, if more references are needed those can be provided. We pride ourselves in giving 100% customer satisfaction. If issues arise we ensure they are fixed immediately and staff is thoroughly retrained to ensure it does not become a recurring problem. We routinely check the work of our employees and can get the small issues fixed before the customer even notices.

We train all employees regardless of how much experience they have in the cleaning/janitorial business to our standards. We don't let them work on their own until we are satisfied they are properly trained and have the system we use down.

We currently clean Spenard Builders Supply-Palmer, Family Centered Services of Alaska, Mat-Su Galco, Capstone Family Medicine, and Wasilla Public Library. All these facilities are similar to the size and scope of the proposal we are submitting. We also clean several smaller businesses.

As mentioned earlier we train our employees thoroughly and have several employees trained on each facility we clean to ensure that we always have coverage if vacation, illnesses or any emergency arise. Even though our employees do the cleaning and we may have a supervisor assigned to jobs we as the company being contracted to do the work understand the responsibility is ours and we as the owners routinely check our employees work. Our training not only covers the work performed but doing it safely and understanding all chemicals and equipment used. We provide MSDS books for all chemicals in the janitor's closet and ensure our employees understand them.

Thank you for your time and the opportunity to submit a proposal for the City of Wasilla!



PROPOSAL QUALIFICATION DATA THIS INFORMATION IS MANDATORY – ALL FIELDS MUST BE COMPLETED.							
COMPANY EXPERIENCE							
State the number of years the company has been in business							
performing contract janitorial services:	2						
State the number of years the company has been contracting	0						
janitorial services with multiple service locations:	2						
EXPERIENCE OF THE ON-SITE SUPERVISOR TO BE AS	SIGNED TO THE CITY						
State the number of years the On-Site Supervisor to be assigned	0						
to the city has been working for your business:	2						
State the number of years the On-Site Supervisor has been	0						
providing janitorial services for multiple service locations:	4						
REFERENCES							
COMPANY NAME: Spenard Builder Supply	CONTACT NAME & PHONE						
ADDRESS: 97 = Inner Springer Loop	NUMBER: NIKKI LYNCH						
CITY: STATE: \mathcal{J} ZIP:							
ADDRESS: 97 = Inner Springer Loop CITY: STATE: ZIP: Palmer AK 99645	907 - 746 - 7712						
COMPANY NAME: Family Centered Services Alaska	CONTACT NAME & PHONE						
ADDRESS: 301 B. Danne St.	NUMBER: Meg Criss						
CITY: Palmer STATE: AK ZIP: 99654	907-357.7519 ext, 106						
COMPANY NAME: Capstone Family Medicine	CONTACT NAME & PHONE						
ADDRESS: 3/22 E. Mendian Park Loop	NUMBER: Micky Bayer						
CITY: STATE: ZIP:	907 357-9590						
Wasilla AK 99654							
COMPANY NAME: Matsu Galco	CONTACT NAME & PHONE						
ADDRESS: 2501 E. Bogard Rd. CITY: Was, Ila STATE: AK ZIP: 99654	NUMBER: Regina Rowe						
	907-352-2105						
OTHER REQUIRED INFORMATION	annal safety training and what you						
Describe your safety program (if any), meeting frequency, pers company does and will do to minimize a safety incident:	ę.						
We properly train our employees in the is	se of all Chanical used						
We properly name our improves in	200 20 11/2						
and the proper technique and use of	all spupment has						
provide an MSDS book for all Chemicals used and will keep it							
et the jantois closet.							
State the total number & type of OSHA recordable incidents incurred by your firm & employees in 2012/2013:							
Fremuer Jantorial Servees has been en business							
for over a years weekent any OSHA incidents.							

Detail your methodology for cleaning City facilities (time employees will begin, amount of time spent at
each location, number of employees utilized to fulfill the contractual requirements, etc.):
We will assign I employees to Clean City Hall M-F starting
no earlier than lepm. Employees will be in the building
no larlier than lepm. Employees well be in the building approximately 2-3 hours per night. Employees well be aware of when lowned Chambers are excess and well start on other side of bivilding. One employee well clean meta Rox S-F after all tenants have left.
of when council Chambers are ex use and well start on other side
of elevering . The employee well Clean Meta Kox 5-F after all terasts have left,
What will the contractor do to cover employee illnesses, vacations, etc.? We have a supervisor who is able to fell en when someone
lall en, as weel as sevrers well fell en when needed. Iw additional
employees will be trained in ease of emergency.
List number of employees to be assigned to this project and years of experience for each of them:
There well be two employees assigned to the project.
One employee has I plus years of experience, and the other has just about I years of experience.
willing has next about Quair of experience.
of her states god to
The City requires all contractors to be licensed and bonded. Please detail licensing and bonding of your
Mateu Beweigh License # 974623 Certificate of Liabelity ensurance is attached and meets all requirements
City of Wasilla License # 1400012214 alaska USA brokers du induance
alaska USA brokers our induance
I have read and agree to comply with the terms and conditions appointed in this Dequest for
I have read, understand and agree to comply with the terms and conditions specified in this Request for Proposal. Checking "YES" indicates acceptance, while checking "NO" denotes non-acceptance and
should be detailed below. Any exceptions must be documented.
YES NO
1/ '0 01
SIGNATURE AM JOHNS
EXCEPTIONS: Attached additional sheets if necessary.



DOTY OF WASILLA BUSINESS LICENSE

Business Name : PREMIER JANITORIAL SERVIC Control Number : 5839

Location Address: OUTSIDE CITY LIMITS

License Number : 14 00012214 License Classification Amount Paid

ADMIN SUPPORT / WASTE MGMT / REMEDIATION 25.00

Issue Date: 4/04/14 Expiration Date: 12/31/14

PREMIER JANITORIAL SERVICES JASON JOHNSON 1030 SERRANO DR WASILLA AK 99654

THE RESIDENCE OF THE CONTROL OF THE AREA DEPOSITED AND A SERVICE AS A CONTROL OF THE PARTY OF TH

In the state of th



Matanuska-Susitna Borough Business License #: 23972

350 E. Dahlia Ave, Palmer, Alaska 99645

Effective Date: March 28, 2013 Expiration Date: December 31, 2014

This license must be prominently displayed. It is not transferable or assignable.

This license shall not be taken as permission to do business in the State without having complied with the other requirements of the laws of the State of Alaska or the United States.

DEPARTMENT OF FINANCE

PREMIER JANITORIAL SERVICES
JOHNSON KIMBERLY
1030 SERRANO DR
WASILLA AK 99654

Business Location(s): 1030 SERRANO DR

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

PREMIER JANITORIAL SERVICES

1030 SERRANO DRIVE WASILLA AK 99654

owned by

KIMBERLY JOHNSON

is licensed by the department to conduct business for the period

October 31, 2013 through December 31, 2015 for the following line of business:

56 - Administrative, Support, Waste Management and Remediation Services



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location. It is not transferable or assignable.

Susan K. Bell Commissioner



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/21/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

0011110010 1101001 111 1100 01 01						
PRODUCER			CONTACT Andria Dolan		1	
		PHONE (A/C, No. Ext): (907) 561-1250	FAX (A/C, No); (907) 56	51-4315		
P.O. Box 196530			E-MAIL ADDRESS: a.dolan@alaskausainsurance.com			
			INSURER(S) AFFORDIN	IG COVERAGE	NAIC #	
Anchorage	AK	99519	INSURER A: Ohio Security I	nsurance Company		
INSURED			INSURER B: Liberty Mutual			
Kimberly Johnson,			INSURER C: Amerisafe - Ass:	igned Risk		
DBA: Premier Janitor	cial	Services	INSURER D :Liberty Mutual	Bonds		
1030 Serrano Dr			INSURER E :		7	
Wasilla	AK	99654	INSURER F :			
COVERAGES		CERTIFICATE NUMBER:14-15 ALL	RE	VISION NUMBER:	***************************************	

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NATIONAL ABOVE FOR THE POLICI FERROM.
INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE		SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT	s	
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE	х		BLS1455220871		9/28/2014	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	\$ \$ \$ \$ \$	1,000,000 1,000,000 15,000 1,000,000 2,000,000
В	X POLICY PRO- JECT LOC AUTOMOBILE LIABILITY ANY AUTO X ALL OWNED AUTOS AUTOS HIRED AUTOS X AUTOS AUTOS AUTOS AUTOS AUTOS AUTOS			BAS1555220871	5/23/2014	5/23/2015	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Medical payments	\$ \$ \$ \$ \$	5,000
032-024-00-032-0	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION\$						EACH OCCURRENCE AGGREGATE	\$ \$ \$	
С	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		RAWCAK2273722014 Kimberly Johnson is excluded	2/13/2014	2/13/2015	X WC STATU- TORY LIMITS OTH- E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT		100,000 100,000 500,000
D	Janitorial Bond			328381587	9/28/2013	9/28/2014	Limit		25,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
RE: Janitorial Services The General Liability and the Business Auto policies include automatic blanket Additional Insured endorsements that provide additional insured status only when there is a written contract between the named insured and the Certificate Holder that requires such status, per CG8810(10/09) and CA 8810(01/10)

CERTIFICATE HOLDER	CANCELLATION
City of Wasilla 209 E. Herring Ave	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED DEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
Wasilla, AK 99654	AUTHORIZED REPRESENTATIVE
	Andria Dolan/JENNIM

Attachment B

COST PROPOSAL	FOR JANITORIAL	SERVICES
Unit of Measure and Item		Amount Bid
Cost per Month – Janitorial Services – Cit	y Hall	\$2,450-
City Hall An	nual Cost (monthly cost X 12	2 months) \$29,400 —
Cost per Month – Janitorial Services – Me	ta Rose Square	\$975-
Meta Rose An	nual Cost (monthly cost X 12	2 months) \$//, 700 —
Total Bid Price for Janitorial Services	s at City Hall and Meta Rose	Annually \$41,100 —
INCREASE FOR YEAR 2	\$ 1,470/payear	City Hall
INCREASE FOR YEAR 2	\$ 450/ puyia	Meta Rose
INCREASE FOR YEAR 3	\$ 1540/ puyear	City Hall
INCREASE FOR YEAR 3	\$ 480/pergear	Meta Rose
This pricing information is hereby prov Request for Proposal. I have read, under		
Company Name: Premier Janutori	al Services	
Contact Name: Jason Johnson	E-Mail Address:	premier JSE gci.net
Address: 1030 Serrano Drive		
City: Was, 1/a	State	e: <u>AK</u> Zip: <u>99654</u>
Telephone (907) 232-9454 Fax	(907)357-2862	Federal Tax ID No.: <u>46-087016</u> 80
Signed AMM Molinson		
Print Name & Title Kim Johnson	Owner	
Date 9-3-2014		

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