



Request for Proposals

Cleaning Services

Deadline: August 3rd, 2020 at 12:00pm

Alaska Dance Theatre (ADT) was founded in 1981 and is the premiere non-profit dance organization in Alaska, governed by a volunteer Board of Trustees. ADT provides training in a variety of classical ballet styles, including Russian, French and Italian techniques, as well as various contemporary dance styles. The school serves around 300 students and offers fall, spring and summer programs, and private lessons. Families can make monthly payments, or pay in full for the entire year. Additional fees, referred to as Production Fees, are charged to cover performance costs; costumes, choreography, other. Additional information, including class schedules and tuition, is available on ADT's website: www.alaskadancetheatre.org.

ADT is seeking a qualified contractor to provide the following services:

- Cleaning services in accordance with the attached checklist
- Deep cleaning of studio floors (using special equipment) once a month

In preparing your proposal, please provide information directly relevant to your ability to successfully provide the services. Please include an annual budget, identifying the cost per hour, an estimated total number of hours, and an estimated total cost for each of the services described in the paragraph above; a description of your relevant experience; and, resume(s) and references.

ADT will evaluate each bidder's proposal and notify the selected provider by 8/14/2020.

With questions, please contact Andrei Chakine, Interim Executive Director, at (907) 277-9591 or ed@alaskadancetheatre.org.

Detail: Cleaning services – 5 days a week

Studios

- Floors swept and mopped nightly
- Trash emptied nightly
- Mirrors and other surfaces wiped down nightly

Kitchen/Break Room

- All surfaces cleaned and sanitized (move and clean under everything)
- Wipe down all small appliances (inside/outside/both)
- All counters
- Wash outside of all cupboards/cabinets
- Microwave inside/outside
- Clean and polish sink and backsplash
- All tables and chairs wiped down
- Dust all other surfaces
- Take out all garbage and re-line cans
- Wipe all baseboards/trip/walls weekly
- Sweep and mop floors

Bathrooms

- All surfaces cleaned and sanitized (move and clean under everything)
- Sink and vanity
- Wipe cabinets, shelves
- Mirror
- Toilet (base and behind toilet)
- Polish all metal
- Dust all other surfaces and light fixtures
- Take out all garbage and re-line cans
- Sweep and mop floors
- Wipe all baseboards/trip/walls weekly

Office/Conference Room/Lobby/Other Common Areas

- Dust and wipe all desks and other surfaces
- Clean under paperwork/items
- Take all garbage and re-line cans
- Wipe/dust computers/printers and other electronics
- Vacuum/sweep/mop
- Clean windows and windowsills
- Wipe chair bottoms/chair legs of office chairs
- Wipe baseboard/trip/walls weekly
- Wipe pictures/frames weekly

Entry Rooms/Mud Rooms/Stairs

- Dust/wipe all surfaces
- Sweep/mop/vacuum
- Clean mirrors/windows
- Wipe baseboard/trip/walls weekly
- Sweep/mop stairs (non-carpet only)
- Vacuum stairs (carpet)