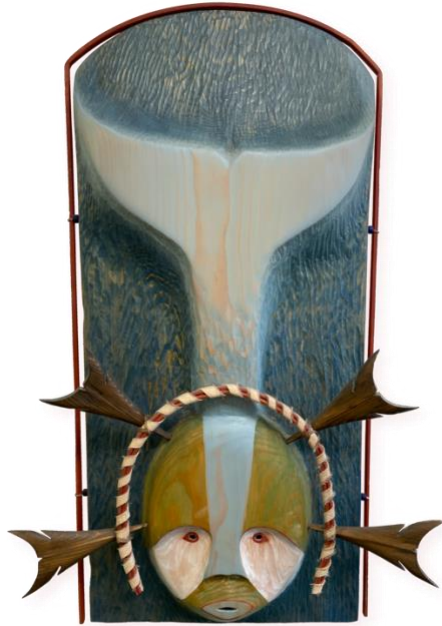


Kodiak Island Housing Authority



REQUEST FOR PROPOSAL RFP # 25-06 Exterior and Window Washing

June 2025

Prepared By:
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Request for Proposal

RFP 25-06

Exterior & Window Washing

Kodiak Island Housing Authority (KIHA) is soliciting proposals from qualified vendors to provide professional exterior washing and window cleaning services for multiple residential apartment complexes located in Kodiak, Alaska. The scope of work includes washing building exteriors, windows, and associated structures.

The intent is to select a contractor who demonstrates experience, safety, reliability, and competitive pricing. This contract may be awarded for a one-time service or renewed for seasonal cleaning based on performance.

1. SCOPE OF WORK

- a. The selected contractor shall:
 - i. Perform soft wash or pressure wash of siding, fascia, and trim (as appropriate for each surface).
 - ii. Clean all exterior windows and screens on all floors (1–3 stories).
 - iii. Use methods that are safe for tenants, property, and landscaping.
 - iv. Coordinate access with KIHA for buildings that may require tenant notification.
 1. KIHA will be available to assist with screen removal the day prior to scheduled window washing, if needed
 - v. Provide their own equipment, water access solutions (if needed), and safety gear.
 - vi. Remove all debris and cleaning residue upon completion.
- b. Properties to be cleaned:

Woodside Manor 2815 Woody Way Building 100	Woodside Manor 2815 Woody Way Building 200	Woodside Manor 2815 Woody Way Building 300
Woodside Manor 2815 Woody Way Building 400	Woodside Manor 2815 Woody Way Building 500	Woodside Manor 2815 Woody Way Building 600
Woodside Manor 2815 Woody Way FIC Building 700	Woodside Manor 2815 Woody Way Shop 800	Woodside Manor 2815 Woody Way Accessory Bldg 900
Emerald Heights 182 Alimaq Drive	Harborview 201A Kashevaroff	Harborview 201B Kashevaroff

Heritage Heights 514 Mill Bay Road	Cliffwood 1311 Selief Lane	Cliffwood 1313 Selief Lane
Cliffwood 1319 Selief Lane	Cliffwood 1321 Selief Lane	Four-Plex 1225 Selief Lane
KIHA Main Office 3137 Mill Bay Road	KIHA Office #2 3181 Mill Bay Road	Lifebuilders 1110 Madsen
LSS 264 Lily Drive Unit A	LSS 264 Lily Drive Unit B	LSS 264 Lily Drive Unit C
LSS 2489 Sharatin Road Unit A	LSS 2489 Sharatin Road Unit B	LSS 3583 Sharatin Road

2. PROPOSAL REQUIREMENTS

- a. All proposals must include
 - i. Detailed work plan, including proposed cleaning methods, potential parking lot access needs and schedule
 - ii. Company background and list of previous similar successfully completed projects
 - iii. Safety plan and OSHA compliance procedures
 - iv. List of equipment to be used
 - v. Completed pricing document showing price per building including labor, materials, and any mobilization fees
 - vi. Proof of insurance showing general liability and workers' comp
 - vii. Alaska Business License
 - viii. Native Preference if applicable
 - ix. Signed Non-collusive Affidavit

3. EVALUATION CRITERIA

- a. Price – 30pts
- b. Work plan & methodology – 25pts
- c. Relevant experience – 20pts
- d. Safety plan – 15pts
- e. Native preference – 15pts

4. QUESTIONS AND CLARIFICATIONS

- a. Questions are encouraged and must be sent in writing to the Procurement Department at procurement@kiha.org by, June 4, 2025. Responses will be provided to all known interested parties.

5. TIMELINE

- a. RFP issued: May 29, 2025
- b. Deadline for questions: June 4, 2025
- c. Final answers posted: June 6, 2025
- d. Proposals due: June 10, 2025
- e. Anticipated Notice of Award: June 13, 2025

6. SUBMISSION INSTRUCTIONS

- a. Hardcopy: Proposals must be delivered to:
 - i. Kodiak Island Housing Authority
 - ii. Attn: Procurement Department
 - iii. 3137 Mill Bay Road, Kodiak, AK 99615
 - iv. Clearly marked: "RFP 25-06 EXTERIOR & WINDOW WASHING"
- b. Email: Proposals may be emailed to procurement@kiha.org and must be received no later than the deadline, according to the time received by KIHA's email server.
 - i. Clearly marked in subject line: "RFP 25-06 EXTERIOR & WINDOW WASHING"

** It is the responsibility of the Bidder to verify they have all the parts of the contract documents **

** KIHA will not reimburse for any costs associated with preparing a response to this RFP **

7. PREFERENCE STATEMENT

- a. American Indian/Alaska Native owned firms and individuals are encouraged to participate. Preference in the award of this contract will be given to Indian-owned economic enterprises and individuals. The project is subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450 e(b)). To qualify as an Indian-owned enterprise, the proposal must include documented evidence that the enterprise is at least 51% Indian-owned and evidence of operation and control showing a substantial Indian involvement in the day-to-day management and business activities of the enterprise. Proposer must certify whether they are an Indian organization or Indian owned economic enterprise, or how opportunities for employment will be given to Indians for this project.

8. ADDITIONAL COMMENTS

- a. KIHA reserves the right to accept or reject any or all proposals and to waive any informalities or irregularities in the proposal process.
- b. No proposal shall be withdrawn for a period of (90) days after the deadline date for receipt of the proposal without the written consent of KIHA.
- c. This RFP does not constitute a contract or obligate KIHA to proceed with any services until a formal agreement is executed.
- d. This project is classified as routine maintenance and is not subject to Davis-Bacon wage requirements.