

PETERSBURG BOROUGH

REQUEST FOR PROPOSALS

JANITORIAL SERVICES – PETERSBURG PUBLIC LIBRARY

The Petersburg Borough is seeking proposals for janitorial services at the Petersburg Public Library beginning April 1, 2026.

Scope of Work

Services shall be performed at the Petersburg Public Library, including the lobby, arctic entry, restrooms, teen room, children’s room, meeting rooms, staff areas, offices, circulation desk, stack areas, and archive room.

Service Schedule

Cleaning shall be performed on Tuesday, Thursday, and Saturday, beginning one hour after closing and completed prior to 7:00 a.m. the following morning.

Library public hours are:

- 11:00 a.m. – 4:00 p.m., Monday
- 11:00 a.m. – 8:00 p.m., Tuesday–Thursday
- 11:00 a.m. – 6:00 p.m., Friday and Saturday

The Contractor is responsible for securing the building upon completion of services.

Service Continuity

The Contractor is expected to provide consistent and reliable service throughout the term of the contract. In the event of illness, vacation, or other absence, the Contractor shall provide advance notice whenever possible and communicate with the Library Director regarding coverage or scheduling adjustments. If coverage cannot be arranged, the Contractor and Library Director will work together to determine an appropriate temporary plan to maintain essential services.

Safety Reporting

The Contractor shall notify the Library Director of any observed safety concerns or unusual conditions within the facility, including suspected hazardous materials, vandalism, or property damage. Specific procedures related to safety reporting will be addressed in the final contract.

Regular Services

Waste & Recycling:

- Empty interior waste and recycling receptacles; replace liners as needed
- Dispose of trash in exterior receptacle
- Empty and maintain the exterior garbage can located at the main entrance, including replacing liners and sanitizing as needed

Floors:

- Sweep and damp mop hard surface areas
- Vacuum carpets
- Spot clean carpeted areas as needed
- Clean chair mats and entry mats

Restrooms:

- Clean and disinfect toilets, urinals, and sinks
- Clean mirrors and fixtures
- Disinfect floors, partitions, and high-touch surfaces
- Refill paper products and soap dispensers

Kitchenettes (2):

- Clean and sanitize sinks, countertops, cupboards, and dispensers

General Cleaning:

- Wipe exposed work surfaces and counters
- Spot clean interior glass and entry doors
- Spot clean upholstered furniture as needed
- Remove visible cobwebs

Spot cleaning of carpets and upholstery is included as needed. Full carpet extraction or deep steam cleaning services are not included unless separately negotiated.

Quarterly Services

- Wash all interior windows
- Clean display cases
- Clean blinds or curtains
- Wipe walls and remove visible spots and marks from walls and baseboards
- Dust window sills and tops of stack shelving
- Clean handrails
- Vacuum under movable furniture

Supplies

The Library will provide toilet tissue, hand soap, dispenser paper towels, and garbage bags.

The Contractor shall provide all other cleaning supplies, tools, equipment, and cleaning chemicals necessary to perform the work and shall notify the Library Director when Borough-supplied items need to be reordered.

Storage and Safety

Cleaning supplies and equipment may be stored in a neat and orderly manner in the designated janitor's closet.

All cleaning agents shall be stored in sealed, properly labeled containers indicating their contents. Safety Data Sheets (SDS) for all cleaning products used in the facility must be readily available upon request.

Contract Term

The anticipated start date is April 1, 2026. The Borough reserves the right to adjust the start date and timeline as necessary.

The Borough may terminate the contract with two (2) weeks written notice. The contractor may terminate with thirty (30) days written notice.

Compensation

Proposals must include a proposed annual contract amount. Payments will be made monthly.

Insurance Requirements

The selected contractor must provide:

- General Liability Insurance with a minimum combined limit of \$2,000,000
- Petersburg Borough listed as Additional Insured
- Workers' Compensation coverage as required by Alaska law (if applicable)

Proof of insurance is required prior to beginning work.

Walkthrough Opportunity

Interested proposers are encouraged to contact the Library Director to schedule a walkthrough of the facility prior to submitting a proposal.

Proposal Requirements

A simple written proposal containing the information below is sufficient.

Your proposal must include:

1. Name and contact information
2. Brief description of relevant cleaning experience
3. At least two references (include contact name and phone number)
4. Proposed annual contract amount
5. Indication of ability to meet insurance requirements

Proposals must be received by Tuesday, March 17, 2026, at 4:00 p.m.

Submit to:

Petersburg Public Library

PO Box 329

Petersburg, AK 99833

The Borough reserves the right to reject any or all proposals.