



REQUEST FOR PROPOSAL RFP 26T-CD-208

Janitorial Services CIHA Spenard Commercial and Office

JUNE 2026

Prepared By:

Cook Inlet Housing Authority
Procurement Department
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Anchorage, Alaska 99503

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**JANITORIAL SERVICES SPENARD COMMERCIAL & OFFICE
COOK INLET HOUSING AUTHORITY**

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**SPECIFIED DATES
RFP # 26T-CD-208**

Description	Date and Time	Locations
1. Proposal Packet Available	June 1, 2026	CIHA Website
2. Property Walk-through	June 4, 2026, 12:00PM*	Addresses Listed
2. Questions Due Date	June 5, 2026, 2:00PM*	Email
3. Proposal Due Date	June 19, 2026, 2:00PM*	Email/Mail/Hand Delivery

*All times stated in Alaska Standard Time

**JANITORIAL SERVICES SPENARD COMMERCIAL & OFFICE
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**REQUEST FOR PROPOSAL
RFP # 26T-CD-208
Janitorial Services Spenard Commercial & Office**

Cook Inlet Housing Authority (CIHA) will accept proposals from responsive and responsible individuals and Contractors for Janitorial Services.

PROPOSAL SUBMITTALS

Proposals must be submitted, clearly marked: “**Attn: Procurement, RFP # 26T-CD-208, Janitorial Services Spenard Commercial and Office – Do Not Open**”. CIHA will reject proposals received after the deadline. Faxed proposals will not be accepted.

- **Mailed and hand-delivered proposals:** Proposals must be received at CIHA, Attn: Procurement, 3510 Spenard Road, Anchorage, Alaska 99503, no later than 2:00 PM on June 19, 2026, as determined by the clock at CIHA’s front desk.
- **Emailed proposals:** Proposals must be received no later than June 19, 2026, 2:00PM according to the time and date received by CIHA’s email server. Emailed proposals may be submitted to Procurement@cookinlethousing.org.

QUESTIONS

CIHA shall not be bound by any oral interpretation of this RFP. Questions are encouraged and should be sent in writing to CIHA’s Procurement Manager via email. All questions must be received at CIHA no later than June 5, 2026, 2:00PM. Written questions received by the deadline will be answered by Addendum to all vendors.

Email: Procurement@cookinlethousing.org

No communication is to be directed to any other CIHA employees or CIHA representative.

Substantive issues will be answered in writing in the form of an Addendum to this RFP. If determined necessary by CIHA, the proposal submittal due date may be extended and will be stated as such in the Addendum form.

PROPERTY WALK-THROUGH

Offerors are strongly encouraged to attend the pre-proposal walk-through of the properties listed in the Scope of Services. The property walk-through will begin Thursday, June 4, 12:00PM, at 3510 Spenard Road, Anchorage, AK, 99503.

PERIOD OF PERFORMANCE

The period of performance shall begin upon the contract award and shall continue until completion and acceptance of all tasks and deliverables as set forth in the Scope of Services.

INTENT

The intent of this RFP is to establish an indefinite quantity term services contract with a responsive and responsible Contractors for Janitorial Services. CIHA reserves the right to award one or more Contractors for this solicitation.

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CONTRACT TERM

Award of a professional services contract for the specified work will include an initial three (3) year term with an option to extend for two (2) additional one (1) year terms based on available funding, satisfactory performance, agreed upon pricing and mutual consent. The yearly contract shall be automatically renewed for one (1) year unless either party gives written notice of thirty (30) days prior to the expiration thereof. The cost portion of your proposal submitted should include the initial three (3) year term and the extension option years.

SCOPE OF SERVICES

Properties included in this scope:

- Main Office Building (3510 Spenard Road):
 - Monday through Friday nightly full-building service
- The Warehouse (1305 W 32nd Ave):
 - Weekly full-building service
- 3400 Spenard:
 - Upstairs: Weekly common area service
 - Downstairs: Weekly common area service
- The Annex (1501 W 36th Ave): Weekly common area service

Expectations

- Janitorial closets will be kept orderly with all supplies and equipment stored properly.
- Vendor will provide all equipment and sanitizing supplies necessary to perform the duties described within the Contract and maintain an adequate inventory to ensure fulfillment of Contract. High quality antiviral products that kill germs and prevent contagious diseases should be used for cleaning.
- An up-to-date Safety Data Sheet (SDS) Manual shall be in the main janitorial closet and easily accessible and in plain view.
- Keys will be given to the vendor. The vendor is responsible for immediately contacting the Property Manager in the event of a lost or stolen key or change of employees.
- Janitorial Staff will turn off all lights and lock all doors when janitorial services are complete. Doors that are left unlocked by Tenant must remain unlocked.
- Harmony between Janitorial Staff and Tenants will be maintained. Requests for special janitorial services by the Tenant will be assigned by the Building Management team. Vendor will report any requests or complaints made by the Tenants to the Building Management Team.

MAIN OFFICE BUILDING – 3510 SPENARD ROAD

Monday through Friday nightly full-building service.

1. 3510 Spenard Nightly Services (Monday through Friday)

- A. Empty all trash, replace with clean properly fitting liners, and wash receptacles as needed.
- B. Empty recycling bins for paper, cans, and plastics and replace liners as needed in the following locations: both kitchens, 1st floor conference room ,and executive conference room)
- C. Carpeted areas (including stairs and elevator) are to be vacuumed thoroughly, with light spot cleaning where needed. Vacuum walk-off mats. Any furniture that is moved for cleaning purposes must be moved back to the original spot and placed in a neat and orderly manner.

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- D. All hard surface floors are vacuumed/swept and mopped each night with sanitizing cleaner.
- E. Door thresholds and floor transition tracks are to be swept and/or vacuumed, including building entrances/exit doors. Thresholds are to be vacuumed to remove any grit or dirt that could interfere with the lock mechanism of the doors.
- F. Breakrooms, kitchens, and coffee bar areas are to be cleaned of trash; counters, sinks and tables are wiped down, and all trash cans are to be emptied and liners replaced. All cupboard doors, drawers and refrigerator handles to be sanitized.
- G. Sanitize all door handles and high-touch surfaces in the building.
- H. Wipe clean any fingerprints from glass doors, door frames and trim, elevators, and inside elevators.
- I. Wipe clean and sanitize all handrails.
- J. Wipe clean/sanitize reception desk and lobby countertops.
- K. Wipe clean/sanitize all conference room furniture (tables and chairs).
- L. Wipe clean and sanitize water fountain.
- M. Restrooms
 - 1. Clean and polish sinks, dispensers, and all chrome fixtures.
 - 2. Empty and clean disposals in stalls.
 - 3. Clean mirrors and frames.
 - 4. Sanitize floors; clean tile grout as needed.
 - 5. Sanitize toilets, toilet seats and urinals.
 - 6. Sanitize door handles and faucets.
 - 7. Clean and wipe down stall walls.
 - 8. Replenish bathroom toilet paper, paper towels, hand soap, seat liners, sanitary napkin disposal bags with appropriate commercial grade products, and ensure all products are correct size to fit dispensers and all units are operating properly.
 - 9. Empty trash and replace can liners.
- N. Summer only: Sidewalks and curbs directly outside the entry doors to be swept.
- O. Nightly services: pick up all trash around the outside trash receptacles.
- P. Clean the immediate area (25 feet) outside all entrance and exit doors. Properly cleaned areas outside entrance and exit doors shall be free from all cigarette butts, trash, litter, or any other foreign matter.

2. 3510 Spenard Weekly Services

- A. Clean basement, including but not limited to: Vacuum stairs, dust records storage area and sweep/clean floor and stairs, empty and remove trash.
- B. Dust all tables, file cabinets, and bookshelves that can be dusted without disturbing items.
- C. Janitorial closets floors are to be swept and mopped with all trash removed and dumped.
- D. Clean all office desks without disturbing items on desks. Vacuum/spot clean office chairs as necessary.
- E. Sanitize vending machine surfaces.
- F. Vacuum lobby furniture and spot clean as needed.
- G. Remove trash from sidewalks, landscaping and parking lots.

3. 3510 Spenard Monthly Services

- A. Dust all office doors, top and bottom.
- B. Damp wipe any leather or plastic covered furniture.
- C. Dust and polish door kick plates.
- D. Dust picture frames, and clean glass frames.

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- E. Wash all interior windows including re-lights and window panels in office doors.
- F. Dust all ledges.
- G. Damp wipe baseboards.
- H. Clean dust from corners of carpeted areas.
- I. Restrooms
 - 1. Clean all wall surfaces around the sinks, including soap dispensers.
 - 2. Scrub and sanitize tiles surrounding the toilets and urinals.
 - 3. Wipe down doors to include doorknobs.
 - 4. Sanitize all trash containers.

4. 3510 Spenard Semi-Annual Services

- A. Clean all interior can light fixtures and fluorescent lamp tubes.
- B. Carpet cleaning to be performed in all offices and common areas to manufacturer's specifications.
- C. Clean exterior of all air vents.

THE WAREHOUSE - 1305 W 32ND AVE

Weekly full building service.

1. 1305 W 32nd Avenue Weekly Service

- A. Empty all trash, replace with clean properly fitting liners, and wash receptacles as needed.
- B. Carpeted areas (including stairs, entry, hallway, and offices) are to be vacuumed thoroughly, with light spot cleaning where needed. Vacuum walk-off mats. Any furniture that is moved for cleaning purposes must be moved back to the original spot and placed in a neat and orderly manner.
- C. Sanitize locker room floors, including sweeping and mopping.
- D. Sanitize all door handles and high-touch surfaces in the building.
- E. Wipe clean and sanitize all handrails.
- F. Restrooms
 - 1. Clean and polish sinks, dispensers, and all chrome fixtures.
 - 2. Empty and clean disposals in stalls.
 - 3. Clean mirrors and frames.
 - 4. Sanitize floors; clean tile grout as needed.
 - 5. Sanitize toilets, toilet seats and urinals.
 - 6. Sanitize door handles and faucets.
 - 7. Clean and wipe down stall walls.
 - 8. Replenish bathroom toilet paper, paper towels, hand soap, seat liners, sanitary napkin disposal bags with appropriate commercial grade products, and ensure all products are correct size to fit dispensers and all units are operating properly.
 - 9. Empty trash and replace can liners.
- G. Janitorial closets floors are to be swept and mopped with all trash removed and dumped.

2. 1305 W. 32nd Avenue Monthly Services

- A. Damp wipe baseboards.
- B. Clean dust from corners of carpeted areas.
- C. Restrooms
 - 1. Clean all wall surfaces around the sinks, including soap dispensers.
 - 2. Scrub and sanitize tiles surrounding the toilets and urinals.
 - 3. Wipe down doors to include doorknobs.

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4. Sanitize all trash containers.

3. 1305 W. 32nd Avenue Semi-Annual Services

- A. Clean all interior can light fixtures and fluorescent lamp tubes.
- B. Carpet cleaning to be performed in all offices and common areas to manufacturer's specifications.

3400 SPENARD

Scope Index (click for link to scope description):

Weekly full-building common area service only. No individual suites to be included in this scope. Upstairs and downstairs common areas should be billed separately.

1. 3400 Spenard Weekly Services

- A. Empty all trash, with clean properly fitting liners, and wash receptacles as needed.
- B. Carpeted areas (including stairs and elevator) are to be vacuumed thoroughly, with light spot cleaning where needed. Vacuum walk-off mats. Any furniture that is moved for cleaning purposes must be moved back to the original spot and placed in a neat and orderly manner.
- C. All hard surface floors are vacuumed/swept and washed each night with sanitizing cleaner.
- D. Door thresholds and floor transition tracks are to be swept and/or vacuumed, including building entrances/exit doors. Thresholds are to be vacuumed to remove any grit or dirt that could interfere with the lock mechanism of the doors.
- E. Breakrooms, kitchens, and coffee bar areas are to be cleaned of trash; counters, sinks and tables are wiped down, and all trash cans are to be emptied and liners replaced. All cupboard doors, drawers and refrigerator handles to be sanitized.
- F. Sanitize all door handles and high-touch surfaces in the building.
- G. Wipe clean any fingerprints from glass doors, door frames and trim, elevators, and inside elevators.
- H. Wipe clean and sanitize all handrails.
- I. Wipe clean/sanitize all conference room furniture (tables and chairs).
- J. Wipe clean and sanitize water fountain.
- K. Restrooms
 - 1. Clean and polish sinks, dispensers, and all chrome fixtures.
 - 2. Empty and clean disposals in stalls.
 - 3. Clean mirrors and frames.
 - 4. Sanitize floors; clean tile grout as needed.
 - 5. Sanitize toilets, toilet seats and urinals.
 - 6. Sanitize door handles and faucets.
 - 7. Clean and wipe down stall walls.
 - 8. Replenish bathroom toilet paper, paper towels, hand soap, seat liners, sanitary napkin disposal bags with appropriate commercial grade products, and ensure all products are correct size to fit dispensers and all units are operating properly.
 - 9. Empty trash and replace can liners.
- L. Summer only: Sidewalks and curbs directly outside the entry doors to be swept.
- M. Remove trash from sidewalks and parking lot.

2. 3400 Spenard Monthly Services

- A. Dust and polish door kick plates.
- B. Dust high partitions, ledges and/or moldings, picture frames, and clean glass frames.
- C. Wash all interior windows including re-lights and window panels in office doors.

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- D. Damp wipe baseboards.
- E. Clean dust from corners of carpeted areas.
- F. Restrooms
 - 1. Clean all wall surfaces around the sinks, including soap dispensers.
 - 2. Scrub and sanitize tiles surrounding the toilets and urinals.
 - 3. Wipe down doors to include doorknobs.
 - 4. Vacuum and dust air vents.
 - 5. Sanitize all trash containers.

3. 3400 Spenard Semi-Annual Services

- A. Clean all interior can light fixtures and fluorescent lamp tubes.
- B. Carpet cleaning to be performed to manufacturer's specifications.
- C. Clean exterior of all air vents.

THE ANNEX – 1501 W 36TH AVE

Weekly common areas service only.

1. 1501 W 36th Ave Weekly Services

- A. Empty all trash with clean properly fitting liners, and wash receptacles as needed.
- B. Carpeted areas (including stairs and elevator) are to be vacuumed thoroughly, with light spot cleaning where needed. Vacuum walk-off mats. Any furniture that is moved for cleaning purposes must be moved back to the original spot and placed in a neat and orderly manner.
- C. All hard surface floors are vacuumed/swept and washed each night with sanitizing cleaner.
- D. Door thresholds and floor transition tracks are to be swept and/or vacuumed, including building entrances/exit doors. Thresholds are to be vacuumed to remove any grit or dirt that could interfere with the lock mechanism of the doors.
- E. Sanitize all door handles and high-touch surfaces in the building.
- F. Wipe clean any fingerprints from glass doors, door frames and trim, elevators, and inside elevators.
- G. Wipe clean and sanitize all handrails.
- H. Wipe clean/sanitize reception desk and lobby countertops.
- I. Wipe clean/sanitize all conference room furniture (tables and chairs).
- J. Wipe clean and sanitize water fountain.
- K. Restrooms
 - 1. Clean and polish sinks, dispensers, and all chrome fixtures.
 - 2. Empty and clean disposals in stalls.
 - 3. Clean mirrors and frames.
 - 4. Sanitize floors; clean tile grout as needed.
 - 5. Sanitize toilets, toilet seats and urinals.
 - 6. Sanitize door handles and faucets.
 - 7. Clean and wipe down stall walls.
 - 8. Replenish bathroom toilet paper, paper towels, hand soap, seat liners, sanitary napkin disposal bags with appropriate commercial grade products, and ensure all products are correct size to fit dispensers and all units are operating properly.
 - 9. Empty trash and replace can liners.
- L. Janitorial closets floors are to be swept and mopped with all trash removed and dumped.
- M. Summer only: Sidewalks and curbs directly outside the entry doors to be swept.
- N. Remove trash from sidewalks and parking lots.

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2. 1501 W 36th Ave Monthly Services

- A. Dust all office doors, top and bottom.
- B. Dust and polish door kick plates.
- C. Dust high partitions, ledges and/or moldings, picture frames, and clean glass frames.
- D. Wash all interior windows including re-lights and window panels in office doors.
- E. Damp wipe baseboards.
- F. Clean dust from corners of carpeted areas.
- G. Restrooms
 1. Clean all wall surfaces around the sinks, including soap dispensers.
 2. Scrub and sanitize tiles surrounding the toilets and urinals.
 3. Wipe down doors to include doorknobs.
 4. Sanitize all trash containers.

2. 1501 W 36th Ave Semi-Annual Services

- A. Clean all interior can light fixtures and fluorescent lamp tubes.
- B. Carpet cleaning to be performed in all offices and common areas to manufacturer's specifications.
- C. Clean exterior of all air vents.

INVOICING

Contractor shall provide separate invoices for each of the four properties. Invoices should clearly indicate dates of service. The following special considerations should be included:

- **3400 Spenard:** Contractor should break out services for the upstairs and downstairs.
- **Supplies:** All supplies should be invoiced on a reimbursable basis. Invoices for supply reimbursements should be on a by-property basis and should clearly describe each item and its cost. Receipts should be provided as backup to any invoice that includes supply reimbursement.

Invoices are to include the contract control number, date(s), and a list of exact services performed, within thirty (30) days from the end of the monthly billing period.

Invoices shall be sent to CIHA Accounts Payable Department by one of the following methods: 1) email to service@ptpmanagement.com or 2) mail to Cook Inlet Housing Authority, c/o PTP Management, Inc. 400 D Street, Suite 300, Anchorage, AK, 99501

PREFERENCE STATEMENT

The work to be performed under this contract is subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e(b)). In accordance with 25 U.S.C. 450e(b) and 24 CFR 1000.52, CIHA requires that to the greatest extent feasible; (i) preferences and opportunities for training and employment shall be given to American Indians/Alaska Natives (AIAN); and (ii) preferences in the award of contracts and subcontracts shall be given to AIAN owned economic enterprises.

The Contractor shall include this Indian Preference Statement, in its entirety, in every subcontract in connection with the awarded contract, and shall, at the direction of CIHA, take appropriate action pursuant to the subcontract upon a finding by the recipient or HUD that the subcontractor has violated 25 U.S.C. 450e(b).5307.

Preference will be given to AIAN, Small-, Minority- and Women-owned businesses. AIAN, Small-Minority- and Women-owned businesses are encouraged to submit proposals.

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PREFERENCE FACTOR

AIAN, Small-, Minority- and Women-owned preference in contracting is applicable to this Request for Proposal (RFP) and any contractor/firm/vendor stating a preference must submit a signed HUD 5369-A Certification Form (Attachment A) with their submitted Proposal to qualify for a preference; ownership must be a minimum of fifty-one percent (51%) and be active in the day- to-day control and operation of the business. CIHA shall reserve fifteen percent (15%) of the total of available rating points for qualified AIAN-owned organizations or economic enterprises and ten percent (10%) for Small-, Minority- and Women-owned businesses.

The prospective Contractor must provide, to the greatest extent feasible, preference in employment and training opportunities created as a result of a contract awarded as a result of the RFP.

INDEMNITY AND INSURANCE REQUIREMENTS

Indemnification

- A. To the fullest extent permitted by law, Contractor shall release, defend, indemnify and hold CIHA, its subsidiaries, directors, officers, agents, officials, employees and consultants (collectively, "Indemnified Parties") harmless from and against all claims or loss, including without limitation any and all demands, suits, expenses, damages, fines, charges, liens, actions or liability of any nature, kind or character whatsoever, and including without limitation, claims or loss resulting from injury, death, economic loss, violation of statutes, ordinances, constitutions or other laws, rules or regulations, contractual claims, attorneys' fees, costs or expenses or any other kind of loss (collectively, "claims or loss"), related to, resulting from or arising directly or indirectly out of the activities of Contractor, the performance, failure of performance or breach of any term of this Contract by Contractor, or by any person or entity employed by Contractor in the performance of this Contract, regardless of whether such claim or loss is caused in part by Indemnified Parties.
- B. Contractor's responsibility for defense and indemnification extends to and includes any claim or loss alleging acts or omissions by Indemnified Parties that are said to have contributed to the claim or loss. However, Contractor shall not be required to indemnify an Indemnified Party for any claim or loss that results from the sole negligence or willful misconduct of the Indemnified Party.
- C. In any and all claims against the Indemnified Parties by any employee of Contractor, anyone directly employed by Contractor or anyone for whose acts the Contractor may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Contractor under workers' compensation acts, disability benefit acts or other employee benefit acts.
- D. Contractor agrees that as part of any subcontract, its subcontractor shall provide assurance of defense and indemnity in CIHA's favor that are identical in scope as those assumed by Contractor under the terms of this Contract.
- E. The requirement of any insurance required of Contractor under this Contract shall not limit Contractor's indemnification responsibilities under this section in any way.

Insurance

- A. Without limiting the Contractor's indemnification responsibilities, it is agreed that Contractor shall purchase, at its own expense, and maintain in force at all times during the

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performance of services under this agreement the following policies of insurance. Such policies shall be primary to any policies held by CIHA.

- B. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Contractor's policy contains higher limits, CIHA shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the Manager of Procurement prior to fully executing the Contract, and as a condition of payment, Contractor shall purchase and maintain insurance that will protect it from the claims arising out of its operations under the Contract, whether the operations are by Contractor, or any of its consultants or subcontractors or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. This includes Worker's Compensation Insurance, Employer's Liability Insurance, Comprehensive General Liability Insurance and Automobile Liability Insurance.
- C. Contractor's insurance shall name CIHA as additional insured, except for Worker's Compensation. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under Alaska Statutes Title 21.
- D. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this Contract and shall be grounds for termination of the Contractor's services. All insurance companies obligated under the following described policies must have a best rating of "A - VII" or better as identified in the A.M. Best Insurance Rating Guide, most recent edition.

Minimum Limits of Liability

Contractor shall maintain with a company satisfactory to CIHA at least the limits of liability set forth below. The requirements of this section shall not limit Contractor's indemnification responsibilities as provided in the Contract.

- A. Worker's Compensation and Employers' Liability: The Contractor shall provide and maintain, for all employees engaged in work under this Contract, coverage as required by AS 23.30.045; and, where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. This policy must waive subrogation against CIHA.
 - 1. Worker's Compensation – Statutory limits
 - 2. Employer's Liability - \$1,000,000 Each Accident, \$1,000,000 Disease - Each Employee; \$1,000,000 Disease - Policy Limits
- B. Commercial General Liability Insurance: Covering all business premises used by and operations conducted by the Contractor in the performance of services under this Contract with minimum coverage limits of \$1,000,000 combined single limit per occurrence. This policy must waive subrogation against CIHA.
 - 1. \$1,000,000 Each Occurrence
 - 2. \$2,000,000 General Aggregate
 - 3. \$2,000,000 Products/Completed Operations Aggregate
 - 4. \$1,000,000 Personal and Advertising Injury
 - 5. \$50,000 Fire Damage Legal Liability (any one fire)
 - 6. \$5,000 Medical Expense (any one person)
- C. Commercial Automobile Liability Insurance: Covering all vehicles, owned, hired or non-owned, used by the Contractor in the performance of services under this Contract with

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minimum coverage limits of \$1,000,000 combined single limit of bodily and property damage. This policy must waive subrogation against CIHA.

Cancellation, Renewal and Modification

Contractor shall maintain in effect all insurance coverages required under the Contract at Contractor's sole expense and with insurance companies acceptable to CIHA. All policies shall contain a provision that coverage will not be modified, cancelled or not renewed until at least thirty (30) days prior written notice has been given to CIHA. Certificates of Insurance showing required coverage to be in force pursuant to this Section shall be filed with CIHA prior to commencement of the Work. In the event Contractor fails to obtain or maintain insurance coverage required under the Contract, CIHA may purchase such coverage as desired for CIHA's benefit and charge the expense to Contractor or terminate the Contract for default.

Continuation of Coverage

If any of the required liability insurance is on a claims made basis, "tail" coverage will be required at the completion of this contract for twelve (12) months, or the maximum time period reasonably available in the marketplace. Contractor shall furnish certification of "tail" coverage as described or continuous "claims made" liability coverage for twelve (12) months following Contract completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage provided its retroactive date is on or before the effective date of this Contract. If continuous "claims made" coverage is used, Contractor shall be required to keep the coverage in effect for not less than twelve (12) months from the end of the Contract. This will be a condition of the final acceptance of work or services.

Certificates of Insurance

Certificates of insurance and copies of all insurance policies and endorsements if requested by CIHA required by this Section 10 shall be delivered to the Procurement Manager prior to commencement of the Work, or as soon thereafter, as is practicable. Renewable certificates shall be delivered to the Procurement Manager no later than thirty (30) days subsequent to the certificate's expiration date. No contract will be signed until the certificate of insurance has been received and approved by the Procurement Manager.

If the insurance expires or is cancelled during the term of the contract, services and related payments will be suspended. Certificates shall be addressed to Cook Inlet Housing Authority, ATTN: Procurement, 3510 Spenard Road, Anchorage, Alaska 99503.

Subcontractors

Contractor shall require and verify all subcontractors maintain insurance coverage subject to all of the requirements stated herein.

Additional Insured

Cook Inlet Housing Authority, ATTN: Procurement, 3510 Spenard Road, Anchorage, Alaska 99503

GENERAL REQUIREMENTS

The general rules and conditions which follow apply to all proposals issued by CIHA unless otherwise specified.

Request for Proposal (RFP) is defined as a request for an offer, by one party to another, of terms and conditions with reference to some work or undertaking.

This document constitutes a Request for Proposal and is thus a solicitation for responses.

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Conversely, this Request for Proposal is NOT a bid. Moreover, any acceptance of a proposal shall NOT result in a binding contract between CIHA and the Offeror, but instead will simply enable negotiations to take place which may eventually result in a detailed and refined agreement or contract between the Offeror and CIHA.

Subletting of Contract: Offeror shall not assign, transfer, convey, sublet or otherwise dispose of the contract or their right, title or interest therein, or their power to execute such contract to any other person, firm or corporation without the prior written consent of CIHA, but in no case shall such consent relieve the offeror from their obligations, or change the terms of the contract.

RFP CONDITIONS AND PROVISIONS

If any offeror is in doubt as to the intent or meaning of any part of this RFP, or should CIHA omit anything from this RFP which is necessary to a clear understanding of the work, or should it appear that various instructions are in conflict, the offeror should contact the CIHA Procurement representative listed on the cover page of this document by the deadline for questions.

Offerors are expected to fully inform themselves as to the conditions, requirements and specifications before submitting a proposal. The submission of a proposal by a Vendor implies Vendor acceptance of the terms and conditions herein, unless otherwise stated.

The format of the Vendor's proposal must be consistent with the format of the specifications listed.

All participating Vendors, by their proposal submission, shall agree to comply with all of the conditions, requirements and instructions of this RFP as stated or implied herein.

Offerors shall respond with sufficient detail to facilitate the evaluation of all factors included in the Evaluation Criteria. Failure to provide required items will result in the proposal being considered non-responsive. Failure to provide sufficient information for the evaluation criteria will result in loss of points.

The offeror is responsible for all costs related to the preparation of this Proposal.

PROPOSAL SUBMITTAL REQUIREMENTS

Proposals should include the appropriate narrative and supporting materials to adequately address the scoring criteria. Proposals not containing all of the items listed below may be determined non-responsive by CIHA. For consistency and to facilitate evaluation of all proposals, offerors shall include the following in their response to this RFP.

1. **Cover Page.** Proposals must be signed and include the firm name, local address, telephone number, the name of the person authorized to submit the proposal, along with the person's title and telephone number, and the name and title of the person authorized to execute a contract.
2. **Statement of Qualifications and Experience.** Provide a statement as to the Offeror's qualifications to perform the Janitorial Services described in the Scope of Services
3. **Staffing, Quality Control, Event Response.** Provide a statement as to the Offeror's staffing, quality control and event response.
4. **Proposal Price Form.**
5. **Addendum Acknowledgement** (if applicable).

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6. **Documentation that the proposer is an American Indian/Alaska Native Business Concern** (if applicable)
7. **Federal Forms.**
 - a. Completed Representations and Certifications of Bidders, form HUD-5369-A (Attachment A)
 - b. Completed Lobbying Certification and Disclosure (Attachment B)

EVALUATION PROCESS

CIHA will appoint an Evaluation Committee. The Evaluation Committee will review proposals submitted in response to this RFP. The committee may, at its discretion, decide to interview the offerors.

An Evaluation Committee will independently evaluate the merit of proposals received in accordance with the evaluation factors defined in the RFP. Failure of the Offeror to provide any information requested in the RFP may result in disqualification of the proposal and shall be the responsibility of the Offeror. The evaluation process shall be based on a 100-point scale. The proposal that accrues the highest point total shall be recommended for award subject to the best interests of CIHA. Categories have been identified for the evaluation process. Each category shall receive a point value within the specified range based on how well the proposal meets or exceeds CIHA's requirements. The following table lists the maximum points associated with each category.

Each proposal submitted stands alone and will be evaluated on its own merits in terms of meeting CIHA's requirements and terms and conditions, pricing, and overall responsiveness to the RFP.

Contractor submission of a proposal implies Contractor acceptance of the evaluation technique and Contractor recognition that some subjective judgments shall be made by CIHA during assignment of points.

CIHA reserves the right to request a presentation from any Contractor who submitted a proposal prior to selection. At the sole discretion of CIHA, finalists for consideration of award may be required to provide an oral presentation to the evaluation committee. The oral presentation may be considered in the evaluation of the offeror's proposal, and overall scores under Offeror Information may be adjusted at the discretion of the evaluation committee. If scheduled, oral presentations will be limited to a 40-minute presentation by the offeror, followed by a maximum 20-minute question and answer period. All costs associated with the oral presentation shall be the responsibility of the offeror.

All Contractors who submitted a proposal will be notified in writing of the results after the scoring and subsequent due diligence is completed.

Any award as a result of this proposal shall be contingent upon the execution of an appropriate contract. This RFP and its attachments shall form the basis of the Contract Terms and Conditions. **Exceptions or deviations to this proposal must not be added to the proposal pages but must be on Contractor's letterhead and accompany the proposal.** Any exceptions to the Terms and Conditions will be taken into consideration when evaluating proposals submitted. CIHA reserves the right to reject any or all of your proposed modifications.

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SCORING CRITERIA

1)	Preference: American Indian/Alaskan Native (AIAN) owned vendor preference (If applicable, must submit HUD 5369-A) OR Small/Minority/Woman-Owned (If applicable, must submit HUD 5369-A) Maximum Points shall be 15	<p style="text-align: center;">5</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">15</p>
2)	Qualifications and experience of the firm Maximum points shall be 20	<p style="text-align: center;">20</p>
3)	Staffing / Quality Control / Event Response Maximum points shall be 20	<p style="text-align: center;">20</p>
4)	Price Form Maximum points shall be 45	<p style="text-align: center;">45</p>

TOTAL POSSIBLE POINTS ----- 100

PROTEST

A protest may be submitted according to the procedures set forth below. An offeror who wishes to appeal a Notice of Intent to Award must file a written protest within ten (10) calendar days following the date this notice is issued. If the fifth day falls on a weekend or holiday, the last day of the protest period is the first working day following the tenth day.

The protest shall be filed with in writing and include the following information:

1. The name, address, and telephone number of the protester;
2. The signature of the protester or the protester's designated representative;
3. Identification of the solicitation, contract, or grant agreement at issue;
4. A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and
5. The form of relief requested.

Protest must be mailed or hand-delivered to:

Cook Inlet Housing Authority
 Attn: Rashaad Esters, Procurement Manager
 3510 Spenard Road
 Anchorage, Alaska 99503

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AWARD

Rejection of Proposals: CIHA reserves the right to accept or reject any or all proposals and to waive irregularities and technicalities. CIHA also reserves the right to reject the proposal of any offeror who has previously failed to perform properly or complete on time contracts of a similar nature, or a proposal from an offeror who, investigation shows, is not in a position to satisfactorily and timely perform the contract. CIHA reserves the right to award more than one Contractor.

Selection: CIHA desires to enter into negotiations and ultimately reach an agreement with an Offeror who demonstrates the best combination of attributes to conduct the project, and who negotiates a project cost with CIHA that is fair and reasonable. CIHA may conduct discussions with any Offeror who has submitted a proposal to determine qualifications for further consideration. Since the initial review by CIHA will be deemed preliminary in nature, the document and process will be deemed confidential until the successful Offeror is selected. CIHA is not required to accept the proposal with the lowest cost estimate.

No proposal shall be withdrawn for a period of forty-five (45) days subsequent to the deadline date for receipt of the proposals without the written consent of CIHA. In no way does this Request for Proposal constitute a contract, or obligate CIHA in any way.

A firm, fixed-price contract for the work will be awarded in accordance with CIHA's procurement policies to the Contractor that submits the highest rated proposal which will be graded on the scoring criteria. The awarded Contractor will be required to provide the following:

- Certificate of Insurance as defined by this RFP
- State of Alaska Business License
- Professional License (if applicable)
- IRS Form W-9

LIST OF ATTACHMENTS

Attachment A – Representations and Certifications of Bidders, form HUD-5369-A

Attachment B – Lobbying Certification and Disclosure

Attachment C - Sample Contract

Attachment D – Proposal Price Form