



CITY OF WASILLA

290 E. HERNING AVE.
WASILLA, ALASKA 99654-7091
PHONE: (907) 373-9050
FAX: (907) 373-9085

COUNCIL MEMORANDUM NO. 94-37

From: Deputy Administrator
Date: June 22, 1994
Subject: FY 95 Janitorial Services Contract
City Hall, Head Start School, Police Dept., Library

The City has requested and received proposals for providing Janitorial Services for the above subject facilities.

The current Janitorial Services contract's monthly payment is \$1,350.00. Out of the 12 RFP packets requested, the City has received 6 proposals.

The range of costs for proposals received ran from a low of \$1,589.42 to a high of \$4,059.00 per month. Shirl-Lee Janitorial Ent. was the apparent low bidder at \$1,589.42 per month for City facility janitorial services. The current janitorial service's bid came in at \$1,700.00.

FY 94 budgeted amount for janitorial services was \$19,400 per year.
FY 95 budgeted amount for janitorial services is \$20,600 per year.

Attached for your information is a copy of the "Statement of Work" pertaining to this contract.

Recommendation: Council approval for Administration to proceed with negotiating a contract with Shirl-Lee Janitorial Ent. at \$1,589.42 per month (\$19,073.04 per year) for City facility janitorial services.

Lee A. Wyatt
Deputy Administrator

APPROVED

DATE: 6/22/94

BY: [Signature]



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MEMO

TO: Lee Wyatt
Deputy Director of Public Works

FROM: William W. Harvey *wwh*
Deputy Director of Public Works

DATE: June 17, 1994

RE: FY 95 Janitorial Services Contract

The above referenced bids were opened at 2:00 p.m. on June 16, 1994 in City Hall. The following is a list of bidders and their bid quotes:

Shirl-Lee Janitorial Ent.	\$1,589.42
Universal Floor Care	\$1,666.00
J. R. Cleaning Services	\$1,700.00
Valley Girls Cleaning Services	\$1,800.00
Valley Services	\$2,029.44
Nighthawk Janitorial Carpet and Cleaning Services	\$4,059.00

All bids included the required bid documents.

Recommendation: Award the Contract to the lowest Bidder, Shirl-Lee Janitorial Ent.

COMPILATION OF BIDS

PROJECT: FY 95 Janitorial Services Contract

PROJECT #: _____
LOCATION: _____

COMPILED BY: Sandra D. Connolly
CHECKED BY: William W. Harvey,
DATE: June 16, 1994

ITEM NO	WORK DESCRIPTION	NAME:		ADDRESS:		Valley Services		Nighthawk Janitorial Carpet and Cleaning		UNIT PRICE	AMT.	UNIT PRICE	AMT.	UNIT PRICE	AMT.	
		EST. QTY.	UNIT	EST. QTY.	UNIT	UNIT PRICE	AMT.	UNIT PRICE	AMT.							
1	City Hall						\$674.94		\$16,500.00							
2	Head Start/Elementary						\$630.00		\$13,110.00							
3	Police Department						\$164.50		\$5,886.00							
4	Library						\$650.00		\$13,212.00							
											\$2,029.44					
											\$4,059.00					

STATEMENT OF WORK
WASILLA CITY HALL

City Hall has approximately 9,642 square feet.

THE FOLLOWING CLEANING TASKS ARE TO BE ACCOMPLISHED ON A DAILY BASIS (EXCEPT WEEKENDS):

1. Vacuum all offices including hallways and lobby.
2. Empty all waste baskets and deposit trash from premises daily in dumpster provided.
3. Clean counter tops, coffee center and sinks.
4. Dust all Office furniture and all furniture in the Council Chambers.
5. Clean all bathrooms (swab toilets and urinals, sweep and mop floors, clean mirrors and basins, refill paper products and soap dispensers).
6. Clean glass doors.
7. Vacuum Council Chambers three times a week.

THE FOLLOWING CLEANING TASKS ARE TO BE ACCOMPLISHED ON A WEEKLY BASIS

1. Vacuum all upholstered office furniture once a week.
2. Clean all wood trim including windows, baseboard, doors and frames, light switches and Council Chamber panel trim once a week.
3. Wash wall under lobby counter once a week.

THE FOLLOWING CLEANING TASKS ARE TO BE ACCOMPLISHED ONCE A MONTH

1. Clean all venetian blinds once a month.
2. Wax Council table and coffee tables once a month.

2 (cont.)

THE FOLLOWING CLEANING TASKS ARE TO BE ACCOMPLISHED ONCE DURING THE YEAR

1. Strip, wax and buff vinyl flooring in entry.
2. Shampoo all carpets throughout building.

Cleaning supplies and paper products will be provided by the City of Wasilla. A list of cleaning supplies shall be turned in to the Public Work's office on the first of each month.

STATEMENT OF WORK
OLD ELEMENTARY SCHOOL
HEAD START

THE FOLLOWING CLEANING TASKS ARE TO BE ACCOMPLISHED ON A DAILY BASIS (EXCEPT WEEKENDS):

1. Vacuum hallways and offices.
2. Dust floors in 2 classrooms, vacuum floors in other 3 carpeted classrooms, soap and towel dispensers.
3. Clean bathrooms: mop floors, swab toilets and urinals, clean mirrors and basins and refill soap and towel dispensers.
4. Remove garbage and trash from premises daily (deposit in dumpster provided).
5. Clean glass doors
6. Sweep, disinfect and mop kitchen floor including under moveable objects.

THE FOLLOWING CLEANING TASKS ARE TO BE ACCOMPLISHED ON A WEEKLY BASIS:

1. Wet mop 2 classrooms without carpet.
2. Dust sills, shelves, furniture, in four classrooms and office.

THE FOLLOWING CLEANING TASKS ARE TO BE ACCOMPLISHED DURING CHRISTMAS BREAK, SPRING BREAK, AND THE FIRST OF SEPTEMBER.

1. Strip, wax and buff floors in 2 classrooms.
2. Shampoo carpets in 3 classrooms, hallway, and office.

STATEMENT OF WORK
WASILLA PUBLIC LIBRARY

Wasilla Public Library has approximately 8,000 square feet.

THE FOLLOWING CLEANING TASKS ARE TO BE ACCOMPLISHED ON A DAILY BASIS (EXCEPT WEEKENDS):

1. Vacuum all carpeted areas, including stairways and entry areas and linoleum floor in children's area.
2. Empty all waste baskets and deposit trash from premises daily in dumpster provided at Fire Hall.
3. Clean all bathrooms, (swab toilets and urinals, including thorough cleaning of toilet seats, sweep and mop floors, clean mirrors and basins, refill paper products and soap dispensers, wash walls as needed, especially in children's bathrooms.
4. Clean counter tops in public areas (shelving not included)
5. Clean sink in staff area, behind adult service desk (refill paper products and soap as needed).
6. Clean sink in children's area (refill paper products and soap as needed).
7. Dust tables and chairs in public service area.
8. Clean glass doors (front and rear entrances).

THE FOLLOWING CLEANING TASKS ARE TO BE ACCOMPLISHED ON A WEEKLY BASIS:

1. Wash linoleum floor in children's area.
2. Vacuum upholstered chairs in public area.
3. Dust/clean window sills, door frames, baseboards, fingerprints in stairwells.
4. Clean stainless steel around dumb waiter (upper and lower level).

2B (cont.)

THE FOLLOWING CLEANING TASKS ARE TO BE ACCOMPLISHED ON A MONTHLY BASIS:

1. Dust venetian blinds.
2. Dust fixtures and rafters (to remove cobwebs)
3. Clean table tops in public service area.

THE FOLLOWING CLEANING TASKS ARE TO BE ACCOMPLISHED DURING SPRING BREAK AND PRIOR TO THE FIRST OF SEPTEMBER.

1. Strip, wax and buff vinyl flooring.
2. Shampoo all carpets throughout building.

Cleaning supplies and paper products will be provided by the Library Dept. A list of Cleaning supplies shall be turned in to the Library office on the first of each month.

STATEMENT OF WORK
POLICE HEADQUARTERS

The Police Department has approximately 2,350 square feet.

THE FOLLOWING CLEANING TASKS TO BE ACCOMPLISHED ON A DAILY BASIS UNLESS OTHERWISE SPECIFIED.

1. Vacuum floors and edges of all offices including lobby area.
2. Empty all waste bins and deposit trash from premises daily in dumpster provided.
3. Dust all office furniture, window sills, heat vents, blinds.
4. Clean bathroom; swab and clean inside and outside of toilet, sweep and mop floor, clean basins, refill paper products and soap dispensers. Wash walls as needed.

THE FOLLOWING CLEANING TASKS ARE TO BE ACCOMPLISHED ON A WEEKLY BASIS:

1. Clean all trim including windows, baseboards, doors and frames, and light switches.
2. Vacuum all upholstered furniture.

THE FOLLOWING CLEANING TASKS ARE TO BE ACCOMPLISHED DURING CHRISTMAS BREAK, SPRING BREAK AND THE FIRST OF SEPTEMBER

1. Strip, wax and buff floor in day room (old headstart classroom).
2. Shampoo all carpets.

Cleaning supplies and paper products will be provided by the City of Wasilla. A list of cleaning supplies shall be turned in to the Public Works office on the first of each month.