

REQUEST FOR QUOTE

Glennallen Janitorial Services Notice to Proposers September 15, 2025

Copper Valley Electric Association (CVEA) is seeking a “Contractor” to perform janitorial services for the CVEA office, operations building, and apartment in Glennallen. Contract period is January 1, 2026 – December 31, 2028.

Scope of Work

➤ Weekly Services

- **Glennallen Office – located Mile 187 Glenn Hwy:**
 - The Contractor would be responsible for regular cleaning of the Glennallen office facility, to include all offices, hallways, supply room, all common areas, two bathrooms, kitchen, and boardroom
 - 13 Offices (full-time use) 2 Offices (part-time use)
 - Cleaning shall be accomplished after 6 p.m., two times weekly, once on holiday weeks – 44 regular weeks, 8 holiday weeks (Holiday Schedule attached)
 - Tuesday and Friday are preferred, but days can be flexible
 - Cleaning shall be based on the Office Cleaning Checklist provided
- **Glennallen Operations Building – located Mile 187 Glenn Hwy:**
 - The Contractor would be responsible for regular cleaning of the operations building, to include line crew and fleet mechanic offices, kitchen/breakroom, hallways, and two bathrooms
 - Cleaning shall be accomplished after 6 p.m., two times weekly, once on holiday weeks – 44 regular weeks, 8 holiday weeks (Holiday Schedule attached)
 - Tuesday and Friday are preferred, but days can be flexible
 - Cleaning shall be based on the Operations Building Checklist provided

- **Apartment – located Mile 187 Glenn Hwy:**
 - The Contractor would be responsible for cleaning one apartment on an as needed, on-call basis
 - Apartment consists of two bedrooms, living room, kitchen, and bathroom
 - Cleaning shall be based on the Apartment Cleaning Checklist provided

➤ **Semi-Annual Services**

- The Contractor would be responsible for completing semi-annual cleaning for the Glennallen office, operations building, and apartment
- Cleaning shall be completed in May and October
- Cleaning shall be based on the Semi-Annual Cleaning Checklist provided

➤ **Annual Services**

- The Contractor would be responsible for completing annual cleaning for the Glennallen office, operations building, and apartment
- Cleaning shall be completed annually, dates to be determined based on weather and scheduling
- Time to accomplish these duties will be arranged prior to the duties being performed
- Cleaning shall be based on the Annual Cleaning Checklist provided

Contractor shall provide carpet cleaner. CVEA shall provide cleaning supplies, paper products, consumables, lightbulbs, laundry supplies, and apartment bedding. Contractor shall request these items from the Executive Assistant on an as-needed basis, in advance, to maintain an inventory on hand.

Bids are due by 5:00 p.m., Thursday, October 2, 2025. Bids should be submitted via email to LHoward@cvea.org or dropped off at the Glennallen district office. The bid winner will be notified via email by Thursday, October 8, 2025.

The Proposal shall include the following:

- ✓ Rates for services
 - Proposed rates must be submitted for items 1 & 2 below:
 1. On-call apartment cleaning services
 2. All other janitorial services by:
 - weekly office
 - weekly operations building
 - all semi-annual services
 - all annual services
- ✓ A resume and list of references
- ✓ A copy of the Contractor's current insurance certificate

Proposal Submitted By: _____

Signature: _____

Printed Name: _____

Date: _____, 2025

CVEA may, when in its best interest, reject any and all bids or waive any informality in bids received. CVEA may accept any item or combination of items of a bid, unless precluded by invitation for bids or the bidder includes in bid a restrictive limitation.

Selected Contractor

The selected contractor will be required to enter into CVEA's Professional Service Agreement (PSA) located here: <https://www.cvea.org/about/doing-business-with-cvea.html>.

Extension of Contract Term

The Cooperative, at its sole discretion, may renew this Contract annually for up to two (2) additional one-year periods, commencing immediately upon the expiration of the current term. In the event the Cooperative elects to exercise its renewal option, the Cooperative shall notify the Contractor of such election to renew prior to October 31 of each year. Each extension shall be subject to the same terms and conditions unless otherwise amended in writing and signed by both parties.

Attachments:

Checklists
Holiday Schedule

CHECKLISTS:

➤ Weekly Services

- **Office Cleaning Checklist - regular cleaning duties shall include the following:**
 - Vacuum all carpets
 - Spot clean carpets as needed
 - Wet mop all linoleum floors
 - Dust all wood and metal surfaces (such as desk, table, and countertops; filing cabinets; picture frames, etc.) *Note: please do not move items on desks
 - Dust and/or clean kick boards and base boards in hallways and offices
 - Dust surfaces and chairs in the boardroom
 - Clean bases of chairs in offices and boardroom monthly
 - Clean windowsills, and blinds monthly
 - Dust light fixtures as needed, at least monthly
 - Dry mop ceiling corners as needed, at least monthly
 - Clean all entry doors glass
 - Clean kitchen counter
 - Clean dishes if left in the sink
 - Clean kitchen floor
 - Clean exterior kitchen cabinets
 - Clean interior and exterior of refrigerator as needed, at least monthly
 - Spot wash walls as needed
 - Sanitize the basins and toilets in all bathrooms
 - Clean bathroom floors
 - Stock consumables in bathrooms and kitchen
 - Empty all garbage cans and put trash into dumpster
- **Line Crew Building Cleaning Checklist - regular cleaning duties shall include the following:**
 - Vacuum all carpets
 - Sanitize the basins and toilets in both bathrooms
 - Mop bathroom, hall, linemen office floors, kitchen floors
 - Stock consumables in bathrooms and kitchen area
 - Clean interior and exterior of refrigerator as needed, at least monthly
 - Clean kitchen counter
 - Clean windowsills, and blinds as needed
 - Dust light fixtures as needed, at least monthly
 - Dry mop ceiling corners as needed, at least monthly
 - Dust and/or clean kick boards and base boards in hallways and offices
 - Empty all trash cans, excluding main shop area
- **Apartment Cleaning Checklist - regular cleaning duties shall include the following:**
 - Vacuum all carpets
 - Dust all wood and metal surfaces (such as tabletops, lamp bases, televisions and other equipment, dressers, headboards, etc.)

- Sanitize the bathtub, basin, and toilet
- Wet mop kitchen and bathroom floors
- Stock consumables in bathrooms and kitchen area
- Clean interior and top of refrigerator
- Empty all trash cans

In the event an apartment is not used within a month, the following shall be done at least once in that month:

- Vacuum all carpets
- Mop all floors
- Dust all wood and metal surfaces (such as tabletops, lamp bases, televisions and other equipment, dressers, headboards, etc.)

➤ **Semi-Annual Cleaning Checklist shall include the following:**

- **Office**
 - Dust top wall heat cabinets (inside back-office door and outside of maintenance/boiler room)
 - Clean interior and exterior of all windows
- **Line Crew Building**
 - Clean interior and exterior of all windows
 - Wipe down all chairs in linemen office and kitchen including chair bases
- **Apartments**
 - Move all furniture and vacuum under furniture
 - Clean interior and exterior of all windows
 - Launder all blankets and bedspreads (only if not done recently; please clean on an as- needed basis, or quarterly at a minimum)
 - Rotate mattresses
 - Launder/replace shower curtains as needed
 - Clean oven interiors and exteriors
 - Clean refrigerator interior and exterior
 - Clean walls, doors, and closets

➤ **Annual Cleaning Checklist shall include the following:**

- **Office**
 - Wipe down interior walls
 - Steam vacuum all carpets
- **Line Crew Building**
 - Wipe down interior walls
 - Steam vacuum all carpets
- **Apartment**
 - Wipe down interior walls
 - Steam vacuum all carpets

2026 HOLIDAY SCHEDULE

Thursday	January 1	New Year's Day
Monday	February 16	President's Day
Monday	May 25	Memorial Day
Thursday	July 2	Independence Day (observed)
Monday	September 7	Labor Day
Thursday	November 26	Thanksgiving Day
Wednesday	December 23	Christmas Eve (observed)
Thursday	December 24	Christmas Day (observed)
Wednesday	December 30	New Year's Eve (observed)
Thursday	December 31	New Year's Day (observed)