

# Kenai Peninsula Borough Maintenance Department

## MEMORANDUM

**TO:** Charlie Pierce, Mayor

**THRU:** John Hedges, Interim Purchasing & Contracting Director *JH*

**FROM:** Scott Griebel, Maintenance Director *SG*

**DATE:** September 23, 2020

**RE:** Authorization to Award a Contract for RFP21-003 Janitorial Services

The Purchasing and Contracting Office formally solicited and received proposals for the RFP21-003 Janitorial Services. Proposal packets were released and the Request for Proposal was advertised in the Peninsula Clarion on August 14, 2020.

The project consists of janitorial services for the Poppy Lane Facility located at 47140 E Poppy Lane, Soldotna, Alaska.

On the due date of August 28, 2109 one (1) proposal was received and ranked by a review committee as follows:

<u>FIRM</u>	<u>TOTAL SCORE</u>
Touch of Gold Cleaning	272

The highest ranking proposal, which includes a cost factor, was submitted by Touch of Gold Cleaning with a lump sum cost proposal of \$2,100 per month with a yearly total of \$25,200. The proposal review committee recommends award of a contract to Touch of Gold Cleaning of Nikiski, Alaska. Your approval for this award is hereby requested.

Funding for this project is in account numbers (See Attached).

*CP*  
\_\_\_\_\_  
Charlie Pierce, Mayor

9/24/2020  
\_\_\_\_\_  
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. See Attached	
By: <i>PP</i> <i>BH</i>	Date: <u>9/24/2020</u>
NOTES; n/a	

## **FY-2021 Account Distribution**

<b><u>DEPARTMENT</u></b>	<b><u>ACCOUNT NO.</u></b>	<b><u>MONTHLY</u></b>	<b><u>YEARLY</u></b>
Maintenance	241.41010.43011	\$1,050.00	\$9,450.00
Purchasing	100.11227.43011	\$350.00	\$3,150.00
Roads	236.33950.43011	\$350.00	\$3,150.00
Solid Waste	290.32010.43011	\$350.00	\$3,150.00
	<b>TOTAL</b>	<b>\$2,100.00</b>	<b>\$18,900.00</b>