

Native Village of Eyak
PO Box 1388
705 Second Street (temporary)
110 Nicholoff Way (permanent)
Cordova, AK 99574
eyak-nsn.gov



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

**Native Village of Eyak
31st Annual Sobriety Celebration & Memorial Potlach
Janitorial Services**

REQUEST FOR PROPOSALS

Solicitation

The Native Village of Eyak (“NVE”) is soliciting proposals and rate information to provide Janitorial Services for our 2026 31st Annual Sobriety Celebration and Memorial Potlach scheduled for November 6-8th at the Cordova Jr/Sr High School.

Submittals

Bids may be submitted in person, by mail, or by email. Bids must be received by the NVE office on or before the deadline and must contain name, contact information, and amount of bid.

Deadline: Proposals must be received by: **5:00pm AST on Monday, October 5th, 2026.**

Mark submittals as follows: 31st Annual Sobriety Celebration

Bids may be submitted in person, by mail, or by email:

In person: Native Village of Eyak
ATTN: Kayley Delozier
110 Nicholoff Way
Cordova, AK 99574

By email: Kayley.Delozier@eyak-nsn.gov

NVE anticipates a total project cost of up to \$2,000 for the complete scope of janitorial services in this RFP. Proposals should include:

- Total proposed project price
- Proposed staffing plan for November 6, 7, and 8
- All labor costs
- Cleaning supplies and equipment included in the rate
- Any additional fees or expenses
- Identification of any supplies or equipment expected to be provided by NVE or the facility

Project Summary

The **Native Village of Eyak (NVE)**, a federally recognized Indian Tribe, requests proposals for **Janitorial Services for the 2026 Sobriety Celebration, November 6–8, 2026**, at the Cordova Jr./Sr. High School.

Janitorial services will include ongoing cleaning and maintenance during event hours on Friday and Saturday, followed by a complete post event cleaning of all utilized areas on Sunday, November 8, 2026.

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All final janitorial services must be completed **no later than 6:00 p.m. on Sunday, November 8, 2026.**

Date	Required Service
Friday, Nov. 6	Event janitorial coverage, 6:00–8:00 p.m.
Saturday, Nov. 7	Event janitorial coverage, 12:00 p.m.–8:00 p.m.
Sunday, Nov. 8	Full post event cleaning of up to 12 classrooms, gym, hallways, restrooms and utilized common areas 10:00 a.m. -6:00 p.m

Scope of Work

Friday, November 6, 2026 | 6:00 p.m.–8:00 p.m.

The contractor will provide ongoing janitorial services during the evening event, including:

- Monitor and clean hallways and common areas as needed
- Empty garbage and replace liners throughout the event
- Monitor and clean restrooms
- Restock restroom supplies as needed
- Address spills and other immediate cleaning needs
- Maintain clean and sanitary public areas throughout the event

Saturday, November 7, 2026 | 12 p.m.–8:00 p.m.

The contractor will provide ongoing janitorial services throughout the day, including:

- Monitor and maintain hallways and common areas
- Empty garbage and replace liners as needed
- Monitor, clean, restock and maintain restrooms throughout the event
- Address spills, tracked debris and other cleaning needs as they occur
- Maintain clean and sanitary areas for attendees throughout the event

Sunday, November 8, 2026 | Final Cleaning 10:00 a.m.–6:00 p.m.

Following the Sobriety Celebration, the contractor will complete a full post event cleaning of all areas utilized for the event, which may include up to 12 classrooms, hallways, gymnasium, restrooms and common areas.

Final cleaning will include, at minimum:

- Sweep and/or vacuum floors
- Mop appropriate hard surface flooring
- Clean and sanitize restrooms
- Clean toilets, sinks, counters and restroom surfaces
- Empty all garbage and replace liners
- Remove event related garbage from utilized areas
- Wipe down tables, counters and other surfaces as needed

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- Clean classrooms floors utilized during the event
- Clean hallways and common areas
- Clean the gymnasium and remove event related debris
- Return cleaned areas to an orderly condition
- Complete a final walkthrough to ensure event areas have been appropriately cleaned

Selection Process

Proposals will be reviewed by the designated NVE Staff established for this project.

Evaluation of proposals

NVE will evaluate proposals based on rates plus the following criteria:

Prior experience

Qualifications of staff to be assigned

Firm experience with similar work

References

Preference shall be applied for qualified Indian or Native Alaskan owned organizations.

Other Information:

The issuance of this RFP, the submission of a response by any firm, and the acceptance of such response do not obligate NVE in any manner. NVE is not liable for any costs incurred by Proposers prior to the issuance and execution of a contract to the firm selected as a result of the RFP selection process. All proposal preparation and other costs in responding to this RFP shall be the sole responsibility of the Proposers.

NVE may require, seek, and utilize all information it deems appropriate to assess the qualifications of individual Proposers. Unless otherwise clearly specified by Proposer, information in proposals submitted in response to this RFP shall be considered public information and may, at NVE's discretion, be released to the public at the conclusion of the evaluation, selection and contract award process, with the exception of the rate information submitted in response to the pricing criteria. Any other information related to pricing or capacity that Proposers consider confidential and/or proprietary and wish to remain unavailable for public disclosure should be clearly identified.

NVE reserves the right to waive any formalities in the selection process and to select as deemed in its own best interest. NVE reserves the right to reject any and all proposals.

Proposals must be received by 5:00pm AST on Monday, October 5th, 2026.