

STATE OF ALASKA

INVITATION FOR BIDS TO JANITORIAL CONTRACTS

Procurement per AS 36.30

Project Name:	<b>FAIRBANKS DOT &amp; PF PEGER COMPLEX JANITORIAL CONTRACT</b>	Contracting Agency and Address:	<b>DEPARTMENT OF TRANSPORTATION &amp; PF MAINTENANCE &amp; OPERATIONS-BUILDINGS 2301 Peger Road Fairbanks, Alaska 99709-5399</b>
Location:	<b>2301 Peger Road Fairbanks, Alaska</b>		
Issuing Office:	Northern Region, Maintenance & Operations	Date of Issuance:	5/26/00
Contracting Officer:	Ralph D. Swarthout, P.E., M&O Director	Project Number:	01-25-2-17

**DESCRIPTION OF WORK:**

Furnish all labor, tools, equipment, materials, and supplies to provide janitorial services, for approximately 50,750 square feet of office and common area space and remove snow and ice from sidewalks and parking areas in accordance with the technical specifications.

**5% BID GUARANTEE AND SURETY DEPOSIT IS REQUIRED**

**SITE VISIT:** June 6, and June 13, 2000 at 4:30 PM. Meet in the Conference Room of the Administration Building.

**CONTRACT TIME PERIOD:**

One year from date of award. Renewable for three (3), one-year periods.

**ATTACHMENTS:** Information to Bidders (1 page), Instructions to Bidders (1 page), Bid Schedule (4 pages), General Conditions (1 page), Bid Bond (Form 25D-14) (2 pages), Supplementary Conditions (6 pages), Project Requirements (13 pages) and Plans (9 pages). Required insurance coverages (which must be evidenced prior to Award) are listed in the Supplementary Conditions.

**PROJECT:** Over \$25,000

X

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 16, 2000.

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: Michael P. Dykema  
TITLE: Project Manager

Telephone (907) 451-5207

Fax (907) 451-5263. This solicitation is governed by applicable provisions of AS 36.30 and 2 AAC 12.

**SUBMITTAL OF BIDS:** Bids for this Project shall be submitted in the manner noted below. All Bidders should familiarize themselves with the Instructions to Bidders, document 00100, reverse side of this form, prior to submitting a Bid.

X WRITTEN BIDS, INCLUDING AMENDMENTS OR WITHDRAWALS, MUST BE RECEIVED PRIOR TO THE ABOVE-NOTED DEADLINE. BIDS SHALL BE SUBMITTED ON THE FORMS FURNISHED.

Written bids must be hand-delivered, or mailed in a sealed envelope to the Contracting Agencies Address. 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:

Bid for Project

Name: **FAIRBANKS DOT & PF PEGER COMPLEX JANITORIAL CONTRACT**

Number: **01-25-2-17**

Attn: **JIM LITTLE, BUILDINGS MAINTENANCE MANAGER**

Hand-delivered or faxed bid amendments or withdrawals must be received by 10:00am, Friday, June 16, 2000 at the above-noted location prior to the scheduled deadline.

**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.

**Bid Award: See the attached Bid Schedule.**

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 his process will be repeated with the second lowest bidder - and so on, until the lowest responsive and responsible 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 with 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

<b>Project Name:</b> FAIRBANKS DOT & PF PEGER COMPLEX <b>Location:</b> JANITORIAL CONTRACT 2301 Peger Road Fairbanks, Alaska	<b>Contracting Agency and Address:</b> DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES MAINTENANCE & OPERATIONS- BUILDINGS 2301 Peger Road Fairbanks, AK 99709-5399
<b>Issuing Office:</b> Ralph Swarthout, P.E., DIRECTOR, MAINTENANCE & OPERATIONS	<b>Date of Issuance:</b> 5/26/00

\*\*\***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 Nonresponsive.

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 **01-25-2-17**. 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 \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Title: \_\_\_\_\_

Address \_\_\_\_\_

Business License # \_\_\_\_\_ EIN or SSN \_\_\_\_\_ Phone # \_\_\_\_\_

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

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

TO: \_\_\_\_\_ FOR: All Work related to \_\_\_\_\_  
 \_\_\_\_\_ Project Number 01-25-2-17  
 \_\_\_\_\_ **including the basic bid and**  
 \_\_\_\_\_ alternate(s) \_\_\_\_\_

Verification of Responsibility	
Insurance	_____ _____
Bonding	_____ N/A _____
Cert. Wages	_____ N/A _____
Qualifications	_____ _____

Your bid in the amount of \$ \_\_\_\_\_ submitted on \_\_\_\_\_ 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 within \_\_\_\_\_ days following receipt of this notification and must be complete on or before \_\_\_\_\_  
 Acknowledge receipt of this Award by signing \_\_\_\_\_, and return this document to the address shown at the top of this page.

Contracting Agency's Project Manager \_\_\_\_\_

Contracting Officer \_\_\_\_\_ Date \_\_\_\_\_

Date of



## BID SCHEDULE

Project Number: 01-25-2-17  
Project Name: Fairbanks DOT & PF Peger Complex Janitorial Contract

**Bidders Please Note:** Before preparing this Bid Schedule, read carefully the Project Requirements, 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, 5, 6, and 7 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 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

$\$4,100.00 \times 12 \text{ months} = \$49,200.00$  Yearly Price (1)

Item 2: Price for Work in the Project Requirements Section:  
D. Quarterly Services

$\$750.00 \times 4 \text{ times/yr.} = \$3,000.00$  Yearly Price (2)

Item 3: Price for Work in the Project Requirements Section :  
E. Semi-Annual Services

$\$750.00 \times 2 \text{ times/yr.} = \$1,500.00$  Yearly Price (3)

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

$\$1,000.00 \times 1 \text{ times/yr.} = \$1,000.00 \text{ Yearly Price (4)}$

Item 5: Price for Work in the Project Requirements Section:  
H. One Time Initial Cleaning Service  
One time payment for the life of the Contract

$\$1,500.00$  (5)

**ADDITIVE ALTERNATE No. 1**

Item 6: Weekly Price for work in the Project Requirements Section:  
M. Daily Services Additive Alternate No. 1 Snow and Ice Removal

$\$175.00 \times 26 \text{ weeks} = \$4,550.00 \text{ Yearly Price (6)}$

The yearly price from the above formula will be used in determination of the apparent low bid. The State DOES NOT guarantee the amount of Snow and Ice Removal services during the contract period.

**ADDITIVE ALTERNATE No. 2**

Item 7: N. Monthly Price to provide all cleaning services (Bid Items 1, 2, 3, 4,5) in the M&O Building Radio Room.

$\$100.00 \times 12 \text{ months} = \$1,200.00 \text{ Yearly Price (7)}$

**TOTAL**

Basic Bid

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

$\$56,200.00$  Yearly Price

Bid Schedule

Project No. 01-25-2-17

Fairbanks DOT&PF Peger Complex

Janitorial Contract

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**Basic Bid + Additive Alternate No. 1**  
**(1)+(2)+(3)+(4)+(5)+(6)**                      \$60,750.00      **Yearly Price**

**Basic Bid + Additive Alternates No. 2**  
**(1)+(2)+(3)+(4)+(5)+(7)**                      \$57,400.00      **Yearly Price**

**Basic Bid + Additive Alternates No. 1 & 2**  
**(1)+(2)+(3)+(4)+(5)+(6)+(7)**                      \$61,950.00      **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.

**Bid Award:** The bid award will be made to the lowest responsible and responsive bidder whose bid conforms in all material respects to the requirements and criteria set out in this invitation to Bid. The sum of the Basic Bid plus any Alternates awarded governs for purpose of determining low bidder.

The State reserves the right to award some, none, or all of the alternates. Alternates may be awarded in any order in the best interest of the State. Bid amounts for alternates not awarded with this contract shall be held for 180 days from date of contract and may be awarded within that time as a fixed price change order.

Award will be made subject to availability of funds.

**CONTRACTOR:** S & J JANITORIAL Co./ *Mon. Col. Stein*

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 *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

- " **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 36.05.011).
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 with respect to 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 Contracting Agency's final approval of the Work.
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.



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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.

**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

**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 da

**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 day 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

**SUPPLEMENTARY CONDITIONS**  
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the required 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.**

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, 24 hour contact telephone number, and a working fax machine number, and an E-mail 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.

**SC8. COMMUNICATION:** At least one person who can speak, read and write English fluently must be present at all times.

**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

**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 good 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. Bidders 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 MSDSs (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, MSDSs 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 shall

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maintain a file of Material Safety Data Sheets in a standard three ring binder which will be located in the janitors closet in the Maintenance Building.

**SC 13. 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 V

**SC 14. 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**.

**SC 15. 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 \$300,000 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.

**SC 16. 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 **8:00 AM** and **9:00 AM**. Required corrections resulting from deficient Work, shall be accomplished immediately after the inspection or between the hours of **9:00 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, building users agency representative and the Contractor's Supervisor to be held Monday and Wednesday 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

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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.

The Resident Manager will daily check for and respond to Janitorial Deficiency Notices. These will be left on the wall outside the Building Maintenance Office in the Maintenance and Operations Building and/or faxed, and/or E-Mailed 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 11:00AM. The Project Manager will contact the Contractor's Supervisor by 9:00AM 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 left in the designated location in the Maintenance and Operations Building is not corrected by the following morning. In case of conflict the Project Managers decision will be final.
3. 1/15 of the monthly billing amount will be deducted from the Contractors payment, if in the opinion of the Project Manager snow removal was not performed. The Project Manager will contact the Contractor's Supervisor to inform them of the Deficiency. In case of conflict the Project Manager's decision will be final.

Failure to correct a deficient item of Work or other contract requirement within the established time period, plus one day 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 VDCs issued under the contract and describe the consequences should additional VDCs be issued. Failure to appear for a requested inspection or the issuance of more than 3 VDCs in a 60 day period or a total of 7 VDCs in a 6 month period will be grounds for the Contracting Officer to declare the Contractor in default and cancel the contract.

**SC 17. 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 one 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

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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.

**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 contractors. 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:** 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:** No work is required in elevator pits, mechanical rooms, electrical/telephone switching rooms and those rooms specifically excluded by the State due to special circumstances.

**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 the terms of this contract.

**SC23. QUALIFICATIONS/SECURITY:** The successful bidder, subcontractors, and all employees shall be capable and **experienced** in the contract work to be performed. 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 State premises until such time as the charges are dismissed.

The State of Alaska 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 State of Alaska requires that the Contractor and any principals, officers or employees who will work on State premises undergo a security check. The Contractor shall ensure this requirement is met and pay for all costs associated with obtaining the check. The State of Alaska may require that forty-eight hours prior to any

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employee performing work on site, a fingerprint background check be provided to the Contracting Officer. This requirement must be met for all new employees added during the term of the contract. The State may require identification cards. 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. 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.

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

A. DAILY SERVICES: Services to be performed Sunday through Thursday nights after normal state office hours.

1. Empty all interior and exterior trash receptacles. Collect all designated waste paper and trash in plastic trash bags furnished by the successful bidder and dispose of immediately in dumpster. The Contractor shall also remove all liter, cans, papers, and other containers marked TRASH. Empty and wipe ashtrays and place contents in a metal container separate from other waste material. Remove all cigarette butts from building entrance ashtrays, sift and/or stir sand for attractive appearance. Clean all ashtrays. **Dumpster Service Provided by the State.**

Contractor shall leave two new plastic trash can liners in each container.

2. Pick up and deposit all recyclable papers into a State designated container.
3. Hot water, soap, deodorizer and appropriate disinfectant, such as a bleach solution or EPA registered germicide must be used for all janitorial services.
4. Sweep and damp mop all hard surface floors, landings, stairs and entryways including all hard to reach areas such as under counters, furniture, and all corners. Use a neutral detergent and replace mop water and cleaner after each area, restroom has been mopped.
5.
  - a) Vacuum all carpeted traffic areas in the building. At a minimum this will include walk-off mats(straighten all mats), entrances, corridors, and main traffic lanes in offices and around desks. In case of conflict Project Managers decision will be final.
  - b) Spot clean all carpets and walk off mats to remove daily stains.
6.
  - 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 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) Mineral and calcium deposits on any plumbing fixtures will not be accepted.

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- g) Check function of all dispensers and fixtures in all restrooms. Report maintenance problems to the Project Manager.
7. Provide and maintain adequate supplies of toilet paper, seat covers, toilet and urinal deodorizers and room deodorizers, sanitary napkins, paper towels and soap in restrooms. 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, deodorize and polish all drinking fountains and coffee room sinks. Mineral and calcium deposits will not be accepted.
  9. Clean, disinfect, and deodorize table surfaces in conference rooms, break rooms, public areas, hallways, and all public counters in all offices. Use only non-abrasive cleaners.
  10. Remove all fingermarks, dirt, smudges, wash splatter and wax from walls, doors, windows, woodwork, light switch cover plates, light switches, door knobs and handles, stairwell hand railings and all associated surrounding areas.
  11. Dust all surfaces up to six feet, using a treated duster. The Contractor shall accomplish dusting by the removal of soil from the area, not by moving it from one surface to another.
  12. Clean and disinfect the elevator and vertical lifts floors, doors, walls, ceilings, and selector panels. Clean and vacuum elevator door tracks.
  13. Police all sidewalks, parking areas, planter strips or boxes, grassed areas, rock gardens, shrubbery, 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.
  14. At the end of each work day, the supervisor shall inspect all buildings and ground areas to ensure that all work is complete, all necessary doors and windows are locked and all lights are turned off.
- B. WEEKLY SERVICES: Services to be performed on Sunday of each week.
1. Damp mop with a neutral detergent 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 all sidewalks, steps, building entrance areas and ramps. Remove all accumulated gravel and sand from sidewalks, ramps, planter strips or boxes and grassed areas and dispose off site at

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an approved dump site.

3. Wash all appliance exteriors (refrigerators, microwaves, coffee makers, etc.).
4. Replace plastic liners in all trash receptacles. These shall be replaced more often if torn, odorous or wet. Plastic liners must be adequately sized for the receptacle.
5. Vacuum all carpeted areas, 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. Replace vacuum paper filter bags. Clean and or replace vacuum safety filter and exhaust filter to a new or like new condition.

C. MONTHLY SERVICES: Services to be performed on the second Sunday 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. Change cartridges, batteries and aerosol cans for deodorizers in all bathrooms.
3. Dust all surfaces over six feet in height, using a treated duster. The Contractor shall accomplish dusting by the removal of soil from the area, not by moving it from one surface to another.
4. High traffic area carpets and walk off mats(see Attached Floor Plans). The Contractor shall remove carpet stains, completely vacuum, shampoo using hot water extraction equipment and supplies, and completely re-vacuum all carpet. The Contractor shall shampoo areas such as corners which are inaccessible to the equipment with manual scrubbing devices. After shampooing and allowing sufficient drying time, the Contractor shall vacuum the carpet following a pattern which will give the carpet pile a uniform appearance. Use portable floor and carpet blowers/dryers to completely dry areas before traffic.
5. Pour one gallon of clean fresh water, deodorizer and disinfectant down the floor drains in all restrooms.
6. Dust all air diffusers, using a treated duster. The Contractor shall accomplish dusting by the removal of soil from the area, not by moving it from one surface to another.
7. High traffic hard surface floor(see attached floor plans). In the Large Warm Storage Building

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Restrooms. Remove all dirt and wax from all hard surface floors and cove base by mopping or scrubbing with a detergent and wax remover. Rinse thoroughly and apply skid resistant wax of a type recommended by the flooring manufacturers. When wax is dry, machine buff to a smooth sheen, even wet look. Use only the strength of wax stripper needed and remove promptly and rinse to eliminate damage to floor tiles and adhesive.

8. In the Large Warm Storage Building Break Room, remove all dirt from the floor by mopping, power scrubbing, and rinse thoroughly.
1. Clean and polish all door kick plates.

D. QUARTERLY SERVICES: Services to be performed on the third Sunday of March, June, September and December.

1. Remove all dirt and wax from all hard surface floors and cove base by mopping or scrubbing with a detergent and wax remover. Rinse thoroughly and apply skid resistant wax of a type recommended by the flooring manufacturers. When wax is dry, machine buff to a smooth sheen, even wet look. Use only the strength of wax stripper needed and remove promptly and rinse to eliminate damage to floor tiles and adhesive.
2. Shampoo 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). The Contractor shall remove carpet stains, completely vacuum, shampoo using hot water extraction equipment and supplies, and completely re-vacuum all carpet. The Contractor shall shampoo areas such as corners which are inaccessible to the equipment with manual scrubbing devices. After shampooing and allowing sufficient drying time, the Contractor shall vacuum the carpet following a pattern which will give the carpet pile a uniform appearance. Use portable floor and carpet blowers/dryers to completely dry areas before traffic.
3. Remove wash splatter, wax and dirt off of cove base and walls in all corridors and rooms. Restore cove base to a polished appearance.

E. SEMI-ANNUAL SERVICES: Services to be completed on the fourth Sunday of April and September.

1. Wash and wipe clean all surfaces over six feet in height. This will include but is not limited to moldings, overhead pipes, fire alarm bells, emergency lighting, ceiling fans, etc..
2. Wash walls in all public halls, smoking rooms and stairwells where wall covering permits. Wash all pipes and rails in stairwells.

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3. Clean and wax all woodwork and doors in all areas of the building.
4. Wash the interior and exterior of **all** windows, and glass doors. **Remove, wash and replace all bug screens and storm windows.** Leave no streaks or unwashed places. Wash and wipe all sills and frames, leaving no water spots. Use drop cloths as required to protect adjacent surfaces, fixtures and furniture. Do not step on flowers or flower boxes. This work item may require special equipment. Clean all windows in the areas designated as No Service Area.
5. Apply ArmorAll protectant to all plastic restroom partions.

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

1. Clean the interior and exterior of all light diffuser lenses. Clean the interior of all light fixtures (reflector). Clean all lamps. Only use a non-abrasive cleanser. Leave no streaks on lenses or reflectors. Use drop cloths as required to protect adjacent surfaces, fixtures, and furniture. This work, with approval of the Project Manager, may be distributed over entire summer. (Month of August)
2. Wash **All** interior walls, doors, and cove base to remove all dirt, grime and wax. (Months of September and October)
3. Wash dirt from all air grilles and diffusers using neutral cleaners. Rinse thoroughly, leaving no streaks or unwashed areas. Carefully avoid damage to ceiling tiles. Vacuum all surrounding dirty ceiling tiles with brush attachments. (Month of February)
4. Vacuum and shampoo 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)
5. 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)
6. Clean, 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 adequately sized for the receptacle. (Month of July)

G. AS REQUIRED SERVICES:

1. Shampoo all carpets and walk off mats including all hard to reach areas such as under counters,

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under furniture and all nooks and crannies (move carpet protectors). The Contractor shall remove carpet stains, completely vacuum, shampoo using hot water extraction equipment and supplies, and completely re-vacuum all carpet. The Contractor shall shampoo areas such as corners which are inaccessible to the equipment with manual scrubbing devices. After shampooing and allowing sufficient drying time, the Contractor shall vacuum the carpet following a pattern which will give the carpet pile a uniform appearance. 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. Clean, 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 adequately sized for the receptacle.
4. Remove all dirt and wax from all floors and cove base by mopping or scrubbing with a detergent and wax remover, rinse thoroughly and apply skid resistant wax of a type recommended by floor manufacturers. When wax is dry, machine buff to a smooth sheen, even wet look. Use only the strength of wax stripper needed and remove promptly and rinse to eliminate damage to floor tiles and adhesive.
5. Change cartridges, batteries and aerosol cans for deodorizers in all bathrooms.
6. Clean walls, doors and cove base.
1. Clean windows and glass doors.

H. ONE TIME INITIAL CLEANING SERVICE: All work must be completed within 60 days from receipt of Contract Award.

1. Clean the interior and exterior of all light diffuser lenses. Clean the interior of all light fixtures (reflector). Clean all lamps. Only use a non-abrasive cleanser. Leave no streaks on lenses or reflectors. Use drop cloths as required to protect adjacent surfaces, fixtures, and furniture.
2. Shampoo 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). The Contractor shall remove carpet stains, completely vacuum, shampoo using hot water extraction equipment and supplies, and completely re-vacuum all carpet. The Contractor shall shampoo areas such as corners which are inaccessible to the equipment with manual scrubbing devices. After shampooing and allowing sufficient drying time, the Contractor shall vacuum the carpet

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following a pattern which will give the carpet pile a uniform appearance. Use portable floor and carpet blowers/dryers to completely dry areas before traffic.

3. Dust all areas, using a treated duster. The Contractor shall accomplish dusting by the removal of soil from the area, not by moving it from one surface to another
4. Wash all interior walls, doors, windows and cove base to remove all dirt, grime and wax. Wipe water spots from sills and frames. Use drop cloths as required to protect adjacent surfaces, fixtures and furniture.
5. Remove all dirt and wax from all floors and cove base by mopping or scrubbing with a detergent and wax remover, rinse thoroughly and apply skid resistant wax of a type recommended by floor manufacturers. When wax is dry, machine buff to a smooth sheen, even wet look. Use only the strength of wax stripper needed and remove promptly and rinse to eliminate damage to floor tiles and adhesive.
6. Wash dirt from all air grilles and diffusers using neutral cleaners. Rinse thoroughly, leaving no streaks or unwashed areas. Carefully avoid damage to ceiling tiles. Vacuum all dirty ceiling tiles with brush attachments.
7. Vacuum and shampoo 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..
8. Wash the interior and exterior of all windows, and glass doors. **Remove, wash and replace all bug screens and storm windows.** Leave no streaks or unwashed places. Wash and wipe all sills and frames, leaving no water spots. Use drop cloths as required to protect adjacent surfaces, fixtures and furniture. Clean all windows in the areas designated as No Service Area.
9. Clean, 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 adequately sized for the receptacle.
10. Remove all mineral and calcium deposits from all plumbing fixtures. This will include but is not limited to toilets, urinals, sinks, drinking fountain and faucets.
11. Apply ArmorAll protectant to all plastic restroom partions after cleaning.
12. In the Large Warm Storage Building Break Room, remove all dirt from the floor by mopping, power scrubbing, and rinse thoroughly.

I. INSPECTIONS

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1. **All monthly, quarterly, semi-annual, annual and one time initial cleaning services are to be coordinated with, and inspected by the Project Manager.** Before 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, when Contractor will be finished with the cleaning, and the names and social security numbers of the workers performing the services. 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.

J. **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. In new or like new condition.
  - A. Two stage vacuum motor, with at least 850 watts, 120 volts, 7.7 amps. Capable of not less than 69 inches of 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 should 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 Shampooer/Exaction Unit Specifications: A commercial grade carpet extraction cleaning unit such as a NSS Pony Plus 8 SC, Uni-Matic Plus II or equal. In new or like new condition.
  - 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. In new or like new condition.

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- A. 2000 - 3000 cubic feet of air per minute.
- B. 110 volt electric motor.

- 4. Some required services may require special equipment.
- 5. The required equipment, materials and supplies must be present on-site, and in good operation 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.

K. SUPPLY AND EQUIPMENT STORAGE

- 1. When possible, satisfactory storage room(s) will be made 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, and odor free at all times.**

L. GENERAL

- 1. Special care must be taken when washing the exterior windows due to the flower beds below them. No slopping wash water etc. in the flower beds. Contractor will limit the amount of walking and stepping in the flower beds. **Do Not step on flowers or flower boxes.**
- 2. Contractor shall not drive any vehicles on the lawn areas.
- 3. Carpet and hard surface floor maintenance performed in accordance with manufacturer's specifications.
- 4. 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, etc.
- 5. On the last scheduled day of performance the Contractor shall provide all required services. Clean the building and leave all dispensers full.

M. DAILY SERVICES ADDITIVE ALTERNATE No. 1 Snow and Ice Removal

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1. Additive Alternate No. 1: Administration Office Building, Materials Testing Lab Building, Engineering Services Building, Supply Building, Maintenance Building, State Equipment Fleet Building and Large Warm Storage Building(Break Room). See attached Peger Road Complex Snow Removal Plot Plan.
  - A. Remove snow and ice from the full width and length of all ramps, sidewalks, curb ramps, steps, building entrances (10'x10' area) and accessible parking areas and walk ways down to concrete or asphalt. No snow or ice shall be deposited in the parking areas. The Contractor shall apply an ice melting compound to these areas which is not harmful to grass, sidewalk material or interior carpet and finishes. Only the minimal amount of ice melting compound shall be used which will keep all surfaces safe and passable to pedestrian traffic and persons with disabilities. **Sand** shall be used on sidewalks and accessible parking areas as a skid resistant material. Snow removal will commence no earlier than 5:30 AM and be finished by 7:30 AM Monday through Friday.

14. ADDITIVE ALTERNATE No 2 M&O Building Radio Room

1. Provide all daily, weekly, monthly, quarterly, semi-annual, annual, as required, and one time initial cleaning services.

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.

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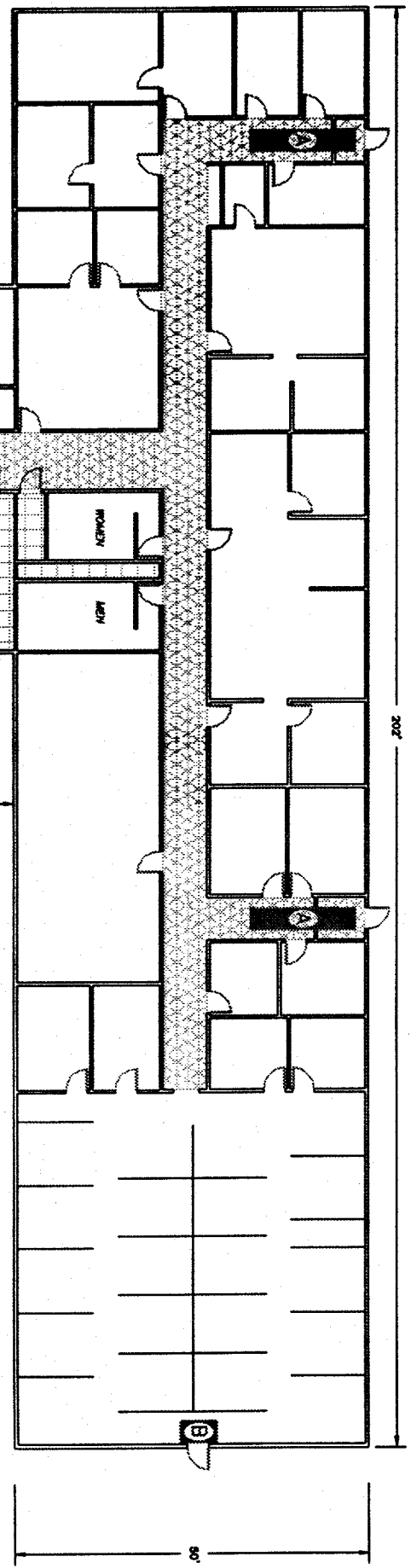
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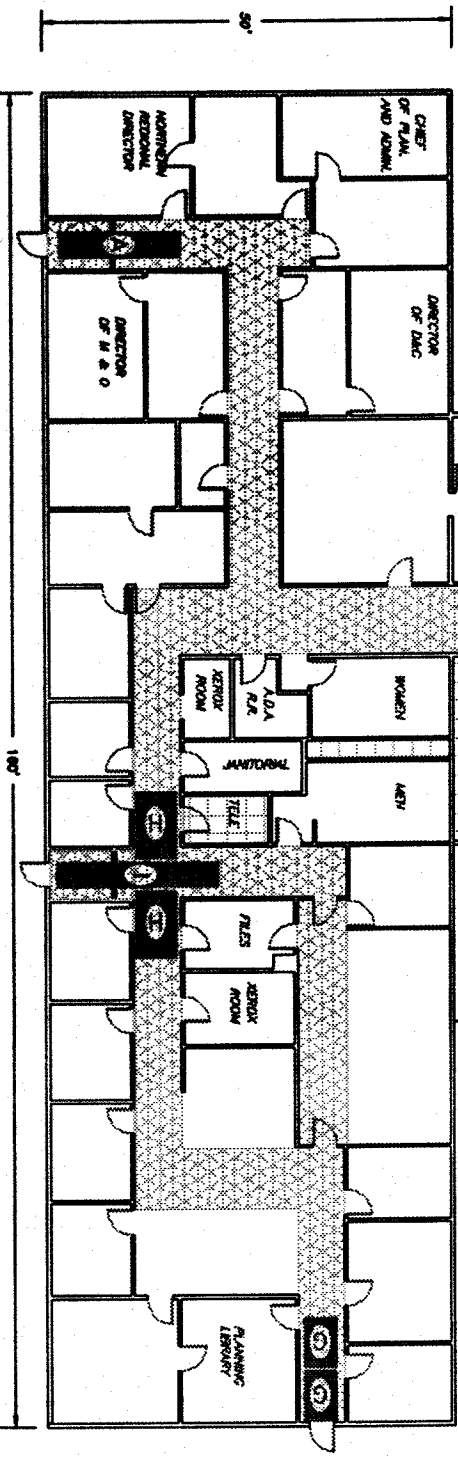


# ADMINISTRATION BUILDING

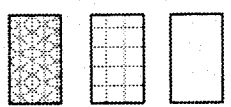


## WALKOFF MATS

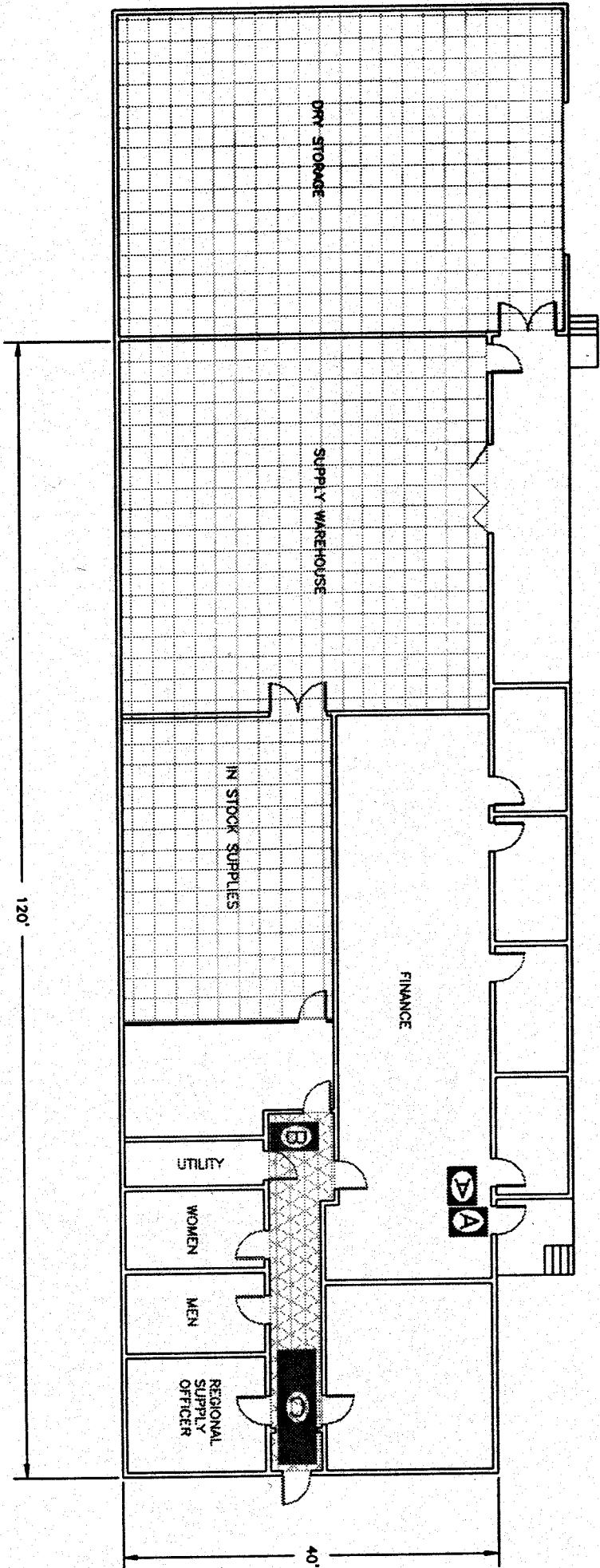
- A - 3'X15'
- B - 3'X5'
- C - 3'X8.5'
- D - 5'X7'
- E - 5'X15'
- F - 5'X13'
- G - 4'X6'
- H - 5'X8'
- I - 3'X20'



- REGULAR SERVICE AREA
- NO SERVICE AREA
- HIGH TRAFFIC AREA



# SUPPLY BUILDING



**WALKOFF MATS** ②

A- 3'X4'

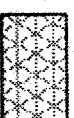
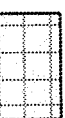
B- 3'X5'

C- 4'X12'

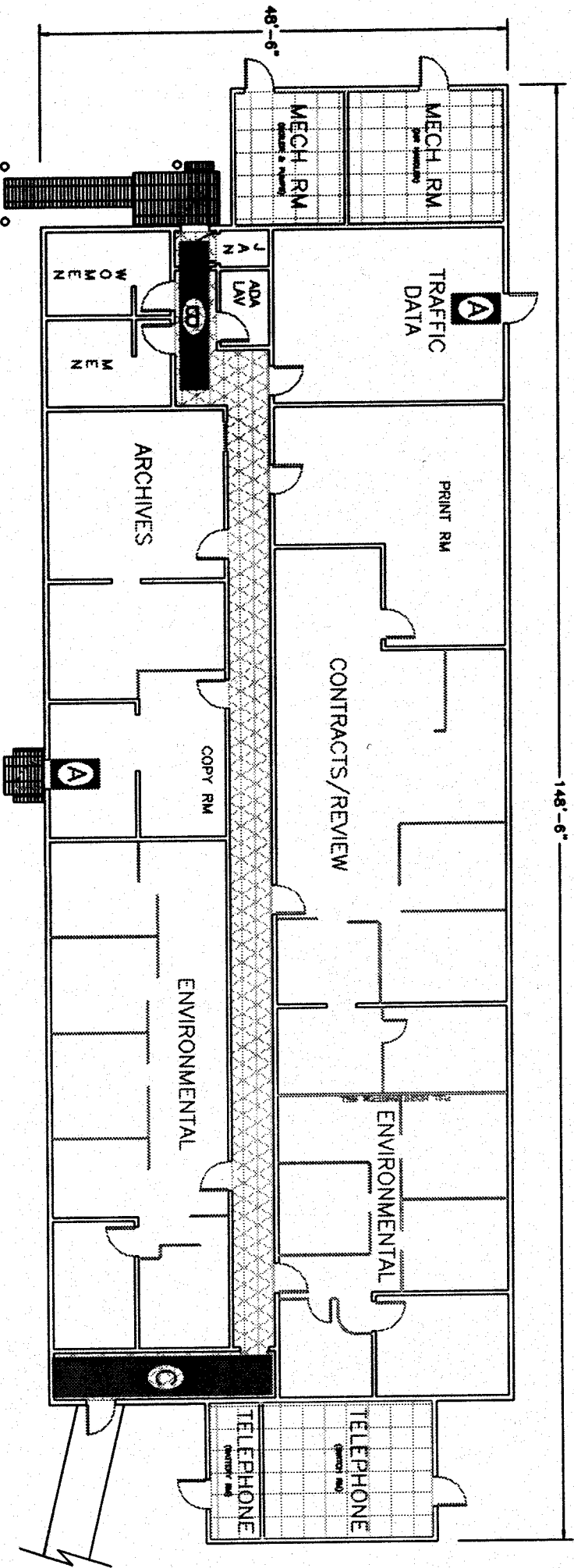
REGULAR SERVICE AREA

NO SERVICE AREA

HIGH TRAFFIC AREA






# ENGINEERING SERVICES



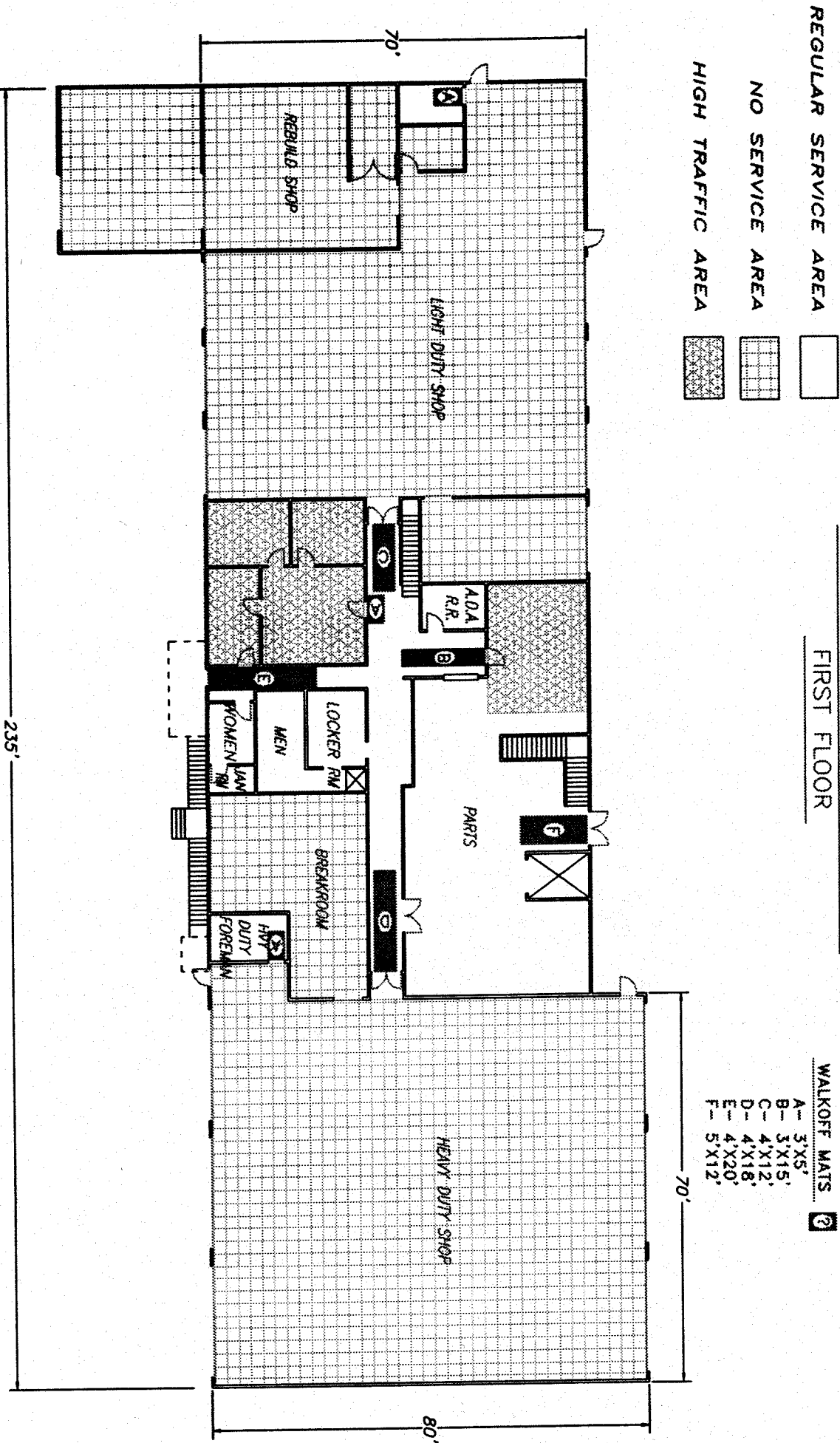
WALKOFF MATS **B**

A - 3'X5'  
 B - 3'X15'  
 C - 4'X23'

REGULAR SERVICE AREA   
 NO SERVICE AREA   
 HIGH TRAFFIC AREA 

# SHOP BUILDING

## FIRST FLOOR



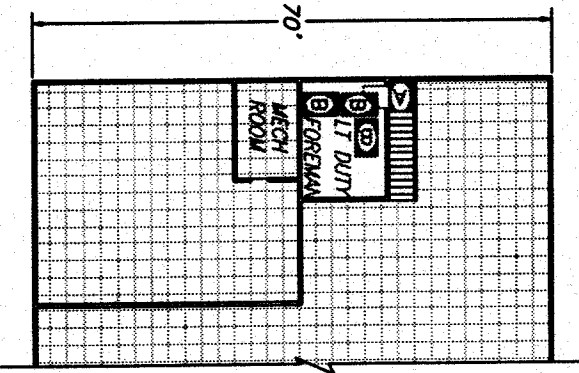
REGULAR SERVICE AREA



NO SERVICE AREA

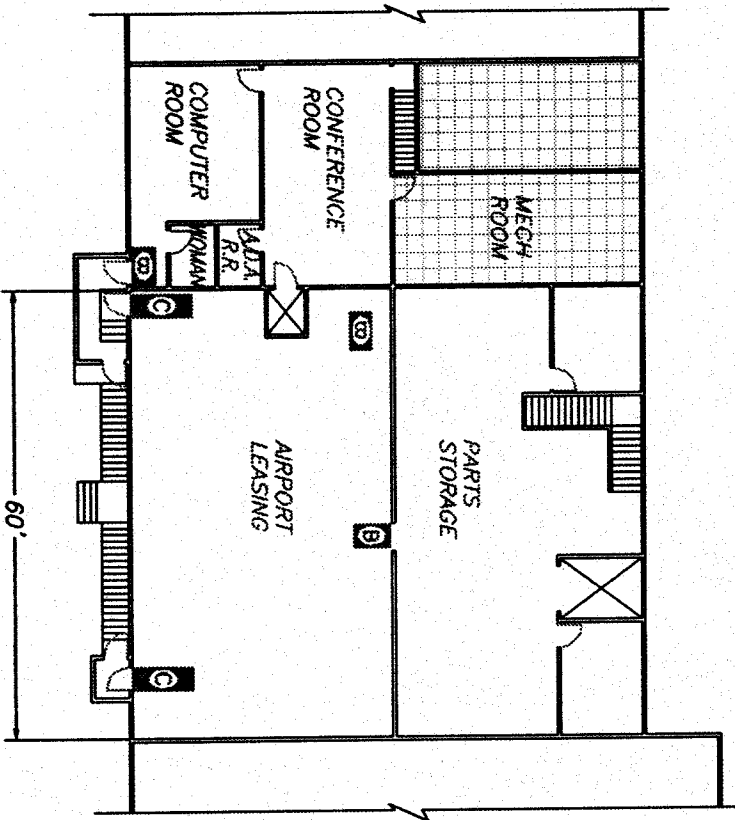


HIGH TRAFFIC AREA



# SHOP BUILDING

## SECOND FLOOR



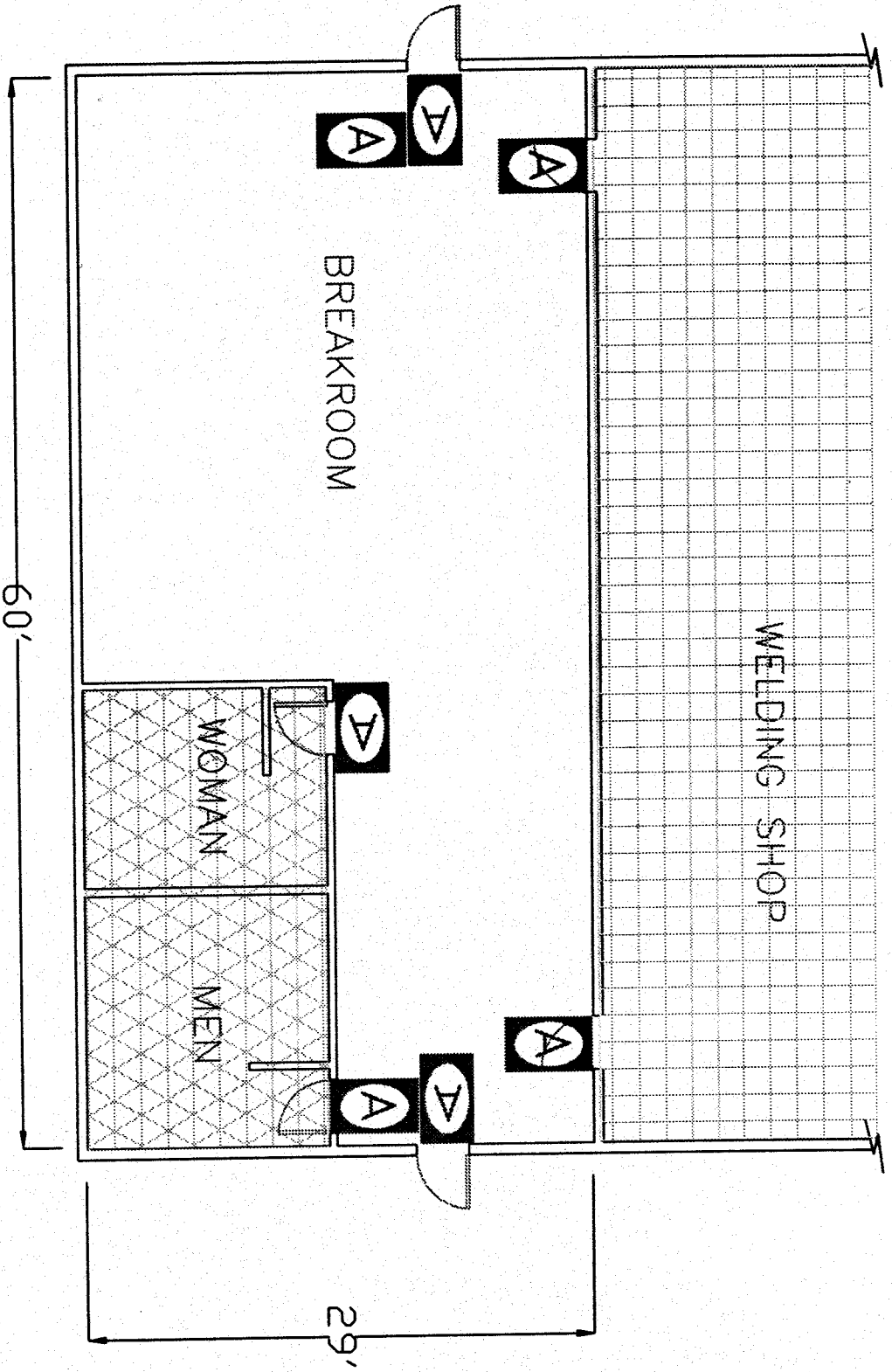
WALKOFF MATS



- A - 3'x4'
- B - 3'x5'
- C - 3'x8'

LARGE WARM STORAGE

BREAK ROOM



REGULAR SERVICE AREA

NO SERVICE AREA

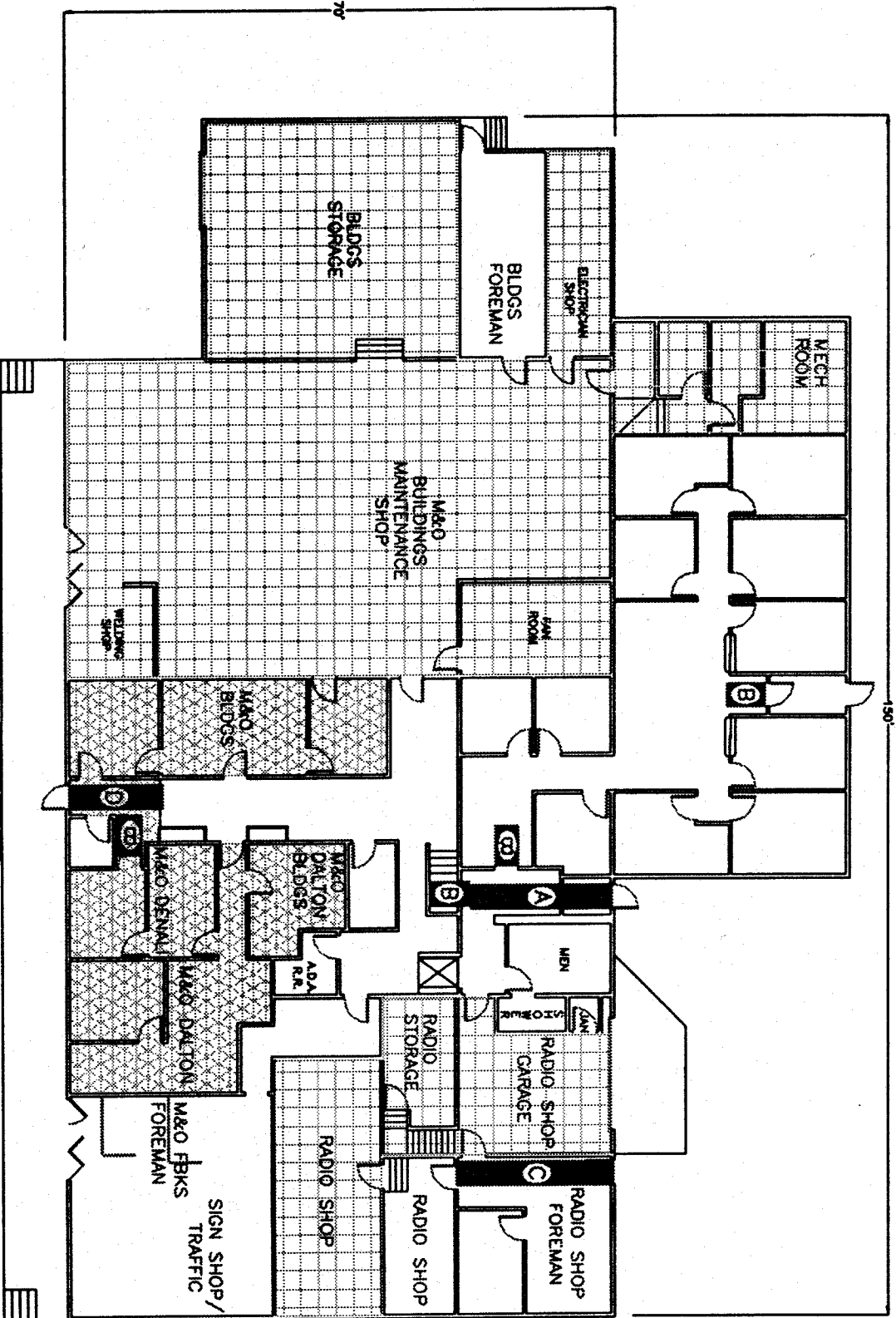
HIGH TRAFFIC AREA

WALKOFF MATS

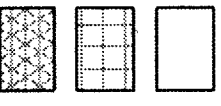
A - 3'X5'



# MAINTENANCE BUILDING

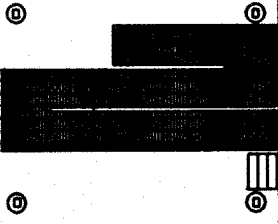


- REGULAR SERVICE AREA
- NO SERVICE AREA
- HIGH TRAFFIC AREA

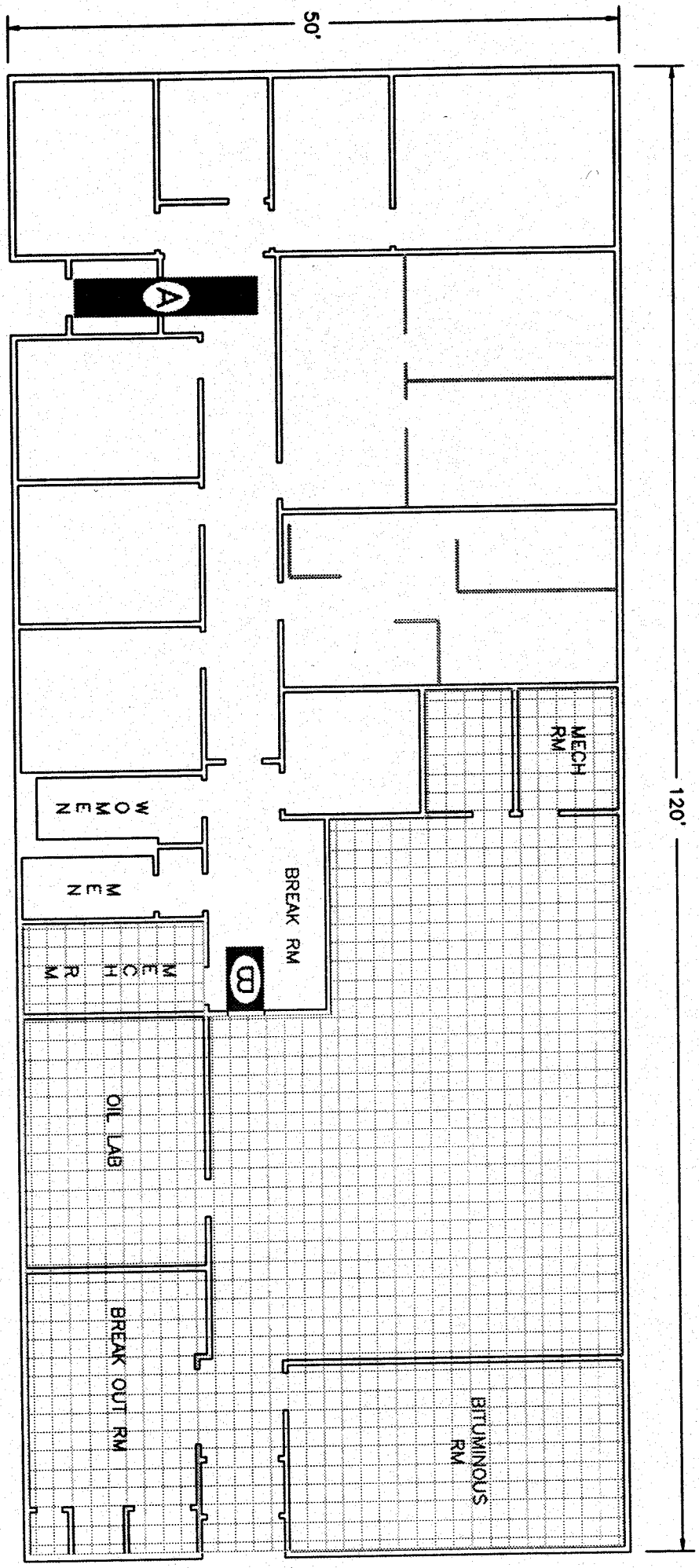


WALKOFF MATS

- A - 3'X18'
- B - 3'X5'
- C - 3'X20'
- D - 3'X12'



# MATERIALS BUILDING



120'

50'

WALKOFF MATS



- A - 3'X15'
- B - 3'X5'

REGULAR SERVICE AREA



NO SERVICE AREA



HIGH TRAFFIC AREA





# PEGER ROAD COMPLEX SNOW REMOVAL

