

# **Request for Proposal (RFP) for Cleaning Services for Employee Housing Units in Chevak, Alaska**

**Project Title:** Employee Housing Units Cleaning Services

**Project Location:** Employee Housing Units, Chevak, Alaska

**Proposal Due Date:** Friday, June 20, 2025

**Project Start Date:** July 7, 2025

**Project Completion Deadline:** July 31, 2025, end of business day

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## **1. Introduction**

The Kashunamiut School District (KSD) is seeking proposals from qualified cleaning service providers to thoroughly clean employee housing units in Chevak, Alaska. The work will involve a comprehensive cleaning of various units, with tasks such as moving appliances for cleaning, scrubbing tubs and showers, vacuuming, mopping, and dusting. The project will begin on **July 07, 2025**, and must be completed by **July 31, 2025**, at the end of business day.

## **2. Project Overview**

The selected cleaning crew will be responsible for cleaning **5 employee housing units (3-3 Bedrooms; 2-2 Bedrooms)**. The units are residential spaces used by school employees and will require deep cleaning to ensure they are in excellent condition for the next occupants. All work must meet the highest standards of cleanliness, hygiene, and sanitation.

## **3. Scope of Work**

The cleaning crew will be expected to perform the following tasks in each employee housing unit:

- **Move Appliances:** Move refrigerators and stoves to clean behind and underneath. Ensure the appliances are properly placed back after cleaning.
- **Bathroom Cleaning:**
  - Scrub and disinfect tubs, showers, and sinks.
  - Clean mirrors and any other bathroom fixtures.
- **Kitchen Cleaning:**

- Thorough cleaning of countertops, sinks, and cabinet interior and exteriors.
- Clean the interior and exterior of all appliances, including microwaves, ovens, and dishwashers.
- **Flooring:**
  - Vacuum all carpeted areas.
  - Mop all vinyl and wood plank flooring thoroughly, ensuring no residue or streaks remain.
- **Windows:**
  - Clean all interior windows, including sills and tracks.
  - Remove any dust or debris from window frames.
- **Dusting:**
  - Dust the tops of cabinets, furniture, baseboards, window and door frames, light fixtures, and other flat surfaces.
- **Furniture:**
  - Clean all furniture, including chairs, tables, and sofas (if present), ensuring all surfaces are wiped down and dust-free.
- **General Cleaning:**
  - Clean light switches, door handles, and all other high-touch areas.
  - Remove any trash or debris from the units.

Cleaning materials and equipment should be of high quality and suitable for the job. Be aware there are areas of rust that will need to be removed from all areas receiving water. The cleaning crew must ensure that no cleaning chemicals cause damage to surfaces, appliances, or furnishings.

#### **4. Project Timeline**

- **Project Start Date:** July 7, 2025
- **Project Completion Deadline:** July 31, 2025, end of business day.

The project must be completed in its entirety by **July 31, 2025**. Proposals should include a detailed schedule and plan for completing all units within this timeline.

## 5. Requirements for Cleaning Contractors

- **Experience:** The contractor must have experience in providing deep cleaning services for residential or commercial properties, especially in remote locations.
- **Licensing:** The contractor must be licensed and insured to perform cleaning services in Alaska.
- **References:** Provide at least three references from previous clients where similar work has been completed.
- **Travel and Logistics:** The contractor must arrange and cover their travel expenses to and from Chevak, Alaska. Lodging will be provided in Chevak.
- **Insurance:** The contractor must carry adequate insurance, including general liability and workers' compensation, to cover any accidents or damage that may occur during the course of the work.
- **Safety:** The cleaning crew must follow safety protocols and maintain a clean, organized, and safe working environment at all times.

## 6. Proposal Submission Requirements

Proposals must include the following information:

1. **Company Information:** Name, contact details, and business structure of the contractor.
2. **Work Plan:** A detailed description of how the contractor plans to approach the cleaning of the housing units, including the timeline and a proposed schedule of when specific units will be cleaned.
3. **Cost Estimate:** A detailed breakdown of the cost for the entire project, including travel, lodging, and any additional expenses, as well as the cost per unit.
4. **Experience and References:** A summary of the contractor's relevant experience and at least three references for similar projects.
5. **Insurance Documentation:** Proof of general liability and workers' compensation insurance coverage.
6. **Travel and Accommodation Plan:** Details of the contractor's travel arrangements, including lodging and any required transportation.

## 7. Evaluation Criteria

Proposals will be evaluated based on the following factors:

1. **Experience:** The contractor's experience in cleaning residential units, especially in remote or rural areas.
2. **Cost:** Total cost of the project, including travel and accommodations, with consideration of value, quality, and adherence to the project requirements.
3. **Timeline:** Ability to meet the project completion deadline of **July 31, 2025**.
4. **References:** Quality of references and previous client satisfaction.
5. **Safety:** Commitment to following safety protocols and maintaining a safe work environment.

## **8. Submission Instructions**

All proposals must be submitted by **June 20, 2025**. Proposals should be submitted in a sealed envelope or via email to the following address:

- **Mailing Address:**  
Chevak School District  
985 KSD Way, PO Box 345  
Chevak, Alaska 99563
- **Email Address:** jcampbell@chevakschool.org  
**Subject:** RFP - Employee Housing Unit Cleaning Services

Late proposals will not be considered.

## **9. Questions**

For any questions regarding this RFP, please contact:

- **Contact Name:** Jeanne Campbell, Superintendent
- **Phone Number:** 907/952-2172
- **Email:** jcampbell@chevakschool.org
- **Deadline for Questions:** Friday, May 30, 2025

## **10. Terms and Conditions**

- The Chevak School District reserves the right to reject any or all proposals.
- The successful contractor will be required to enter into a formal agreement.

- Payment terms and conditions will be outlined in the contract.
- All work must be completed in compliance with the agreed timeline and scope of work.

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We look forward to receiving your proposal. Thank you for your interest in assisting with the cleaning of the employee housing units in Chevak!

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**Chevak School District**

May 20, 2025