

## **CITY OF CRAIG REQUEST FOR PROPOSALS TO OPERATE THE CRAIG DAYCARE CENTER**

---

**PROPOSALS ARE DUE NO LATER THAN 3:00 PM LOCAL TIME, THURSDAY, AUGUST 11, 2022**

---

The City of Craig, Alaska, is seeking proposals from qualified proposers to operate a childcare center in Craig Alaska. The daycare center will be operated as a private non-profit or for-profit corporation, not as a department of the city.

### **Section 1: Proposal Requirements**

Proposers will provide the City of Craig a detailed proposal/business plan containing the following items:

1. The proposers credentials, experience and work history related to managing/operating a licensed daycare center.
2. Proposed method and timeline to secure state licensing, insurance, staffing and other required items to open for service.
3. Proposed general salary ranges for all center employees and employee benefits.
4. Proposed hours/days of operation and staffing levels.
5. Proposed budget for first two years of operation.
6. General description of intended activities, age groups, and programs that will be incorporated into the program operations.
7. Proposed fee structure.
8. Any other information pertinent to the proposers experience or plans for the center operations.

### **Section 2: Successful Proposer Provided**

The successful proposer will be required to complete the following items and provide the following services within six months of selection:

1. Completion of a lease application and signed lease agreement with the city.
2. Proof of an active business license with the State of Alaska, including proof of non-profit status if the operator intends to operate as a non-profit.
3. Proof of a current license to operate a daycare center issued by the State of Alaska Daycare Program Office.
4. A list of board members (for non-profits) or management executives (if for-profit).
5. If the center is formed as a non-profit, the city shall have a minimum of one voting board seat reserved for a board member appointed by the Craig Mayor.
6. The center shall be open for business and soliciting for clients.
7. If the center is operated as a non-profit, the successful proposer shall also submit an annual budget, approved by the board, to the city. In addition the center shall submit an annual budget and report of service days and expenditures on an annual basis.

In addition to items required within the first six months, the operator shall be responsible for:

1. Cost of operations of the center (not otherwise provided by the city).
2. Current insurance coverage.
3. All payroll and staff costs (daycare center staff will be employed by the operator, not employees of the city).

4. Cost of maintenance and most improvements for the interior of the daycare center building.
5. Cost of heating fuel.
6. All utilities and other costs not covered by the city as shown below.

### **Section 3: City of Craig Shall Provide**

The city shall provide various services and facilities to assist in operations of the center. These include, but are not limited to:

1. A lease of the childcare center building with terms and conditions agreeable to both parties.
  - a. For operations formed as a non-profit corporation, the lease rate shall be set at a below market value rate (\$1 per year).
  - b. For operations formed as a for profit corporation, the lease rate shall be set at 8% of the appraised market value of the property (or similar property in Craig).
2. Water, sewer, and garbage services will be provided by the city at no charge to the center.
3. The city will maintain the outside of the building and major maintenance on building systems not related to normal wear and tear and routine maintenance of the interior.
4. Access to the fenced playground located adjacent to the center.
5. Access to the City Gym, adjacent to the center (with prior arrangement with the Craig Recreation Department).

Proposals must be received at Craig City Hall (500 Third Street – Craig, Alaska) by 3:00 p.m. local time Thursday, August 11, 2022. Late submittals will not be considered. The city will hold a pre-proposal teleconference on August 1, 2022 to discuss the proposals and answer questions. Contact the Craig City Administrator at 907-826-3275 or by email at [administrator@craigak.com](mailto:administrator@craigak.com) if you have questions or would like to attend the pre-proposal conference.

### **Award**

The City of Craig will evaluate all proposals and the Craig City Council will consider the selected successful proposal at the August 18, 2022 council meeting.