



FNSBSD Purchasing Department

520 Fifth Ave. Fairbanks, AK 99701

Main: 907.452.2000 x11345

Emily.Proper@k12northstar.org

REQUEST FOR INFORMATION (RFI)

FNSBSD RFI #23-R0012 **AM(1) - Deadline extended to April 28, 2023**

Project Title: FNSBSD Facilities Management, Custodial/Janitorial Services

1. Background, Objectives, and Information:

- a. The Fairbanks North Star Borough School District (FNSBSD) is a PreK-12 educational institution and political subdivision of the State of Alaska. Our Mission is to provide an excellent, equitable education in a safe, supportive environment so all students will succeed and contribute to a diverse and changing society. The FNSBSD currently serves approximately 12,650 students, and is responsible for providing custodial services for (32) sites. Due to decreased funding and ongoing staffing issues, (and in an effort to assure District facilities are cleaned and maintained in accordance with District and ISSA clean standards), the FNSBSD is interested in learning and understanding more about how the Vendor community may be able to help support our effort.
- b. Applicable sites requiring recurring services: (32) Sites total, including (16) elementary schools, (4) middle schools, (5) high schools, and (7) Administrative/other sites. This RFI will not apply to Charter Schools.
- c. This RFI is issued **for information purposes only** and may be shared with any/all interested parties. We value your participation; responding, (or not responding) to this RFI will have no bearing on future solicitations. Terms may vary with any subsequent RFP that is issued.

2. Enclosures - Related forms, data, and reference material:

- a. Exhibit "A" - Estimated Cost Worksheet, Facility Site list, including square footage, and frequency. [Return with completed Questionnaire]
- b. Exhibit "B" - Facilities Management Cleaning Requirements
- c. Exhibit "C" - General Provisions - Service Contracts, (minimum standard Terms & Conditions that may apply to any resulting contract).
- d. Exhibit "D" - ISSA Standards (minimum clean standards that may apply to any resulting contract).

3. Instructions for responding to RFI:

- a. Interested Vendors must provide the Requested Information by completing the following:
 - Questionnaire, (Sections 4 through 9), and
 - Exhibit "A" - Estimated Cost Worksheet.
- b. Vendors must submit their response to the FNSBSD Purchasing Dept. by **April 28, 2023.**
- c. Questions related to this RFI must be directed to the FNSBSD Purchasing Department.
 - Call (907) 452-2000 x11345, or
 - Email emily.proper@k12northstar.org Please reference the RFI# in all email correspondence as such; (in Subject line): "RE: RFI# 23-R0012"

INFORMATION REQUESTED; Questionnaire to be completed by the Vendor:

4. Contact Information:

Name of Firm: _____

Primary Contact: _____

Phone: _____

Email: _____

5. Questions for potential offerors; please **circle (Yes), or (No)** to answer the following questions:

Yes / No Is your firm currently licensed to do business within the State of Alaska?

Yes / No Does your firm currently have a local office established in Alaska?

If yes, where? _____

Yes / No Does your firm currently employ local (Fairbanks) janitors/custodians?

If yes, how many? _____

Yes / No Does your firm currently employ local (Fairbanks) managers and/or supervisors?

If yes, how many? _____

Yes / No Does your firm currently employ staff that is responsible for quality control inspections?

Yes / No Does your firm currently employ CESE (Certified Environmental Services Executive)
managers and/or supervisors?

Yes / No Are all of your employees currently paid a Prevailing Wage?

Yes / No Are all of your employees currently provided with Medical insurance?

Yes / No Are all of your employees covered through Workers' Compensation insurance?

Yes / No Are you able to provide a Certificate of Cost or Pricing Data upon request?

5. Cont'd **Please circle (Yes), or (No).**

Regarding capacity; does your firm have the capacity to provide the following type of services?

(Refer to **Exhibit “B” Facilities Management Cleaning Requirements** for summary Scope of Work).

Yes / No **Category 1** - Day Custodian; work during school day

Yes / No **Category 2** - Shift Custodian/Janitor; work during evenings and weekends

Yes / No **Category 3** - Floor technicians only; strip, wax, buff

Yes / No **Category 4** - Head “Lead” Custodian

Yes / No **Category 5** - Supplemental Custodial Services, for Special Event and Projects

Yes / No Is your firm able to furnish the **supplies** required to perform the scope of work?

If yes, are you able to provide MSDS (SDS) data on the supplies? (circle): Yes / No

If yes, what types of methods or agreements do you utilize to assure supplies are available and competitively priced? _____

Yes / No Is your firm able to furnish the **equipment** required to perform the scope of work?

If yes, do you own or lease the required equipment? (circle): Own / Lease

If yes, do you have a Preventative Maintenance (PM) plan? (circle): Yes / No

Yes / No Does your firm provide annual training for staff and managers in accordance with State requirements (i.e. safety, lift, asbestos training)?

6. Name three (3), organizations your firm has provided service to of a similar nature within the last three (3) years; include start and end dates:

a. (Name, dates): _____

b. (Name, dates): _____

c. (Name, dates): _____

7. Briefly describe why you feel contracting with your firm will benefit the School District.

8. How much time would you need to prepare a comprehensive proposal (circle one)?

- a. One (1) week
- b. Two (2) weeks
- c. Three (3) weeks
- d. Other: _____

9. What types of detailed information, and specifications will your firm need from the School District in order to submit a comprehensive proposal?

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

10. **Thank you for your interest and participation.** Please submit the requested information to the FNSBSD Purchasing Department. Responses may be hand delivered, sent by mail, faxed, or E-mailed per below:

Department: Purchasing Department, FNSBSD Administrative Service Center
Attention: Emily Proper, Director of Procurement & Warehouse
Address: 520 Fifth Ave. Fairbanks AK 99701
Phone: 907-452-2000 x11345
Fax: 907-451-4465
Email: emily.proper@k12northstar.org

DUE DATE: April 28, 2023

Checklist (return the following):

- ☐ Completed Questionnaire; Requested Information, (Sections 4-9).
- ☐ Completed Exhibit "A" Estimated Cost Worksheet; (Estimated Staff and Cost columns).
- ☐ Additional information (optional).

Exhibit "A" - Estimated Cost Worksheet, Facility Sites & Square Footage

School/Site	Address	Gross Square Footage	Frequency	Estimated # of staff required to cover each site	Estimated Monthly cost per location (includes ALL costs)
Anne Wien Elementary	1501 Hampstead Ave, Fairbanks, AK 99701	63,532	Usually (5) days/week		\$
Arctic Light Elementary	4167 Neely Rd, Fort Wainwright, AK 99703	68,272	Usually (5) days/week		\$
Barnette Magnet School	725 10th Ave, Fairbanks, AK 99701	74,895	Usually (5) days/week		\$
Anderson Crawford Elementary	692 Ravens Way, Eielson AFB, AK 99702	63,532	Usually (5) days/week		\$
Denali Elementary	1042 Lathrop St, Fairbanks, AK 99701	49,210	Usually (5) days/week		\$
Hunter Elementary	1630 Gillam Way, Fairbanks, AK 99701	57,047	Usually (5) days/week		\$
Ladd Elementary	601 F St, Fairbanks, AK 99701	63,455	Usually (5) days/week		\$
Midnight Sun Elementary	2301 Bradway Rd, North Pole, AK 99705	61,686	Usually (5) days/week		\$
North Pole Elementary	250 Snowman Ln, North Pole, AK 99705	57,154	Usually (5) days/week		\$
Pearl Creek Elementary	700 Auburn Dr, Fairbanks, AK 99709	62,982	Usually (5) days/week		\$
Salcha Elementary	8530 Richardson Hwy, Salcha, AK 99714	14,406	Usually (5) days/week		\$
Ticasuk Brown Elementary	785 Lakloey Dr, North Pole, AK 99705	63,761	Usually (5) days/week		\$
Two Rivers Elementary	400 2 Rivers Rd, Fairbanks, AK 99712	22,200	Usually (5) days/week		\$
University Park Elementary	554 Loftus Rd, Fairbanks, AK 99709	64,699	Usually (5) days/week		\$
Weller Elementary	635 Elementary Dr, Fairbanks, AK 99712	65,259	Usually (5) days/week		\$
Woodriver Elementary	5000 Palo Verde Ave, Fairbanks, AK 99709	64,408	Usually (5) days/week		\$
TOTAL ELEMENTARY (16)		916,498			

North Pole Middle School	300 E 8th Ave, North Pole, AK 99705	113,306	Usually (5) days/week		\$
Randy Smith Middle School	1401 Bainbridge Blvd, Fairbanks, AK 99701	74,589	Usually (5) days/week		\$
Ryan Middle School	1450 Cowles St, Fairbanks, AK 99701	104,827	Usually (5) days/week		\$
Tanana Middle School	600 W Trainor Gate Rd, Fairbanks, AK 99701	101,069	Usually (5) days/week		\$
TOTAL MIDDLE (4)		393,791			
Ben Eielson Jr/Sr High School	675 Ravens Way, Eielson AFB, AK 99702	103,200	Usually (5) days/week		\$
Hutchison High School	3750 Geist Rd, Fairbanks, AK 99709	87,190	Usually (5) days/week		\$
Lathrop High School	901 Airport Way, Fairbanks, AK 99701	234,412	Usually (5) days/week		\$
North Pole High School	601 NPHS Boulevard, North Pole, AK 99705	156,362	Usually (5) days/week		\$
West Valley High School	3800 Geist Rd, Fairbanks, AK 99709	216,884	Usually (5) days/week		\$
TOTAL HIGH (5)		798,048			
Administrative Center	520 Fifth Avenue, Fairbanks, AK 99701	81,654	Usually (5) days/week		\$
Facilities Maintenance/Central Receiving Warehouse	1300 Minnie Street, Fairbanks AK 99701	32,815	Usually (5) days/week		\$
Nordale Education Center	397 Hamilton Ave, Fairbanks, AK 99701	49,210	Usually (5) days/week		\$
Nutrition Services	1305 Charles Street, Fairbanks AK 99701	24,496	Usually (5) days/week		\$
Effie Kokrine	601 Loftus Rd, Fairbanks, AK 99709	30,896	Usually (5) days/week		\$
Star of the North -CEC Campus	724 27th Avenue, Fairbanks, AK 99701	5,000	Usually (5) days/week		\$
Star of the North-NPA Campus	2945 Monk Court, North Pole, AK 99705	7,200	Usually (5) days/week		\$
TOTAL MISC. (7)		231,271			

TOTAL (32)		2,339,608			
					Estimated Hourly cost (includes ALL costs)
Supplemental Custodial Services, for Special Events and/or projects			As Requested	N/A	\$