

STATE OF ALASKA INVITATION FOR BIDS TO JANITORIAL CONTRACTS

Procurement per AS 36.30

Project Name:	FAIRBANKS ALASKA COURT SYSTEM JANITORIAL CONTRACT	Contracting Agency and Address:
Location:	101 Lacy Street Fairbanks, Alaska	DEPARTMENT OF TRANSPORTATION & PF MAINTENANCE & OPERATIONS-BUILDINGS 2301 Peger Road Fairbanks, Alaska 99709-5399
Issuing Office:	Northern Region, Maintenance & Operations	Date of Issuance: 05/11/01
Contracting Officer:	James H. Little, P.E., M&O Director	Project Number: 02-25-2-16
<p>DESCRIPTION OF WORK: Furnish all labor, tools, equipment, materials, and supplies to provide janitorial services, in accordance with the Technical Specifications for approximately 113,000 square feet of space, at the Fairbanks Alaska Court System Building.</p> <p>5% BID GUARANTEE AND SURETY DEPOSIT IS REQUIRED</p> <p>MANDATORY SITE VISIT: May 23 or May 30, 2001, at 4:30 pm. Meet at the exterior front entrance. ATTENDANCE IS REQUIRED TO BID ON THIS PROJECT. RSVP Larry Kraus at 452-9230 for the site visit. Plan to park outside the construction gate. Participants should be prepared to wear hardhats.</p> <p>CONTRACT TIME PERIOD: One-year from date of award. Renewable for three (3) one-year periods.</p> <p>ATTACHMENTS: Information to Bidders (1 page), Instructions to Bidders (1 page), Bid Schedule (3 pages), General Conditions (1 page), Bid Bond (Form 25D-14) (2 pages), Supplementary Conditions (8 pages), Project Requirements (10 pages) and Plans (5 pages). Manufacturer's Cleaning and Maintenance Specifications. Required insurance coverages (which must be evidenced prior to Award) are listed in the Supplementary Conditions.</p>		
<p>Written bids for furnishing all labor, equipment and materials and performing all Work for the above Project are hereby invited. To be eligible for consideration, written bids must be received by: 10:00 am, Friday, June 01, 2001.</p> <p>Late bids will not be accepted. Disadvantaged Business Enterprises (DBEs) will be afforded an opportunity to submit bids and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an Award which results from this Invitation. Any errors, omissions, or questions pertaining to bidding procedures or Project requirements, requests for additional documents, or inquiries pertaining to site conditions or scheduled visits shall be directed TO: LARRY KRAUS TITLE: BUILDING MAINTENANCE FOREMAN</p> <p>Telephone (907) 452-9230 Fax (907) 451-5263. This solicitation is governed by applicable provisions of AS 36.30 and 2 AAC 12.</p>		
<p>SUBMITTAL OF BIDS: Bids for this Project shall be submitted in the manner noted below. All Bidders should familiarize themselves with the <u>Instructions to Bidders</u>, document 00100, prior to submitting a Bid.</p> <p><input checked="" type="checkbox"/> WRITTEN BIDS, INCLUDING AMENDMENTS OR WITHDRAWALS, MUST BE RECEIVED PRIOR TO THE ABOVE-NOTED DEADLINE. BIDS SHALL BE SUBMITTED ON THE FORMS FURNISHED.</p>		
<p>Written bids may be hand-delivered, or mailed in a sealed envelope. FAXED BIDS WILL NOT BE CONSIDERED Confidentiality can only be assured for sealed bids. Mailed bids must allow time for delivery and the envelope is to be marked as follows:</p> <p>Bid for Project Name: <u>FAIRBANKS ALASKA COURT SYSTEM JANITORIAL CONTRACT</u> Number: <u>02-25-2-16</u> Attn: <u>DENNIS MOEN, ACTING BUILDINGS MAINTENANCE MANAGER</u></p>		
<p>Hand-delivered or faxed amendments or withdrawals must be received by 10:00 am, Friday, June 01, 2001</p>		

at the above-noted location prior to the scheduled deadline.

JANITORIAL CONTRACTS INFORMATION TO BIDDERS

[Janitorial contracts procured under the authority of AS 32.30.005(b)]

Special Notice: All prospective bidders are encouraged to read this informational document prior to submitting a bid for janitorial services.

The State of Alaska desires that all offerors submitting bids on state funded janitorial contracts are given a fair and equal opportunity to compete. To avoid the disappointment of having a quote or bid declared “non-responsive” or “not-responsible”, bidders are required to follow these instructions.

REVIEW THE CONTRACT DOCUMENTS: Most janitorial contracts in excess of \$1000 will have some type of written documentation prepared expressly for the work. If you are asked to submit a quote and no written information has been provided, then you should ask the Contracting Agency for written documentation. If the scope of services has been described to you verbally, ensure that the information is reduced to writing prior to acknowledging Contract Award. When bidding a Project, carefully review and consider all documents. At least two site visits have been scheduled for this Project, and attendance may be mandatory. By submitting a quote to the Contracting Agency the offeror warrants that he is familiar with the Project Requirements, has visited or otherwise examined the site, and is aware of the conditions to be encountered. Bidder can verify the contents and completeness of the bid documents by contacting the Contracting Agency’s Project representative.

Should bidder discover defects or questionable information within the written documents they shall notify, in writing, the Contracting Agency at the address listed within the Invitation to Bid document. Notification shall be provided at least 10 days before the bid opening date so as to allow time for issuing an amendment, if one is required. Such notification may prevent the opening of a defective bid, upon which award cannot be made, and the resultant exposure of a bidder’s price. Under no circumstances, shall the Contracting Agency or the State of Alaska be liable for any costs incurred by the bidder in preparation of the bid.

CONFLICT OF INTEREST: An officer or employee of the State of Alaska may not seek to acquire, be party to, or possess a financial interest in this contract if (1) the officer or employee is an employee of the administrative unit that supervises the Award of this contract: or (2) the officer or employee has the power to take or withhold official action so as to affect the Award or execution of this contract.

PRE-BID CHECKLIST: The following requirements must be met (and in some cases documented) in order to submit an acceptable and responsive bid:

- (1) Bidders must possess a current business license or evidence that the license has been applied and paid for. (NOTE: Department of Commerce regulations require a bidder to be licensed for the required type of work prior to submitting a quote or bid.) If determined to be improperly licensed, a quote or bid may be deemed non-responsive.
- (2) Fully complete and sign all bid schedules. If supplemental schedules are provided attach them to the Bid Schedule form. Indicate an Alaska Bidders preference if you are qualified to do so.
- (3) Bid shall be submitted per the requirements on the Invitation to Bid form. If the bid is to be in writing, then the forms provided in the bidding packet shall be used.
- (4) If required, the bid security must be attached to the Bid Schedule form.

STATE OF ALASKA
JANITORIAL CONTRACTS:
INSTRUCTIONS TO BIDDERS

[Janitorial Contracts procured under the authority of AS 36.30.005(b)]

SUBMITTING THE BID: The bid shall be submitted in the manner described on the *Invitation for Bids*, document 00020, and shall be:

WRITTEN. The offeror shall carefully complete (ink or typewritten) the Bid Schedule portion of the *Bid Schedule/Janitorial Contract Award* form, document 00510. Failure to acknowledge receipt of addenda or to execute the form correctly and completely may disqualify your bid.

BID PRICES: For purposes of Award, all bids received shall be good for a period of ninety (90) days from the date of bid opening. Bid prices must include the cost of labor, supplies, taxes, insurance, overhead, profit and all other costs associated with doing business and prosecuting the Work. Except as specified, no price adjustments will be allowed.

DETERMINATION OF LOWEST RESPONSIBLE BIDDER AND CONTRACT AWARD Following receipt and determination of all *responsive* written and sealed bids, the Contracting Agency shall compare and tabulate them and determine the lowest bidder. On contracts estimated to exceed \$10,000, this tabulation of bids, called a Notice of Intent, shall serve three purposes. It shall list the name and bid price of each offeror, serve as notice of the State's intent to Award the contract, and provide additional instructions to the apparent low bidder with respect to Award requirements. A copy of the Notice of Intent will be mailed to all bidders. Issuance of a Notice of Intent does not authorize the apparent low bidder to proceed with the Work; and if they do proceed, they do so without a contract and at their own risk.

If, in checking the bids, the Contracting Agency discovers a discrepancy between the unit price amount and the extended amount, the unit price amount will prevail. Conditioned bids, unless expressly requested, shall not be considered. When the Bid Schedule is composed of a basic bid and alternate bids, the Contracting Agency shall base its determination of low bidder and the amount of Contract Award solely upon those bids, basic and alternates, that are priced within the extent of available funds. Alternates shall be considered for Award in the order listed, except that if the order of bidders is not affected, Award may include any combination of funded alternates, or none, as may be in the best interest of the Contracting Agency.

When determining the lowest bidder, the Contracting Agency shall also grant a 5% Alaska Bidder's Preference and an appropriate Alaska Products Preference to any bid designating the applicability of a preference. To qualify for the Bidder's Preference (per AS 36.30.170), the bidder *must* (1) hold a current Alaska Business License, (2) submit the bid under the name appearing on the license, (3) have staffed and maintained a place of business within Alaska for the previous six months and (4) be incorporated or qualified to do business under the laws of the State. In addition, if the offeror is a partnership or joint venture, all parties must meet the criteria to be eligible for the preference. A pamphlet fully describing the Alaska Products Preference Program is available from the Contracting Agency upon request.

The Contracting Agency shall make a determination of **responsibility** as required by 2 AAC 12.490. If the lowest bidder is declared responsible, the Contracting Agency will execute the Award portion of the *Bid Schedule/Janitorial Contract Award* form, document 00510, and send it to the Contractor for acknowledgement. If the lowest bidder is found to be not responsible, then this process will be repeated with the second lowest bidder - and so on, until the lowest responsive and responsible bidder is determined. Award protests, filed in accordance with Alaska Statutes (AS) 36.30.560 and .565, shall be administered per AS 36.30.570 through .610.

FILING A PROTEST: A bidder may protest the award of a contract or the proposed award of a contract for supplies, services, or professional services. The protest must be filed in writing and include the following information: (1) the name, address, and telephone number of the protester; (2) the signature of the protester or the protester's representative; (3) identification of the Contracting Agency and the solicitation or contract at issue; (4) a detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and (5) the form of relief requested. Protests will be treated in accordance the Alaska Statutes (AS) 36.35.560 through 36.30.610. shall be administered per As 36.30.570 through .610.

SUBCONTRACTOR LISTING: (Applicable only when permitted by the Contract Documents.) Within five (5) working days of notice, the apparent low bidder must submit a list of the subcontractors they propose to use in the performance of the Contract. The list must include the name, business address, evidence of a valid Alaska Business License and the type of Work to be performed by each proposed subcontractor. Subcontractors can only be changed per AS 36.30.115(b).

STATE OF ALASKA BID SCHEDULE/JANITORIAL CONTRACT AWARD

Procurement per AS 36.30

Project Name: FAIRBANKS ALASKA COURT SYSTEM Location: 101 Lacy Street Fairbanks, Alaska	Contracting Agency and Address: DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES MAINTENANCE & OPERATIONS-BUILDINGS 2301 Peger Road Fairbanks, AK 99709-5399
---	--

Issuing Office: James H. Little, P.E., DIRECTOR, MAINTENANCE & OPERATIONS **Date of Issuance:** 05/11/01

*** **BID SCHEDULE:** Bidders should carefully read all attachments to this schedule. ***

For the following Bid items: (See listing within the Project requirements for details.)

See Attached Bid Schedule

5% Bid Guarantee must be attached to the Bid Schedule or bid will be rejected as Non-responsive.

By signing this form I certify that I have reviewed the bid documents, with addenda, and understand the scope of services and conditions required for Project Number 02-25-2-16. Furthermore, I agree to furnish for the above amount(s) -- which were arrived at independently and without collusion -- all necessary labor, materials, and equipment. Work shall be accomplished in a workmanlike manner, observing all applicable civil rights and equal employment opportunity acts, and to the satisfaction of the Contracting Officer.

Contractor S & J JANITORIAL Co. / MAN CHUL SHIN

Authorized Signature Man Chul Shin **Title** Owner

Address 135 Purdue way Fairbanks, AK 99709

Business License # 164242 **EIN or SSN** 92-0155869 **Phone #** (907)458-8062

Bidder Claims: Alaska Bidder's Preference Alaska Products Preference (include worksheet)

*****ACCEPTANCE/AWARD/NOTICE TO PROCEED*****

TO: S & J Janitorial Co.
 135 Purdue Way
 Fairbanks, AK 99709

FOR: All Work related to
 Project Number 02-25-2-16
 including the basic bid and
 alternate(s) N/A

Verification of Responsibility	
Insurance	<input type="checkbox"/>
Bonding	<input type="checkbox"/>
Cert. Wages	<input type="checkbox"/> N/A
Qualifications	<input type="checkbox"/>

See Attached

Your bid in the amount of \$ Bid Schedule submitted on 6/1/01 is hereby accepted for accomplishment of the Work described above in accordance with these Contract Documents. You are Awarded the Work and authorized to proceed immediately. Work must commence July 24, 2001 following receipt of this notification and must be complete on or before July 23, 2002. Acknowledge receipt of this Award by signing, dating, and return this document to the address shown at the top of this page.

Contracting Agency's Project Manager Contracting Officer Contractor's Acknowledged Receipt	<u>Michael P. [Signature] (For Larry Kraus)</u> <u>[Signature] For</u> <u>Man Chul Shin</u>	Date <u>7-20-01</u> Date of Receipt <u>7-20-01</u>
--	---	---

BID SCHEDULE

Project Number: 02-25-2-16
Project Name: Fairbanks Alaska Court System Janitorial Contract

Bidders Please Note: Before preparing this Bid Schedule, read carefully the Project Requirements, Supplementary Conditions, General Conditions, Instructions to Bidders and the Information to Bidders.

OPTIONAL SERVICES: The State reserves the right to purchase or not to purchase the services in Items 2, 3, 4 and 5 at its sole discretion. The services set out in those items may or may not be purchased. If these services are purchased they may be purchased fewer or more than the times specified in the Project Requirements. The State will notify the contractor each time it wants these services to be performed. The contractor is not to provide these services unless specifically asked to do so by the DOT & PF Project Manager or the Contracting Officer.

BASIC BID

Item 1: Monthly Price for Work in the Project Requirements Sections:

- A. Daily Services
- B. Weekly Services
- C. Monthly Services
- G. As Required Services

$\$9.250.00 \times 12 \text{ months} = \$111.000.00$ Yearly Price (1)

Item 2: Price for Work in the Project Requirements Section:

- D. Quarterly Services

$\$2.200.00 \times 4 \text{ times/yr.} = \$8.800.00$ Yearly Price (2)

Item 3. Price for Work in the Project Requirements Section :

- E. Semi-Annual Services

$\$1.000.00 \times 2 \text{ times/yr.} = \$2.000.00$ Yearly Price (3)

Item 4: Price for Work in the Project Requirements Section:
F. Annual Services

\$3,150.00 x 1 times/yr. = \$3,150.00 Yearly Price (4)

Item 5: Hourly Price for Emergency Call-out Cleaning Service:

\$ 20.00 x est. 100 hrs/yr. = \$ 2,000.00 Yearly Price(5)

TOTAL

Basic Bid

(1)+(2)+(3)+(4)+(5)

\$126,950.00 Yearly Price

The extended cost to a Yearly Price will be used strictly to determine the apparent low bid. The State does not guarantee the amount of services that will be purchased during the contract period.

Contract award will be made on the basis of the lowest Basic Bid.

Award will be made subject to availability of funds.

CONTRACTOR: S & J JANITORIAL Co. / *Man O'Shins*

STATE OF ALASKA
JANITORIAL CONTRACT/GENERAL CONDITIONS

[Janitorial Contracts Procurement under AS 36.30.005(b)]

These terms, conditions and requirements apply to the Contract Documents describing the Work for the Project denoted on the ~~the~~ *Bid Schedule/Janitorial Contract Award* form, document 00510. If any provision of these Contract Documents is declared by a court to be illegal or in conflict with any law, the validity of the remaining provisions, and the ensuing rights and obligations of the Parties to the contract, shall not be affected.

Whenever used in these Contract Documents, the following terms shall have the indicated meaning. Any term not so defined shall have its ordinary meaning.

- ? **Approved or Approval** - means written approval by the Contracting Officer or authorized representative.
- ? **Award** - means the written acceptance of the lowest responsive and responsible bid by the Contracting Agency.
- ? **Contract Documents** - includes the *Invitation for Bids* and *Instructions to Bidders* (if issued), the *Bid Schedule/Janitorial Contract Award*, these General Conditions, any addenda, written changes, or attachments as noted in the "Description of the Work--Attachments" portion of the *Invitation for Bids* document.
- ? **Contracting Officer** - the person authorized by the Contracting Agency to enter into and administer the contract on behalf of the Contracting Agency.
- ? **Parties to the Contract** - includes the Contracting Agency, the owner agency representing the State of Alaska, and the Contractor, being the entity contracting with the owner agency for performance of the Work.
- ? **Project** - the total construction, of which Work performed under the Contract Documents is the whole or part.
- ? **Project Manager** - Contracting Officer's authorized representative, responsible for contract administration.
- ? **Work** - is the act of, and the result from, performing services, furnishing labor, furnishing and incorporating materials and equipment into the Project and performing other duties and obligations, all as required by the Contract Documents.

1. The Contracting Officer (or authorized representative) has the authority; to make findings, determinations and decisions with respect to the contract; to Approve materials and methods; Work and payment therefore; and, to modify or terminate the contract on behalf of the Contracting Agency.
2. The Contractor shall have sole responsibility for the means, methods, sequences, or procedures over all services provided and safety precautions related thereto. The Contractor shall conduct all Work in such a manner as to protect State resources.
3. The Contractor shall comply with all applicable laws, regulations, codes, ordinances and written directives issued by the Contracting Officer. In addition, the Contractor shall obtain applicable licenses and permits; provide supervision, labor, tools and new materials (except as may otherwise be provided by the Contracting Agency); and utilize Alaska Products and Wood Products when applicable (see AS 36.05.010 & AS 36.30.322).
4. The Contractor shall not award Work to any subcontractor without prior Approval from the Contracting Officer.
5. The Contracting Agency reserves the right to make written changes to the Contract Documents for modifications within the general scope of the Work.
6. Any act or occurrence (be it a result of an emergency, differing site condition or change order) which may form the basis of a claim for a price or time adjustment shall be reported immediately to the Contracting Officer.
7. Unless otherwise specified, all materials, supplies or equipment furnished by the contractor shall be new, unused, of recent manufacture, and suitable for the manufacturer's intended purpose.
8. The Contractor shall indemnify, save harmless, and defend the Contracting Agency, its agents and its employees from any and all claims, actions, or liabilities for injuries or damages sustained by any person or property arising directly or indirectly from the Contractor's performance of this contract; however, this provision has no effect if, but only if, the sole proximate cause of the injury or damage is the Contracting Agency's negligence. Furthermore, the Contractor shall, prior to the Award of the contract, provide proof of the following insurances: Workmen's Compensation (per statutory requirements) and adequate coverage and limits (unless otherwise specified) for General Liability and Automobile Insurance. These coverage shall remain in force for the duration of the contract.
9. Upon notification by the Contracting Agency, the Contractor shall promptly remedy any Work related deficiency. Deficiencies which are not remedied in a timely manner are subject to the "deficient Work" provisions established within item SC16 of the Supplementary Conditions. In case of default by the Contractor, for any reason whatsoever, the Contracting Agency may procure the goods or services from another source and hold the Contractor responsible for any resulting excess costs and may seek other remedies under law or equity. Notwithstanding the expiration date of this contract, the Contractor is obligated to fulfill its responsibilities within the Contract Documents.
10. The Contracting Agency shall make payment to the Contractor following Approval of successfully completed Work and receipt of invoice from the Contractor in accordance with the provisions established within items SC5 and SC6 of the Supplementary Conditions. Contractor shall make

prompt payment to all employees, subcontractors and suppliers utilized on the Project. Acceptance of final payment will constitute Contractor's waiver to future claims.

11. Any dispute arising out of this contract, and which cannot be satisfactorily remedied by the Parties to the Contract, shall be resolved under the laws of Alaska.

STATE OF ALASKA
JANITORIAL CONTRACT/SUPPLEMENTARY CONDITIONS
(Janitorial contracts procured under the authority of AS 36.30)

The following supplements modify, change delete from or add to the *General Conditions* for janitorial contracts as issued in March 1991. Where any provision of the *General Conditions* is modified, or a segment deleted, by these Supplementary Conditions; the unaltered portion of that provision shall remain in effect.

SC1. CONTRACT PERIOD: From the date of Award for a period of one year (365 days normal year or 366 days on a leap year), with options to renew for three (3) additional one (1) year periods. **We anticipate that the Contractor will be required to commence work on July 17, 2001.**

Scope Reduction or Termination: This contract is subject to appropriations made by the Legislature of the State of Alaska and it may be reduced in scope or terminated due to lack of such appropriations.

SC2. CONTRACT FUNDING: Payment and performance obligations for terms of the contract are subject to the availability and appropriation of funds.

SC3. CONTRACT EXTENSION: Unless otherwise provided in the Contract Documents, the Contracting Agency and the Contractor agree (1) That any holding over the contract beyond any exercised renewal options, will be considered as a "month-to-month" extension. All terms and conditions as set forth in this contract shall remain in full force and effect. (2) Each party shall provide to the other party of the intent to cancel such "month-to-month" extension at least 45 days prior to the desired date of cancellation.

SC4. CONTRACT RENEWAL/PRICE ADJUSTMENTS: Contract renewal options are to be initiated solely by the Contracting Agency. Award of any renewal option is subject to its written acceptance by all Parties to the Contract. Contract prices, as bid, are to remain firm through the initial period of the contract. Thereafter, contract prices may only be adjusted at the time of contract renewal. The adjusted contract price shall be computed as follows:

1st renewal period -- the current contract amount times a factor of 1.035, and
each subsequent renewal period -- the current, adjusted contract amount times a factor of 1.035.

SC5. CONTRACTOR PAYMENTS: Payment for contracts under \$500,000.00, for the undisputed purchase of services provided by the Contractor, shall be made within 30 days of the receipt of a proper invoice. A late payment is subject to interest, at a rate equal to the "legal rate of interest" established under AS 45.45.010, on the unpaid balance. Interest will not be paid if there is a dispute or if there is a discrepancy in the invoice. Billings for all services rendered during a given month (or prorated if less than a full month) shall be submitted to the Project Manager on the last working day of that month.

SC6. BILLING INSTRUCTIONS: Invoices must be submitted to the attention of the Project Manager representing the Contracting Agency. The manager's name and address is identified on the *Janitorial Contract Award* form. The agency will make payment only after verifying that the services have been provided in accordance with the contract requirements. Modifications to the Contractor's invoice, resulting from defective Work or improper billing procedures, shall only be made following written notice to the Contractor. Questions or disputes concerning the Contractor's payment must be presented in writing to the Project Manager. Invoices must be provided in a format acceptable to the agency. The Contracting Officer reserves the right to request back-up documentation in support of invoices in questions. Failure to provide the requested back-up may result in partial payment or rejection of the billing. Requested back-up may include, but not be limited to, employee time sheets and pay records, record of subcontractor payments, bills of sale for equipment and supplies, and evidence of timely tax or employee compensation payments.

SC7. EMPLOYMENT OF RESIDENT MANAGER: The Contractor will be required to employ a resident manager. The resident manager must have training, experience, or a combination of both in the cleaning of office buildings of similar size and occupancy. The resident manager must have at least three year's satisfactory Work history in performing the required

SUPPLEMENTARY CONDITIONS

PROJECT NO. 02-25-2-16
FAIRBANKS ALASKA COURT SYSTEM
JANITORIAL CONTRACT
PAGE 1

STATE OF ALASKA
JANITORIAL CONTRACT/SUPPLEMENTARY CONDITIONS
(Janitorial contracts procured under the authority of AS 36.30)

duties and managing a janitorial work force. The manager will be responsible for day-to-day supervision and training of the employees to ensure that Work is performed in compliance with the contract specifications, and to handle complaints. **The Resident Manager must do daily on site supervision and inspections**

As a condition of contract Award, or during the term of the contract in the event that the information has changed or the resident manager is replaced, the Contractor shall submit in writing to the Contracting Officer, **the name, address and 24 hour contact telephone number, working fax machine number, and an Email address** of the proposed resident manager. Included with the submittal shall be a copy of the proposed manager's resume, containing a full statement of relevant training and experience, together with the names and telephone numbers of references able to verify training and satisfactory performance. At the Approval of the Contracting Officer the Contractor may make alternate arrangements to provide the required services including designation of themselves as the resident manager. The Contracting Officer must Approve the resident manager before the appointment is made.

The Resident Manager shall make himself available to the Contracting Officer or designate to discuss performance of the services or other provisions of the contract.

The Resident Manager shall be trained and shall ensure all work is performed following all applicable OSHA, EPA, and other Federal, State, and local laws and regulations.

SC8. COMMUNICATION: At least one person at the supervisory level, who can speak, read and write English fluently must be present at all times. The supervisor will be empowered to act for the Contractor.

SC9. PRESENCE OF MINORS: Minors, including family members of the Contractor or his employees, are not to be on the Project site during contract Work hours and are prohibited from performing any Work under this contract.

SC10. EQUIPMENT INSPECTION: All equipment and attachments necessary to perform the Work described in these Contract Documents must be available for the Contracting Officer's inspection at the site named in the Contract. The equipment and attachments must be in new condition and capable of performing the Work for which they were intended. If new equipment is on order, purchasing documents which describe the equipment sufficiently for evaluation must be available for review by the Contracting Officer. Such equipment must be on the job site within 30 calendar days from the date of the inception of the contract. The new equipment will be subject to inspection for compliance. Bidder's who fail to comply with this requirement will be considered to be not responsible and the Contracting Agency will reject the bid or cancel the contract.

SC11. JANITORIAL SERVICES/SUPPLIES/EQUIPMENT: The Contractor shall provide all of the janitorial services as described and must furnish all of the labor, equipment, supplies, and material necessary to accomplish the Work described in these Contract Documents.

Unless otherwise specified in the Project requirements, standard commercial grade products, supplies, equipment, paper goods, and rest-room supplies, of types and sizes to fit existing agency-provided dispensers must be provided by the Contractor. These items are subject to inspection and Approval by the Contracting Officer. The Contractor may not use alternative rest-room product dispensers in lieu of those already in place without the Approval of the Contracting Officer. The Contracting Officer may require the Contractor to submit, for Approval, a list of proposed brand names and/or actual product samples of the supplies and equipment the Contractor intends to use.

SC12. MATERIAL SAFETY DATA SHEETS (MSDS): In accordance with the federal law and as a condition of the contract Award, the Contractor shall provide to the Contracting Officer evidence that copies of all MSDS's (relating to all the chemicals and cleaning agents that are to be used in the performance of this contract) are available to their employees. During the course of the contract, MSDS's for newly acquired products, not identified at Award, shall also be made available. Within two days, the Contractor shall provide to the Contracting Agency copies of any requested MSDS. The Contractor

SUPPLEMENTARY CONDITIONS

PROJECT NO. 02-25-2-16
FAIRBANKS ALASKA COURT SYSTEM
JANITORIAL CONTRACT
PAGE 2

STATE OF ALASKA
JANITORIAL CONTRACT/SUPPLEMENTARY CONDITIONS
(Janitorial contracts procured under the authority of AS 36.30)

shall maintain a file of Material Safety Data Sheets in a standard three ring binder which will be located in the janitors closet on the second floor.

SC13. WORK SCHEDULE: As a condition of contract Award the Contractor shall provide to the Contracting Officer a written detailed work schedule listing: (1) the anticipated performance dates of all scheduled Work under the contract,(2) a written detailed schedule of the number of person hours to complete each task as outlined in the Project Requirements,(3) for all services a written detailed schedule showing anticipated time that work will commence and finish in each building, the names and social security numbers of people that will be working in each building, and the material costs. Updated schedules shall be provided to the agency upon request or in the event that dates or personnel change from those originally shown. In addition, the Contracting Officer shall be notified **48** hours in advance of performing any non-routine Work.

SC14. WORK HOURS: Unless stipulated elsewhere in these Contract Documents, janitorial services will be performed Sunday through Thursday nights after normal state office hours. Normal state office hours are **7:00 AM** to **5:30 PM**.

SC15. INSURANCE: Without limiting the Contractor's indemnification, it is agreed that the Contractor will purchase at their own expense and maintain in force at all times during the performance of services under this contract the following policies of insurance. Where specific limits are shown, it is understood that they will be the minimum acceptable limits. The State of Alaska, Department of Transportation and Public Facilities shall be named as an "**Additional Insured**" under all liability coverages required here. If the Contractor's policy contains higher limits, the Contracting Agency shall be entitled to coverage to the extent of such higher limits. As a condition of Award, *Certificates of Insurance* must be furnished to the Contracting Officer. These certificates must provide 30 day prior notice to the Contracting Agency in the event of cancellation, non-renewal or a material change in the policy. Proof of insurance is required for the following:

A. Worker's Compensation Insurance; the Contractor will provide and maintain, for all employees of the Contractor engaged in Work under this contract, Worker's Compensation Insurance as required by AS 23.30.045. The Contractor will be responsible for Worker's Compensation Insurance for any subcontractor who directly or indirectly provides services under this contract. This coverage must include statutory coverage for states in which employees are engaging in Work and employer's liability protection not less than \$100,000 per person, \$100,000 per occurrence.

B. Comprehensive (Commercial) General Liability Insurance; with coverage limits not less than \$1,000,000 combined single limit per occurrence and annual aggregates where generally applicable and will include premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.

C. Comprehensive Automobile Liability Insurance; covering all owned, hired and non-owned vehicles with coverage limits not less than \$100,000 per person, \$300,000 per occurrence bodily injury and \$50,000 property damage.

SC16. INSPECTION OF WORK/DEFICIENT WORK: The Contractor or the Contractor's designee shall upon notification by the Contracting Agency be present at a designated location to conduct an inspection with the agency's representative. Such inspection to occur on the day of notification and between the hours of **7:00 AM** and **8:00 AM**. Required corrections resulting from deficient Work, shall be accomplished immediately after the inspection or between the hours of **8:30 AM** and **11:00 AM** or, at the sole discretion of the Contracting Agency, at an acceptable, alternate time. Mandatory conference between the Project Manager and the Contractor to be held Tuesdays at 8:30 am unless otherwise requested. If the Contractor fails to appear for an inspection or a deficiency is not corrected within the stated period of time, the contracting Agency may either hire another janitorial firm or assign State personnel to correct the deficiency and deduct that cost from the next payment due under the contract or invoke the penalty clause, at the State's sole discretion.

SUPPLEMENTARY CONDITIONS

PROJECT NO. 02-25-2-16
FAIRBANKS ALASKA COURT SYSTEM
JANITORIAL CONTRACT
PAGE 3

STATE OF ALASKA
JANITORIAL CONTRACT/SUPPLEMENTARY CONDITIONS
(Janitorial contracts procured under the authority of AS 36.30)

The Resident Manager will daily check for and respond to Janitorial Deficiency Notices they will be E-Mailed and/or faxed to the Contractor.

PENALTY CLAUSE: For failure to respond to a Janitorial Deficiency Notice

1. 1/15 of the monthly billing amount will be deducted from the Contractors payment, if in the opinion of the Project Manager a Janitorial Deficiency needs to be corrected that work day and it is not done by 11:00 AM. The Project Manager will contact the Contractor's Supervisor by 8:30 AM to inform them of the Deficiency. In case of conflict the Project Managers decision will be final.
2. 1/30 of the monthly billing amount will be deducted from the Contractors payment, if a Janitorial Deficiency Notice that was E-mailed and/or faxed is not corrected by the following morning. In case of conflict the Project Managers decision will be final.

Failure to correct a deficient item of Work or other contract requirement within the established time period, or 4 Janitorial Deficiency Notices for the same work item in a 30 day period, and in accordance with contract requirements shall constitute a Valid Deficiency Claim (VDC) and cause the Contracting Agency's representative to issue a written notice to the Contractor. A copy of the VDC will be sent to the Contracting Officer. The notice shall describe each item of Work that is deficient, reference the applicable contractual requirements and denote the amount of time allowed to correct each deficiency. In addition, it shall notify the Contractor of the dates of all VDC's issued under the contract and describe the consequences should additional VDC's be issued. Failure to appear for a requested inspection or the issuance of more than 3 VDC's in a 60 day period or a total of 7 VDC's in a 6 month period will be grounds for the Contracting Officer to declare the Contractor in default and cancel the contract.

SC17. SURETY DEPOSIT: The Contractor shall furnish, as a condition to contract Award, a performance bond in an amount equal to **four months, of the monthly payment** contract Award amount as surety for the faithful performance of all the Contractor's obligations under the Contract Documents. The surety deposit shall remain in effect until all obligations under this contract have been met. The surety deposit shall be in one of the forms listed below. Failure to furnish acceptable surety deposit shall be considered a breach of contract and will be considered cause for default action.

Performance Bond: All bonds shall be furnished on forms provided by the Contracting Agency and shall be executed by such sureties as are authorized to do business in the State of Alaska.

Certified or Cashier's Check: A certified or cashier's check made payable only to the State of Alaska.

Note: The successful bidder's surety deposit, if a certified or cashier's check, will be returned upon satisfactory completion of the original contract and any extension or renewal thereof.

Individual Surety: At the option of the Contractor, the bond may be provided by individual surety, the adequacy of which shall be determined by the Contracting Officer. When the individual surety option is used, two individual sureties must each provide the State of Alaska with security equal to the amount of the required bond and in the following manner. Each individual surety shall establish an escrow account in the name of the Contracting Agency for the duration of the contract, including anticipated renewal options. Acceptable securities shall include: Special notice account or a certificate of deposit.

In the event it becomes necessary for the State to cancel this contract due to noncompliance or unsatisfactory performance during the term of the contract, regardless of the circumstances or time remaining on the contract, the total surety deposit amount will be declared liquidated damages and become due and payable to the State. By signature on the bid schedule the contractor acknowledges this condition and voluntarily relinquishes any and all claims to the entire surety deposit

SUPPLEMENTARY CONDITIONS
PROJECT NO. 02-25-2-16
FAIRBANKS ALASKA COURT SYSTEM
JANITORIAL CONTRACT
PAGE 4

STATE OF ALASKA
JANITORIAL CONTRACT/SUPPLEMENTARY CONDITIONS
(Janitorial contracts procured under the authority of AS 36.30)

SC18. BUILDING SECURITY: The Contractor will ensure that outside doors are kept locked at all times except when the building is normally open to the public. Interior building doors must remain locked except while work in the immediate area is in progress. All doors are to be locked when the contractor and his employees leave the building. Contractor shall turn off all lights and close and lock all windows at the end of each work period.

SC19. CONDUCT OF THE WORK: All services shall be performed during the frequency schedules prescribed in this contract, All work shall be completed without interfering with the proper performance of State business or work being done by other contractor's. The contractor shall prevent his employees from disturbing material on desks, opening drawers or cabinets, or using telephones provided for official State use. If removed for cleaning convenience, furniture and wastebaskets will be replaced in their original locations. *Work must be performed in accordance with current OSHA and ENVIRONMENTAL statutes and regulations.*

SC20. AREA INCLUDED IN THE CONTRACT: To include but not limited to all offices, foyers, hallways, entryway and doors, windows, stairways, closets, conference rooms, hearing rooms, libraries, restrooms, break rooms, coffee rooms, elevator cabs, sidewalks, parking areas, storage areas, and interior windows or partitions as applicable to this contract.

SC21. AREA EXCLUDED FROM THE CONTRACT: Rooms specifically excluded by the State due to special requirements.

SC22. WORK AREA INCREASE OR DECREASE: The Contracting Officer reserves the right to increase or decrease the Work area within the Project. The price per square foot of an increase or decrease shall be equal to the current contractual price per square foot. By signing the contract the Contractor indicates their agreement with this provision.

SC23. SECURITY CLEARANCE: The contractor or any principal, officer or employee of the Contractor who has been convicted of any felony or any crime involving moral turpitude within the previous 10 years is prohibited from working on the premises. The Contractor or any principal, officer or employee of the Contractor who has been charged with a felony or any crime involving moral turpitude is prohibited from working on court premises until such time as the charges are dismissed.

The Alaska Court System may limit or reject certain individuals if their presence is determined by the Contracting Officer to be detrimental to the normal conduct of its business.

Prior to commencing any Work under this contract, the Alaska Court System requires that the Contractor and any principals, officers or employees who will work on court premises undergo a security check. The Contractor shall ensure this requirement is met and pay for all costs associated with obtaining the check. Forty-eight hours prior to any employee performing work on site, a fingerprint background check must be provided to the Contracting Officer. This requirement must be met for all new employees added during the term of the contract. If identification cards are necessary, the cost will be borne by the successful bidder. All people who will be working on the court premises shall wear a picture ID CARD if required. All costs involved with obtaining security clearances will be borne by the successful bidder. The Contractor shall submit the names, social security numbers, and resumes of the people who will be working in the building(s) prior to contract award. If there is a change in personnel the above items will be supplied to the State at least 48 hours prior to the person performing work on site.

SC24. QUALITY CONTROL PROGRAM

- SUPERVISION
- 1. The Contractor will have adequate supervision on-site during the scheduled hours of contract performance to ensure all functions are performed to meet the quality standards and schedules.
- 2. The contractor shall supply telephone and/or pager numbers for communications purposes, should the need occur.

SUPPLEMENTARY CONDITIONS

PROJECT NO. 02-25-2-16
FAIRBANKS ALASKA COURT SYSTEM
JANITORIAL CONTRACT
PAGE 5

STATE OF ALASKA
JANITORIAL CONTRACT/SUPPLEMENTARY CONDITIONS
(Janitorial contracts procured under the authority of AS 36.30)

3. The on-site supervisor shall have access to e-mail to facilitate receiving customer complaints or requests for work.
- **QUALIFICATIONS OF CONTRACTOR PERSONNEL**
 1. **Supervisory Personnel:** the contractor shall employ competent supervisory personnel capable of training employees on methods of accomplishing the work performance and quality standards of this contract.
 - a. Supervisory personnel shall have in-depth knowledge of the contract requirements, cleaning and quality control processes and procedures, supplies and equipment.
 - b. Supervisory personnel shall, at a minimum, have completed a training course for custodial supervision and have prior custodial experience.
 - c. Supervisory personnel are required to have customer service training which stresses importance of problem resolution and conflict avoidance. The court system places importance on professionalism, courtesy in day-to-day contact with building occupants, and good grooming.
 - d. All management personnel and the on-site supervisor are required to be fully conversant in English.
 2. **Other contractor personnel:** all personnel employed by the contractor shall be fully trained, competent and qualified in custodial work.
 3. **All personnel:** shall be trained on the building fire and duress alarm systems' procedures, prior to working in the building. All personnel shall be fully trained in fire and civil defense drills for the building(s) within 10 days after employment by the contractor.
 4. **Personnel training:** The on-site supervisor is required to attend an orientation, during the court system workday, conducted by the Contracting Officer or Representative. This will include a tour of the facility and explanation of functions in various parts of the facility. This will also familiarize Contractor's employees with key court system personnel and areas of the facility requiring special attention.
 - **SCHEDULING WORK AND REPORTING REQUIREMENTS**
 1. Five work days prior to the contract starting date of the contract, and for all extensions thereafter, the contractor shall submit annual schedules and plans for all periodic cleaning. Periodic services are those not performed on a daily basis.
 2. **Emergencies:** When an emergency (such as flooding) exists during the contractor's normal work schedule, the on-site supervisor shall divert his work force to meet the needs of the emergency. When they are no longer needed for the emergency, the employees shall return to normal duties. When an emergency occurs outside the contractor's normal work hours, the court system may request call-out services from the contractor. The contractor will be paid additional for any call-out services, at the rate establish in the contact.
 - **QUALITY CONTROL PROGRAM**
 1. The contractor shall establish a complete Quality Control Program (QCP) to assure the requirements of the contract are provided as specified. The QCP shall be submitted to the Contracting Officer at least 5 days prior to the start date for work at commencement of contract, and for each extension thereafter.
 2. The QCP's purpose is to provide a plan for meeting all requirements of the contract. The QCP process is intended to identify and correct deficiencies in the quality of services **before** the performance becomes unacceptable. The QCP will include, but not be limited to, the following:
 - a. An inspection tailored to the specific building being cleaned, covering all services in the Itemized Scope of Services.
 - b. A process to ensure that the contractor's employees or subcontractor's employees are notified of all deficiencies in their area of responsibility. A plan and method to retrain employees to ensure deficiencies do not reoccur.
 - c. A plan and process for responding to and correcting customer deficiency complaints. A record of all complaints and the corrective action taken must be kept on file at the site office, available for review by the contracting officer or his/her representative.

STATE OF ALASKA
JANITORIAL CONTRACT/SUPPLEMENTARY CONDITIONS
(Janitorial contracts procured under the authority of AS 36.30)

- d. A system to immediately forward all customer complaints to the Contracting Officer that are not the contractor's responsibility.
 - e. A stated process for emergency response when there is no contractor employee in the building. (Emergency situations are events such as: major spills, chemical spills, overflowing toilet, etc.).
 - 3. The QCP must be kept current, reflecting the pertinent contract modifications and building changes or conditions. The contractor shall review the plan with his onsite personnel to ensure complete understanding of the requirements. A copy of the most current QCP must be kept on file at the work site in the office provided for the contractor's use.
 - 4. Any time the performance or quality measures are not being met the court system retains the right to review the QCP and related records and documents. After such review the court system will take appropriate action to ensure that all quality and performance measures are met as specified in the contract.
- **QUALITY ASSURANCE PROGRAM REQUIREMENTS**
 - 1. The court system shall establish a complete Quality Assurance Program (QAP) to assure requirements of the contract are met.
 - 2. Objective: to reduce the risk to the contractor and the court system when problems arise, and provide a disciplined process for evaluating the contractor's performance and conformity with the contract requirements.
 - 3. Roles and Responsibilities of the court system: The Contracting Officer's Representative, will serve as the on-site quality assurance representative.
 - 4. The Contracting Officer will have overall responsibility in areas of contract compliance, contract administration, reviewing the QAP and regularly reviewing the on-site quality assurance evaluation, contract disputes, negotiations, and modifications and enforcement of the contract.
 - 5. The on-site representative has delegated responsibility and authority to administer the QAP.

SC25. BID GUARANTEE: A bid guarantee is required with each bid in the amount of 5% of the amount of the bid. (Alternative bid items, as well as supplemental bid items appearing on the Bid Schedule shall be included as part of the total amount bid when determining the amount of bid guarantee required for the project.

When a Bid Guarantee is required, all bids shall be accompanied by a bid guarantee in the form of an acceptable Bid Bond (Form 25D-14), or a certified check, cashier's check or money order made payable to the State of Alaska. The amount of the Bid Guarantee is specified on the "Invitation For Bids".

Bid Bonds must be accompanied by a legible Power of Attorney.

If the bidder fails to furnish an acceptable bid guarantee with the bid, the bid shall be rejected as non-responsive. Telegraphic notification of execution of a Bid Bond does not meet the requirements of bid guarantee accompanying the bid. No individual surety will be accepted in lieu of Bid Bond, Certified Check, Cashier's Check or Money Order. No Cash or Personal Checks Accepted.

The bid guarantee of the two lowest bidders will be held by the Department until the Contract has been executed, after which such bid guarantee will be returned. All other bid guarantees will be returned as soon as practicable.

If all bids are rejected, all bid guarantees will be returned as soon as practicable.

STATE OF ALASKA
JANITORIAL CONTRACT/PROJECT REQUIREMENTS

(Janitorial contracts procured under the authority of AS 36.30)

1. REGULAR JANITORIAL SERVICES WORK OUTLINE: The successful bidder is responsible for janitorial services as outlined below:

The Contractor shall perform all services so as to keep the facility in a New Condition. The Contractor will follow the attached manufacturer's cleaning and maintenance specifications unless the project requirements call for more stringent requirements. Refer uncertain instances to the Project Manager for a decision.

A. DAILY SERVICES:

1. The Contractor shall empty and return to their appropriate location all wastebaskets, cigarette ash receptacles and other trash containers. The Contractor shall remove all litter, cans, papers, and other containers marked TRASH. The Contractor shall collect all trash in a leak proof container and dispose of in the dumpster. The Contractor shall keep trash in Recycle Containers separate from other trash.

All collected waste is to be placed in the appropriate dumpster. Dumpster area to be free of loose debris and door closed at all times. Dumpster service provided by the State.

Replace all soiled, torn, or wet trash receptacle liners with new liners. Plastic liners must be correctly sized for the receptacle. Clean and deodorize the interior and exterior of all soiled containers.

2. Pick up all recyclable paper from designated containers and deposit in a Contractor provided storage container.

The Contractor shall take all recyclable paper to the Fairbanks North Star Borough Land Fill and deposit it in the recycle bins. The Contractor shall provide verification to the Project Manager that the paper was deposited at the landfill.

3. Clean, disinfect, and polish all drinking fountains.
4. Sweep, dust mop and mop all hard surface floors, lobbies, landings, stairs and entryways.
5. Carpet (approximately 80,000 square feet)
a) Vacuum all carpeted areas in the building. This will include but is not limited to entry mats, hallways, courtrooms and offices. Vacuuming will include moving chairs and trashcans and returning them to their original location upon

PROJECT REQUIREMENTS

PROJECT NO. 02-25-2-16
FAIRBANKS ALASKA COURT SYSTEM
JANITORIAL CONTRACT
PAGE 1

STATE OF ALASKA
JANITORIAL CONTRACT/PROJECT REQUIREMENTS

(Janitorial contracts procured under the authority of AS 36.30)

completion. In case of conflict Project Managers decision will be final.

b) Spot clean all carpets and entry mats to remove daily stains, spills, or foreign matter (grease, gum, ink, etc.) use appropriate spot remover or equipment.

6. Restroom Cleaning

49 restrooms require cleaning Sunday, Monday, Tuesday, Wednesday, and Thursday.

10 restrooms require cleaning Sunday, Tuesday and Thursday.

2 restrooms require cleaning Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday.

a) Clean, disinfect and deodorize toilet room floors.

b) Clean, disinfect and deodorize all plumbing fixtures, toilets, urinals, sinks and shower stalls.

c) Clean, disinfect and deodorize all dispensers, mirrors, counters, baby changing stations and cabinets.

d) Clean, disinfect and deodorize all restroom walls and toilet and urinal stall partitions.

e) Clean, disinfect and deodorize all restroom entry area walls and doors.

f) Polish/buff all chrome plumbing fixtures. Polish all stainless steel dispensers.

g) Mineral and calcium deposits on any plumbing fixtures will not be accepted. Extreme care shall be taken to use cleaning agents that follow manufacturer's specifications and that do not damage surfaces.

h) JUDICIAL SERVICES and courtroom holding cells shall be considered restrooms and cleaned as outlined above.

i) Check function of all dispensers and fixtures in all restrooms. Report maintenance problems to the Project Manager.

7. Provide and maintain adequate supplies of baby changing station liners, toilet paper, seat covers, toilet and urinal deodorizers and room deodorizers, sanitary napkins, paper towels and soap in restrooms. Paper towels are to be provided

PROJECT REQUIREMENTS

PROJECT NO. 02-25-2-16

FAIRBANKS ALASKA COURT SYSTEM

JANITORIAL CONTRACT

PAGE 2

STATE OF ALASKA
JANITORIAL CONTRACT/PROJECT REQUIREMENTS

(Janitorial contracts procured under the authority of AS 36.30)

at all additional sink areas including, but not limited to, mechanical rooms, jury rooms and the Judicial Services areas. These supplies are to be of standard or better quality and are to be furnished by the Contractor. In case of conflict Project Managers decision will be final.

8. Clean, disinfect, and deodorize all sinks, counter tops and surrounding areas in coffee, snack stations or break rooms. Personal items (coffee mugs, silverware, plates, etc.) are not to be cleaned Use only non-abrasive cleaners.
9. Clean, disinfect, and deodorize all counter tops and table surfaces. Use only non-abrasive cleaners.
10. Spot clean all soda, coffee, fingermarks, dirt smudges, wash splatter and wax from all visible surfaces including all vending machines. No desks, computers, keyboards or screens are to be cleaned.
11. Clean all doors and door glass, sidelights, push plates, handles, kick plates.
12. Clean all interior office windows and Judicial Services control room exterior glass.
13. Clean and disinfect elevator floors, doors, walls, ceiling panels and selector panels. Clean and vacuum elevator doors track and carpet. The Contractor shall use a mild detergent solution and cloth to remove soil not removed by vacuuming.
14. Police all sidewalks, parking areas, landscape beds, entryways and dumpster areas and deposit waste in dumpster. Remove all trash and discarded materials including cigarette butts and pea gravel/sand (except when in place for winter traction purposes) from these areas.
15. Sweep all entryway sidewalks, landings and the prisoner drop off garage.

Remove oil and other spots from the prisoner drop off garage.
16. At the end of each work day, the supervisor shall inspect the building and ground area to ensure that all work is complete, all necessary doors are locked and all lights are turned off, water turned off, no visible safety hazards and all janitorial personnel have left the building.

B. WEEKLY SERVICES: Services to be performed on Sunday (by Midnight)

STATE OF ALASKA
JANITORIAL CONTRACT/PROJECT REQUIREMENTS
(Janitorial contracts procured under the authority of AS 36.30)

of each week.

1. Mop and machine buff using a spray buff all waxed floors to remove traffic marks and restore luster of wax leaving a even wet look floor finish.
2. Sweep and clean all sidewalks, step, building entrance areas, entry way grate/sump and ramps. Remove all accumulated gravel and sand and dispose off site at an approved dump site.
3. Clean the exterior surface of all vending machines.
4. Replace plastic liners in all trash receptacles. These shall be replaced more often if torn, odorous or wet. Plastic liners must be correctly sized for the receptacle.
5. Vacuum all carpeted areas and walk-off mats, including all hard to reach areas such as under counters, under furniture and all nooks and crannies.
6. Damp mop with a neutral detergent all carpet protectors (chair desk mats) in the interior of the building.
7. Clean and polish/wax wood surfaces (tables, handrails, benches, doors, etc.).
8. Replace vacuum paper filter bags. Clean and/or replace vacuum safety filter and exhaust filter to a new or like new condition.
9. Dust all surfaces up to six feet. The Contractor shall accomplish dusting by the removal of soil from the area, not by moving it from one surface to another.
10. Dust all interior wall grooves to a six foot height on all floors.

C. MONTHLY SERVICES: Services to be performed by second Sunday (Midnight) of each month.

1. Vacuum all fabric office furniture and wall partitions. Wash all hard surface office furniture and wall partitions with an appropriate cleaner. Remove all stains, foreign material, etc.
2. Clean baseboards with a neutral cleaner to a like new condition.

STATE OF ALASKA
JANITORIAL CONTRACT/PROJECT REQUIREMENTS

(Janitorial contracts procured under the authority of AS 36.30)

3. Dust all surfaces and interior wall grooves over six feet in height. The Contractor shall accomplish dusting by the removal of soil from the area, not by moving it from one surface to another.
 4. Extract high traffic area carpets: Hallways, Lobby Areas, and Walk-off Mats. Use portable floor and carpet blowers/dryers to completely dry areas before traffic.
 5. Deep scrub ceramic tile and concrete floors in restroom, hallways and holding cells.
 6. Dust and/or clean air vent grills (both ceiling and wall). Contractor shall use great care not to damage surrounding ceiling tiles.
 7. Clean and polish all brass trim work.
 8. Clean all door threshold plates with a neutral detergent dust all door frames/jambes.
- D. QUARTERLY SERVICES: Services to be performed by third Sunday (midnight) of March, June, September and December.
1. Strip, seal and wax all hard surface floors.
 2. Extract all carpets and walk-off mats, including all hard to reach areas such as under counters, under furniture and all nooks and crannies (move carpet protectors). Use portable floor and carpet blowers/dryers to completely dry areas before traffic.
 3. Remove wash splatter, wax and dirt off of cove base in all corridors and rooms. Restore cove base to a like new condition.
- E. SEMI-ANNUAL SERVICES: Services to be completed by the fourth Sunday (Midnight) of February and July.
1. Wash walls in all public halls, and stairwells where wall covering permits. Wash all pipes and rails in stairwells. Use a neutral detergent, rinse, and dry. Walls are to be cleaned leaving no haze or streaks.
 2. Clean and polish/oil all woodwork, wood paneling, sound panels, wood benches and doors in all areas of the building.
 3. Dust and/or wash light fixtures and covers without actual removal of the item. Use drop cloths as required to protect

PROJECT REQUIREMENTS

PROJECT NO. 02-25-2-16
FAIRBANKS ALASKA COURT SYSTEM
JANITORIAL CONTRACT
PAGE 5

STATE OF ALASKA
JANITORIAL CONTRACT/PROJECT REQUIREMENTS

(Janitorial contracts procured under the authority of AS 36.30)

adjacent surfaces, fixtures, and furniture.

4. Deep scrub concrete floors in the prisoner drop off garage.
5. Clean all fabric wall coverings.
6. Sweep and mop electrical closets, telephone/communication rooms, fan rooms, and mechanical rooms.

F. ANNUAL SERVICES: Services to be completed during the following dates.

1. Wash all interior walls, doors, cove base, moldings, fire alarm bells, emergency lights, etc. to remove all dirt, grime and wax. Use a neutral detergent, rinse, and dry. Walls are to be cleaned leaving no haze or streaks. (Months of September and October)
2. Wash dirt from all air vent grilles (both ceiling and wall). Rinse thoroughly, leaving no streaks or unwashed areas. Carefully avoid damage to ceiling tiles. Vacuum all surrounding dirty ceiling tiles with brush attachments. Contractor shall use great care not to damage ceiling tiles. (Month of February)
3. Vacuum and extract all fabric office furniture and wall partitions. Wash all hard surface office furniture and wall partitions with an appropriate cleaner. Remove all dirt, grime wax, stains, foreign material, etc. (Month of November)
4. Vacuum or wash window coverings (drapes, curtains and blinds) with an appropriate cleaning solution to remove all dirt and grime. Method of cleaning to be approved by the Project Manager. (Month of November)
5. Wash, disinfect, and deodorize to remove nonpermanent stains and soil from the interior and exterior of all trash receptacles. Change plastic liners in all trash receptacles. Plastic liners must be correctly sized for the receptacle. (Month of July)
6. Wash the interior and exterior of all light lenses. Clean the interior of all light fixtures (reflectors). Clean all lamps. Leave no streaks on lenses or reflectors. Use drop cloths as required to protect adjacent surfaces, fixtures, and furniture.
7. Deep scrub and reseal concrete floors in halls and holding

PROJECT REQUIREMENTS

PROJECT NO. 02-25-2-16
FAIRBANKS ALASKA COURT SYSTEM
JANITORIAL CONTRACT
PAGE 6

STATE OF ALASKA
JANITORIAL CONTRACT/PROJECT REQUIREMENTS
(Janitorial contracts procured under the authority of AS 36.30)

cells.

G. AS REQUIRED SERVICES:

1. Extract all carpets and walk-off mats, including all hard to reach areas such as under counters, under furniture and all nooks and crannies (move carpet protectors). Use portable floor and carpet blowers/dryers to completely dry area before traffic.
2. Remove spots, stains and all foreign matter (gum, smudges, etc.) from carpets, walk-off mats, tiles, floors, stairs, handrails, furniture, wall partitions, walls and sides of desks.
3. Sand in ashtrays at all entrances should be kept clean and changed on a regular basis.
4. Clean walls, doors and cove base.

H. INSPECTIONS

1. All monthly, quarterly, semi-annual and annual cleaning services are to be coordinated with, and inspected by the Project Manager. At a minimum one week prior to commencing work on any of these items the Contractor will contact the Project Manager and a written work schedule will be submitted stating what will be done, where Contractor will be cleaning, time of day Contractor will be performing the work and when Contractor will be finished with the cleaning. If additional workers are needed to perform the above services they will need to meet the Security Clearance requirements in Supplementary Conditions #23. If no contact is made for coordination and inspection and no work schedule is submitted, work may be required to be redone at no charge to the State. Monthly payment will be withheld until work is completed and notice and inspection requirements are met.

I. EQUIPMENT, MATERIALS AND SUPPLIES

1. Minimum Vacuum Specification: A commercial grade, two-motor upright vacuum, such as a NSS MARSHALL, Windsor Versamatic EC or equal.
 - A. Two stage vacuum motor, with at least 850 watts, 120 volts, 7.7 amps. Capable of not less than 69 inches of

STATE OF ALASKA
JANITORIAL CONTRACT/PROJECT REQUIREMENTS
(Janitorial contracts procured under the authority of AS 36.30)

water lift and 91 cfm.

- B. A top fill two-ply collector bag, disposable type with a 5 liter dry) capacity. Vacuum filter bag should be housed in a sealed compartment. Filter bag shall be a high-efficiency type.
 - C. Capable of edge cleaning, with built in hose and auxiliary tools.
 - D. Brush drive motor at least 150 watts, 1.4 amps.
 - E. Brush assembly at least 14 inches wide. (Wider units require higher power and suction ratings).
 - F. Capable of height adjustment.
2. Minimum Carpet Exaction Unit Specifications: A commercial grade carpet extraction cleaning unit such as a NSS Pony Plus 8 SC, Enigmatic Plus II or equal.
- A. Self-contained unit, consisting of clean supply tank, recovery tank, vacuum motor, supply pump, vacuum shoe (slot), spray jets, brush unit (with separate motor) and small area accessory tool.
3. Minimum Portable Floor and Carpet Blower/Dryer Specifications: A commercial grade unit such as a NSS Aero, Kent KD-3S or equal.
- A. 2000 - 3000 cubic feet of air per minute.
 - B. 110 volt electric motor.
4. Waterproof trash collection container.
- 1. Rubbermaid Brutes, Big Wheel Carts, or equal.
5. The required equipment, materials and supplies must be present on-site, and in good operating condition at all times. This will include but is not limited to keeping equipment clean such as laundering mop heads, washing mop buckets, and washing trash removal containers.
6. Some required services will require special equipment.

J. SUPPLY AND EQUIPMENT STORAGE

- 1. When possible, satisfactory storage room(s) will be made

STATE OF ALASKA
JANITORIAL CONTRACT/PROJECT REQUIREMENTS

(Janitorial contracts procured under the authority of AS 36.30)

available to the contractor for storage of equipment, materials, and supplies used in the performance of the contract. The contractor must keep this area neat, orderly, clean and odor free at all times.

K. GENERAL

1. The Contractor shall perform all services so as to keep the facility in a New Condition. The Contractor will follow the attached manufacturer's cleaning and maintenance specifications unless the project requirements call for more stringent requirements. Refer uncertain instances to the Project Manager for a decision.
2. If the Contractor damages, any State owned property, or State Employee owned property in the opinion of the Project Manager, the Contractor may make replacements and repairs to the approval of the Project Manager, or the contracting Agency may either hire another firm, or assign State personnel to repair the damage. This cost will be deducted from the contract payment due. State owned property is classified as, but not limited to electronic office equipment, office furniture, walls, carpet, restroom partitions and fixtures etc.
3. On the last scheduled day of performance the Contractor shall provide all required services. Clean the building and leave all dispensers full.

KEY CONTROL: Special emphasis is placed on key control. If any key is lost by a contract employee, all locks affected will be rekeyed and all keys will be revised/reissued. This is a very expensive process and the successful bidder shall be held financially liable for all rekeying and reissue.