

Date of Action: 10.13.14	
Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/>
By: <i>Fomit</i>	

**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		
X	Public Works Director	<i>[Signature]</i>	9/30/14
	Recreation & Cultural Services Director		
X	Finance Director	<i>[Signature]</i>	9.30.14
X	Deputy Administrator	<i>[Signature]</i>	10/1/14
X	City Clerk	<i>[Signature]</i>	9.30.14

Reviewed by Mayor Verne E. Rupright: *[Signature]*

Fiscal Impact:  yes or  no Funds Available:  yes or  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.

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

\* 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

- 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 Premier Janitorial Services Contact Person Jason Johnson

Address 1030 Serrano Dr. City Wasilla State AK Zip 99654

Telephone (907) 232-9454 Fax (907) 357-2862 Federal Tax ID No. 46-0870686

E-Mail Address: PremierJS@gci.net

I have read, understand, and agree to all terms and conditions herein. Date 9-3-2014

Signed Kim Johnson Print Name & Title Kim Johnson Owner

**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.

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 Kim Johnson  
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)

# Premier Janitorial Services

"It's Our Business to make Your Business Shine"

1030 Serrano Drive  
Wasilla, AK 99654

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.

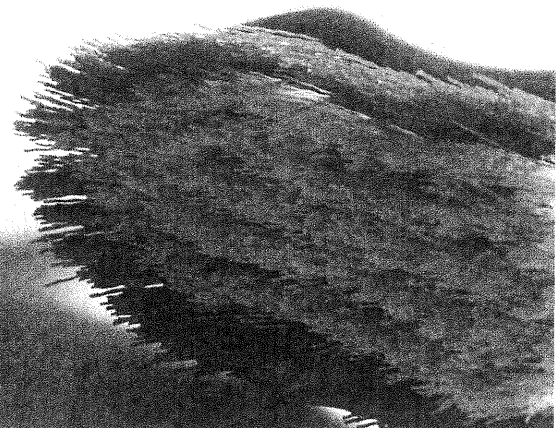
We have provided four references on our proposal packet as requested, if more references are needed those can be provided. We pride ourselves in giving 100% customer satisfaction. If issues arise we ensure they are fixed immediately and staff is thoroughly retrained to ensure it does not become a recurring 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.**

<b>COMPANY EXPERIENCE</b>	
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 janitorial services with multiple service locations:	2
<b>EXPERIENCE OF THE ON-SITE SUPERVISOR TO BE ASSIGNED TO THE CITY</b>	
State the number of years the On-Site Supervisor to be assigned to the city has been working for your business:	2
State the number of years the On-Site Supervisor has been providing janitorial services for multiple service locations:	2
<b>REFERENCES</b>	
COMPANY NAME: <i>Spenard Builder Supply</i> ADDRESS: <i>97E Inner Springer Loop</i> CITY: <i>Palmer</i> STATE: <i>AK</i> ZIP: <i>99645</i>	CONTACT NAME & PHONE NUMBER: <i>Nikki Lynch</i>  <i>907-746-7712</i>
COMPANY NAME: <i>Family Centered Services Alaska</i> ADDRESS: <i>301 E. Danna St.</i> CITY: <i>Palmer</i> STATE: <i>AK</i> ZIP: <i>99654</i>	CONTACT NAME & PHONE NUMBER: <i>Meg Criss</i>  <i>907-357-7519 ext. 106</i>
COMPANY NAME: <i>Capstone Family Medicine</i> ADDRESS: <i>3122 E. Meridian Park Loop</i> CITY: <i>Wasilla</i> STATE: <i>AK</i> ZIP: <i>99654</i>	CONTACT NAME & PHONE NUMBER: <i>Milly Beyer</i>  <i>907 357-9590</i>
COMPANY NAME: <i>Matsu Galco</i> ADDRESS: <i>2501 E. Bogard Rd.</i> CITY: <i>Wasilla</i> STATE: <i>AK</i> ZIP: <i>99654</i>	CONTACT NAME & PHONE NUMBER: <i>Regina Rowe</i>  <i>907-357-2105</i>
<b>OTHER REQUIRED INFORMATION</b>	
Describe your safety program (if any), meeting frequency, personnel safety training, and what your company does and will do to minimize a safety incident: <i>We properly train our employees in the use of all chemicals used and the proper technique and use of all equipment. We provide an MSDS book for all chemicals used and will keep it at the janitor's closet.</i>	
State the total number & type of OSHA recordable incidents incurred by your firm & employees in 2012/2013:  <i>Premier Janitorial Services has been in business for over 2 years without any OSHA incidents.</i>	



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 2 employees to clean City Hall M-F, starting no earlier than 6pm. Employees will be in the building approximately 2-3 hours per night. Employees will be aware of when Council Chambers are in use and will start on other side of building. One employee will clean Meta Box S-F after all tenants have left.

What will the contractor do to cover employee illnesses, vacations, etc.?

We have a supervisor who is able to fill in when someone call in, as well as owners will fill in when needed. Two additional employees will be trained in case of emergency.

List number of employees to be assigned to this project and years of experience for each of them:

There will be two employees assigned to the project. One employee has 2 plus years of experience, and the other has just about 2 years of experience.

The City requires all contractors to be licensed and bonded. Please detail licensing and bonding of your firm:

Alaska Business License # 974623  
Matu Bureau License # 23972  
City of Wasilla License # 1400012214  
Alaska USA brokers own insurance

Certificate of Liability insurance is attached and meets all requirements

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 Kim Johnson

EXCEPTIONS: Attached additional sheets if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# CITY 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 CITY OF WASILLA, ALASKA, HAS ADOPTED THE FOLLOWING ORDINANCE:  
 AN ORDINANCE TO AMEND THE CITY OF WASILLA BUSINESS LICENSE ACT TO PROVIDE FOR THE ISSUANCE OF BUSINESS LICENSES TO BUSINESSES OPERATING OUTSIDE THE CITY LIMITS OF WASILLA, ALASKA.



## 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 Business License #

976623

**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



## Attachment B

<b>COST PROPOSAL FOR JANITORIAL SERVICES</b>	
<b>Unit of Measure and Item</b>	<b>Amount Bid</b>
Cost per <b>Month</b> – Janitorial Services – City Hall	\$ <u>2,450</u> –
City Hall <b>Annual Cost</b> (monthly cost X 12 months)	\$ <u>29,400</u> –
Cost per <b>Month</b> – Janitorial Services – Meta Rose Square	\$ <u>975</u> –
Meta Rose <b>Annual Cost</b> (monthly cost X 12 months)	\$ <u>11,700</u> –
<b>Total Bid Price for Janitorial Services at City Hall and Meta Rose Annually</b>	\$ <u>41,100</u> –

**INCREASE FOR YEAR 2**                      \$ 1,470 / per year                      City Hall  
**INCREASE FOR YEAR 2**                      \$ 450 / per year                                      Meta Rose  
**INCREASE FOR YEAR 3**                      \$ 1540 / per year                                      City Hall  
**INCREASE FOR YEAR 3**                      \$ 480 / per year                                      Meta Rose

**This pricing information is hereby provided in accordance with the terms and conditions of this Request for Proposal. I have read, understand, and agree to all terms and conditions herein.**

Company Name: Premier Janitorial Services

Contact Name: Jason Johnson                      E-Mail Address: premierjse@gci.net

Address: 1030 Serrano Drive

City: Wasilla    State: AK                      Zip: 99654

Telephone (907) 232-9454                      Fax (907) 357-2862                      Federal Tax ID No.: 46-08701686

Signed Kim Johnson

Print Name & Title Kim Johnson                      owner

Date 9-3-2014