



**2933 Tongass Avenue
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MEMORANDUM

To: Karl Amylon, City Manager
From: Steve Corporon, Port & Harbors Director
Date: December 18, 2018
Re: **Harbormaster Building Janitorial Services**

The Port and Harbors Department recently solicited quotes for janitorial cleaning services for the period Jan 1 to Dec 31, 2019, for the Harbormaster Building located at 2933 Tongass Avenue.

Three quotes were received with the following results:

| | | |
|-----------------------------|---------------|------------|
| 1. HBAA Janitorial Services | Ketchikan, AK | \$5,400.00 |
| 2. 3 Kings Janitorial | Ketchikan, AK | \$6,000.00 |
| 3. I Even Do Windows | Ketchikan, AK | \$7,200.00 |

All three quotes were deemed responsive.

HBAA has performed janitorial services for the Harbormaster Building the past 2 years and for the Port restrooms for the past 11 years and has provided excellent service; therefore, I recommend contracting with HBAA Janitorial Services for janitorial cleaning services for the period Jan 1 to Dec 31, 2019.