



	Approved	Denied
Date Action Taken:	8/14/06	
Other:		
Verified by:	<i>W. Miller</i>	

WASILLA CITY COUNCIL ACTION MEMORANDUM

AM No. 06-43

TITLE: AWARD OF CONTRACT TO CJ CLEANING SERVICE IN THE AMOUNT OF \$49,440 FOR JANITORIAL SERVICES.

Agenda of: August 14, 2006

Date: July 19, 2006

Originator: William A. Miller, Purchasing Officer

Route to:	Department	Signature/Date
X	Police Chief Youth Court, Dispatch, Code Compliance	<i>John R. Case</i>
X	Culture and Recreation Services Director Library, Museum, Sports Complex	<i>[Signature]</i> 8/2/06
X	Public Works & Recreation Facility Maintenance Director	<i>[Signature]</i> 7/19/06
X	Finance, Risk Management & MIS Director Purchasing	<i>[Signature]</i>
X	Deputy Administrator Planning, Economic Development, Human Resources	<i>S. Hawley</i> 7/28/06
X	City Clerk	<i>W. Miller</i>

REVIEWED BY MAYOR DIANNE M. KELLER: *Dianne M. Keller*

FISCAL IMPACT: yes \$49,440 or no Funds Available yes no
 Account name/number: 001-4330-433.40-23 – Properties Janitorial - \$46,140
 001-4510-451.40-23 – Museum Janitorial - \$3,300
 Attachments: Score Sheet for RFP 0624-0-2006/WM

SUMMARY STATEMENT: In accordance with WMC 5.08.120, on June 1, 2006, the City of Wasilla issued Request for Proposal 0624-0-2006/WM for Janitorial Services. The janitorial services scope of work was for City Hall, the Library, the Museum, the Police Department and the City Shop.

Proposals were received from two firms: CJ Cleaning Service and Pridgens Cleaning Service. Both of the proposals were reviewed to ensure each was responsive and responsible. Based upon experience, methodology/approach, proposed fee structure, and response from three references, CJ Cleaning Service, scored the highest with 84 total points (see attached). CJ Cleaning Service has been providing janitorial services to the city for the last twelve months.

SCOPE OF SERVICES: The successful contractor must be able to perform janitorial services that include, but are not limited to sweeping, vacuuming, mopping, emptying of trash receptacles, restroom cleaning, etc. The contractor must have the ability to provide required janitorial service for the city facilities listed below. Any exception including subcontracting must be noted in the response. Bidders and their subcontractors must have prior successful experience performing janitorial services for commercial and government entities, must be licensed to conduct business in the State of Alaska, Matanuska Susitna Borough and City of Wasilla, and must possess all permits, licenses, certifications, approvals, equipment, materials, and staff necessary to perform and/or carry out the requirements of the contract.

CITY LOCATIONS & FREQUENCY OF REQUIRED SERVICES

Nightly cleaning services at each of the facilities must begin by 7:00 p.m. and be completed by no later than 6:00 a.m.

	Address	Number of Days per Week	Days
Wasilla City Hall	290 E. Herning Avenue	5	M, T, W, Th, F
Wasilla Library	391 N. Main Street	6	M, T, W, Th, F, Sat
Dorothy Page Museum	323 N. Main	2	T, F
City Maintenance Shop	835 E. Blind Nick Avenue	2	T, Th
Wasilla Police Department	1800 E. Parks Highway	7	M, T, W, Th, F, Sat, S
M=Monday, T=Tuesday, W=Wednesday, Th=Thursday, F=Friday, Sat=Saturday, S=Sunday			

ACTION: Council is requested to authorize the award of a 3-year contract for janitorial services to CJ Cleaning Service in the amount of \$49,440. The City may terminate this contract, and CJ Cleaning Services waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the funding from City, State, and/or federal sources is not appropriated or is withdrawn, limited, or impaired.



CITY OF WASILLA

• Purchasing •
 290 East Herning Avenue • Wasilla • Alaska • 99654-7091
 • Telephone 907-373-9047 • Fax 907-373-9011 •

Selection Criteria Score Sheet
RFP No. 0624-0-2006/WM
Janitorial Services

100 Total Points Possible

	CJ Cleaning Service	Pridgen Cleaning Service
Bid Price	\$4,210	\$8,810
Local Bidder Preference (2-1/2%)	-0-	\$220.25
Bid Price for Scoring*	\$4,210	\$8,589.75
Points for Bid Price	50	25
Points for Experience	10	25
Points for Methodology/Approach	15	16
Points for Reference Questionnaire	9	9
Total Points Scored	84	74

*NOTE: Pridgen Cleaning Service qualified and was allowed the 2-1/2% local bidder preference per WMC 5.08.190.

A Recommendation of Award to CJ Cleaning Services will be forwarded to the Wasilla City Council for approval.