

REQUEST FOR QUOTE

Valdez 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, line crew building, and apartments in Valdez. Contract period is January 1, 2026 – December 31, 2028.

Scope of Work

➤ Weekly Services

- **Valdez Office – 367 Fairbanks Drive**
 - The Contractor is responsible for regular cleaning of the Valdez office facility to include all offices, kitchen, hallways, stairs, laundry room, supply room, all common areas, three downstairs bathrooms, board room, and upstairs conference room
 - 11 Offices (full- time use) 3 Offices (part-time use)
 - Cleaning shall be accomplished after 6 p.m. and before 7 a.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
- **Valdez Line Crew Building – 527 West Egan**
 - The Contractor would be responsible for regular cleaning of the Valdez Line Crew building to include office, hallways, kitchen, parts room floor, hallways, gear room and two bathrooms
 - Cleaning shall be accomplished after 6 p.m. and before 7 a.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 Line Crew Building Checklist provided
- **Apartments – 367 Fairbanks Drive**
 - The Contractor is responsible for cleaning five apartments on an as needed, on-call basis
 - Apartments consist of bedroom, living room, kitchen, and bathroom
 - Cleaning shall be based on the Apartment Cleaning Checklist provided

➤ **Quarterly Services**

- The Contractor is responsible for completing quarterly cleaning for the Valdez office, line crew building, and apartments
- Cleaning shall be completed in February, May, August, and November
- Cleaning shall be based on the Quarterly Cleaning Checklist provided

➤ **Semi-Annual Services**

- The Contractor is responsible for completing twice yearly cleaning for the Valdez office, line crew building, and apartments
- Cleaning shall be completed twice per year, 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 Semi-Annual Cleaning Checklist provided

Contractor shall provide cleaning supplies and equipment. CVEA shall provide paper products, consumables, lightbulbs, laundry supplies, and apartment bedding and Contractor shall request these items from the Generation Admin 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 Valdez 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
 - line crew building
 - all quarterly services
 - all semi-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
 - Wet mop all linoleum floors
 - Dust all wood and metal surfaces (such as desk, table, and countertops; filing cabinets; windowsills, picture frames, etc.)
**Note: please do not move items on desks*
 - Wipe down phones and computer monitors
 - Empty all garbage cans and put trash into dumpster
 - Clean kitchen counter
 - Clean dishes if left in the sink
 - Treat disposals for odor
 - Clean kitchen floor
 - Clean all entry doors glass
 - Spot wash walls as needed
 - Sanitize the basins and toilets in all bathrooms
 - Stock consumables in bathrooms and kitchen
 - Spot clean carpets as needed
 - Dust surfaces and chairs in the boardroom
 - Clean bases of chairs in offices and boardroom as needed
 - Clean windows, sills, and blinds as needed
 - Clean interior and exterior of refrigerator at least monthly
 - Dust light fixtures as needed, at least monthly
 - Dry mop ceiling corners as needed, at least monthly

- **Line Crew Building Cleaning Checklist - regular cleaning duties shall include the following:**
 - Vacuum all carpets
 - Empty all trash cans, excluding main shop area
 - Sanitize the basins and toilets in both bathrooms
 - Stock consumables in bathrooms and kitchen area
 - Clean interior and exterior of refrigerator at least monthly
 - Clean kitchen counter
 - Wipe down phones and computer monitors
 - Clean windows, sills, and blinds as needed
 - Dust light fixtures as needed, at least monthly
 - Dry mop ceiling corners as needed, at least monthly
 - Mop bathroom, hall, gear room, and parts room floors

- **Apartment Cleaning Checklist - regular cleaning duties shall include the following:**

- Vacuum all carpets
- Empty all trash cans
- 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
- Wet mop floors in apartments without carpet
- Stock consumables in bathrooms and kitchen area
- Clean interior and top of refrigerator

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.)

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

- **Office:**

- Dust top of boilers
- Dust and/or clean kick boards in hallway
- Clean kitchen cabinet exterior
- Clean window tracks

- **Line Crew Building:**

- Wash interior windows
 - Dust all wood and metal surfaces (such as desk, table, and countertops; filing cabinets; windowsills, heaters, baseboards, etc.)
- *Note: please do not move items on desks

- **Apartments:**

- Run clean cycle on washing machine and clean filter
- Vacuum dryer lint vent
- Clean laundry room
- Move all furniture and vacuum under furniture
- Clean window tracks
- Launder all blankets and bedspreads (only if not done recently; please clean on an as-needed basis, or quarterly at a minimum)
- Launder/replace shower curtains as needed
- Clean oven interiors and exteriors
- Clean refrigerator interior and exterior
- Clean walls, doors, and closets as needed

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

- **Office:**
 - Clean interior/exterior all windows
 - Wipe down interior walls
 - Steam vacuum all carpets, including stairs
- **Line Crew Building:**
 - Clean exterior windows
 - Wipe down interior walls
 - Steam vacuum all carpets
- **Apartments:**
 - Flip mattresses
 - Clean interior/exterior all windows
 - Wipe down interior walls
 - Steam vacuum all carpets, including apartment hallway

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)