

October 2, 2013

To: Steve Giesbrecht, Manager & Borough Assembly

Fr: Kathy O'Rear, Clerk

RE: **Recommendation on Janitorial Contract Award**

An invitation for bids to provide janitorial services for numerous borough facilities from November 1, 2013 through October 30, 2015 was advertised in the Petersburg Pilot on August 29 and September 5. Bids were received and opened at Noon on September 19.

Two bids were received:

Apex Janitorial, annual contract bid: \$99,120.

Weller's Janitorial Services, annual contract bid: \$87,636.

Both bidders were found to be responsible and responsive to the bid requirements.

On September 23, 2013, a letter of Intent to Award the contract to low bidder, Weller's Janitorial Services, was mailed to both bidding parties.

I respectfully request that the Assembly formally award the two year janitorial contract to Weller's Janitorial Services at an annual contract price of \$87,636.



September 23, 2013

Mr. Donald Sperl
Apex Janitorial
PO Box 1407
Petersburg, Alaska 99833

Mr. Burl Weller
Weller's Janitorial Services
P.O. Box 1574
Petersburg, Alaska 99833

RE: Municipal Buildings Janitorial Services – Intent to Award

On September 19, 2013 the Borough received and opened sealed bids for Municipal Buildings Janitorial Services. Weller's Janitorial Services was the apparent low bidder.

After a close review of the low bidder's submittal, Weller's Janitorial Services was found to be responsible and responsive to the bid requirements. Therefore, it will be the recommendation of the clerk's office for the Borough Assembly to award the janitorial services beginning November 1, 2013 through October 30, 2015 to Weller's Janitorial Services, for the annual bid amount of \$87,636 at the October 7, 2013 Borough Assembly meeting.

Upon formal award by the Assembly, I will supply a Notice of Award letter with a request for contractual submittals in preparation for execution of the service Contract.

Thanks to both companies for your interest in providing the janitorial service to the Borough. If you have any questions, please feel free to contact me directly.

Sincerely,

Kathy O'Rear
Borough Clerk

CC: Department Heads